

12th May 2025

CONSULTANCY AGREEMENT

NORTH NORTHAMPTONSHIRE COUNCIL

and

URBAN FORESIGHT LIMITED

***In relation to
Designing and developing a comprehensive Local Area Energy Plan for North
Northamptonshire***

North Northamptonshire Council
The Corby Cube, George Street,
Corby, Northamptonshire, NN17 1QG
Legal Ref: 25200

BETWEEN

- (1) **North Northamptonshire Council** whose address is at of Sheerness House, 41 Meadow Road, Kettering NN16 8TL and whose address for service is at The Corby Cube, George Street, Corby, Northamptonshire, NN17 1QG (“the Council”)
- (2) Urban Foresight Limited incorporated and registered in England and Wales with company number 07705420 whose registered office is at 8 The Crescent, Newcastle Upon Tyne, NE7 7ST (“Consultant Company”/ “Consultant”)

BACKGROUND:

- (A) In reliance upon the skill, knowledge and experience the Consultant has represented that it has, the Council wishes to appoint the Consultant to provide the Services in the manner described in Schedule 1.
- (B) The Consultant agrees to accept the appointment in accordance with the terms and conditions of this Agreement.
- (C) The Parties shall comply with their respective obligations under this Agreement.

IT IS AGREED:

1. DEFINITIONS AND INTERPRETATION

- 1.1 In this Agreement unless the context otherwise requires the definitions set out below shall apply.

“Administrator”	the Council officer responsible for the monitoring and management of this Agreement whose details are set out in clause 19.3, or such other person as the Council may otherwise advise in writing;
“Agreement”	this agreement, its terms and conditions, schedules and any other document attached;
“Bribery Act”	the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation;
“Commencement Date”	Monday, 12 th May 2025;

“Commercially Sensitive Information”	the information listed in the Consultant’s tender comprising the information of a commercially sensitive nature relating to the Consultant, its intellectual property rights or its business or which the Consultant has indicated to the Council that, if disclosed by the Council, would cause the Consultant significant commercial disadvantage or material financial loss;
“Confidential Information”	<p>all confidential information (however recorded or preserved) disclosed by a party or its representatives to the other party and that party’s representatives in connection with this Agreement, including but not limited to:</p> <ol style="list-style-type: none"> any information that would be regarded as confidential by a reasonable businessperson relating to: (i) the business, affairs, customers, Consultants or plans of the disclosing party; and (ii) the operations, processes, product information, know-how, designs, trade secrets or software of the disclosing party; any information developed by the parties in the course of carrying out this Agreement; Personal Data; any Commercially Sensitive Information.
“Council”	the local authority that is party to this Agreement, also referred to as the Authority in the procurement documents;
“Data Controller”	the same meaning as set out in the Data Protection Legislation;
“Data Processor”	the same meaning as set out in the Data Protection Legislation;
“Data Protection Legislation”	the UK Data Protection Legislation and the Data Protection Act 2018;
“Data Subject”	the same meaning as set out in the Data Protection Legislation;
“Expiry Date”	31 st January 2026;
“Fees”	the fees payable to the Consultant by the Council under the Agreement for the full and proper performance by the Consultant of its obligations under this Agreement, as set out in Schedule 2;
“Force Majeure Event”	<p>“Force Majeure Event” mean the occurrence after the date of this Agreement of: -</p> <p>(i) war, civil war, armed conflict or terrorism; or</p>

- (ii) nuclear, chemical or biological contamination unless the source or cause of the contamination is the result of actions of the Contractor; or
- (iii) pressure waves caused by devices travelling at supersonic speeds; or
- (iv) explosion, lightning, storm, tempest, flood, bursting or overflowing of water tanks, apparatus or pipes, ionising radiation, earthquakes, riot and civil commotion; or
- (v) failure by any statutory undertaker, utility company, local council or other like body to carry out works or provide services; or
- (vi) any failure or shortage of power, fuel or transport;
- (vii) a pandemic or an epidemic or any government regulations directly resulting from such pandemic or epidemic including acts of God, pandemic or epidemic

which directly causes either party (the “Affected Party”) to be unable to comply with all or a material part of its obligations under this Agreement and which is not as a result (directly or indirectly) of any wilful act, act of negligence or default of the Affected Party.

“GDPR”	the UK General Data Protection Regulation;
“Good Industry Practice”	standards, practices, methods and procedures conforming to the Laws and with all due skill and care, diligence, prudence and foresight which would be expected from a skilled and appropriately experienced, qualified and trained person or body engaged in a similar type of undertaking under the same or similar circumstances;
“Initial Term”	the period starting from the Commencement Date to the Expiry Date;
“Laws”	any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any regulatory body which the Consultant is bound to comply with;
“Personal Data”	the same meaning as set out in the Data Protection Legislation;
“Prohibited Act”	(a) offering, promising, or agreeing to give any servant of the Council any gift or

consideration of any kind as an inducement or reward:

- (i) for doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other agreement with the Council; or
- (ii) for showing favour or disfavour to any person in relation to this Agreement or any other agreement with the Council;

(b) committing any offence:

- (i) under the Bribery Act and or the UK Data Protection Legislation; or
- (ii) under legislation creating offences in respect of fraudulent acts; or
- (iii) at common law in respect of fraudulent acts in relation to this Agreement or any other agreement with the Council; or
- (iv) defrauding or attempting to defraud or conspiring to defraud the Council;
- (v) any action that may reasonably be considered to be to the detriment of the Council and or its end user's welfare, either by positive action or by omission. Such action shall include but is not limited to; breach of the law, related to health, safety and or care, safeguarding, abuse, sexual allegations and or misconduct; financial malpractice or business continuity failure;

"Regulated Activity"

in relation to children shall have the same meaning as set out in Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006 and in relation to vulnerable adults shall have the same meaning as set out in Part 2 of Schedule 4 to the Safeguarding Vulnerable Regulated Activity: Groups Act 2006;

"Representatives"

the Council and the Consultant's representatives whose details are set out in clause 19.3;

"Safety Legislation"

the Health and Safety at Work Act 1974 and the Consumer Protection Act 1987 together with all regulations made under them including, but not limited to, the General Product Safety Regulations

1994, the Control of Substances Hazardous to Health Regulations 1999 and all other legislation, codes of practice and guidance from time to time amended (including subordinate legislation and European Community legislation to the effect that it has direct effect on member states) imposing legal requirements with respect to health and safety at work and/or the safety of any goods and equipment used in the performance of the Services and the health and safety of the users of such equipment;

"Schedules"	the Schedules attached to this Agreement;
"Services"	the services to be provided to the Council by the Consultant and its Staff, as specified in Schedule 1;
"Consultant's Representative"	the representative appointed by the Consultant in relation to this Agreement, whose details are set out in clause 19.3, or such other person as the Consultant may otherwise advise in writing;
"Councils Representative"	the representative appointed by the Council to supervise and monitor the delivery of this Agreement, whose details are set out in clause 19.3, or such other person as the Council may otherwise advise in writing;
"Staff"	all persons employed by the Consultant to perform its obligations under the Agreement together with the Consultant's servants, agents, Consultants and sub-contractors used in the performance of its obligations under the Agreement;
"Term"	the period of the Initial Term as may be varied by: <ul style="list-style-type: none"> (a) any extensions to this Agreement which are agreed pursuant to clause 2; or (b) the earlier termination of this Agreement in accordance with its terms;
"UK Data Protection Legislation"	any data protection legislation from time to time in force in the UK including the Data Protection Act 2018 and the UK GDPR;
"Working Day"	Monday to Friday, excluding public holidays in England and Wales, unless otherwise authorised by the Council.

1.2 The interpretation and construction of the Agreement shall be subject to the following provisions:

- (a) words importing the singular meaning include where the context so admits the plural meaning and vice versa;

- (b) words importing the masculine include the feminine and neuter;
- (c) reference to a clause is a reference to the whole of that clause unless stated otherwise;
- (d) references to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
- (e) references to any party shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- (f) the words “include”, “included”, “includes” and “including” are to be construed as if they were immediately followed by the words “without limitation”;
- (g) headings are included in the Agreement for ease of reference only and shall not affect the interpretation or construction of the Agreement; and
- (h) in cases of conflict or inconsistency between the schedules forming this Agreement the following order of precedence shall apply:
 - 1. the clauses of this Agreement
 - 2. Schedule 1 – Project Brief (Specification)
 - 3. Schedules 2 – Fees
 - 4. Other Schedules will rank equally

2. TERM

- 2.1 This Agreement shall take effect on the Commencement Date and shall continue for the Term, subject always to review or such lesser period as a result of the Agreement being terminated earlier in accordance with the provisions of this Agreement.
- 2.2 The Council may extend this Agreement beyond the Initial Term for a further period or periods (the “Extended Period”) if both parties agree in writing to such an extension or extensions. The same terms and conditions as those contained within this Agreement shall apply to any Extended Period.
- 2.3 If the Council does not wish to extend this Agreement beyond the Initial Term this Agreement shall expire on the expiry of the Initial Term.
- 2.4 The terms of this Agreement shall apply to any Extended Period subject to any variation agreed in writing between the parties.
- 2.5 In the event that the Contract expires or is terminated, the Consultant shall, where so requested by the Council, provide assistance to the Council to migrate the provision of the Services to a Replacement Consultant.

3. DUE DILIGENCE, CONSULTANT'S WARRANTY AND THE SERVICE STANDARD

3.1 The Consultant acknowledges and confirms that:

- (a) the Council has delivered or made available to the Consultant all of the information and documents that the Consultant considers necessary or relevant for the performance of its obligations under this Agreement;
- (b) it has made and shall make its own enquiries to satisfy itself as to the accuracy and adequacy of any information supplied or made available to it by or on behalf of the Council pursuant to clause 3.1(a);
- (c) it has satisfied itself (whether by inspection or having raised all relevant due diligence questions with the Council before the Commencement Date) of all relevant details relating to the performance of its obligations under this Agreement; and
- (d) it has entered into this Agreement in reliance on its own due diligence.

3.2 Save as provided in this Agreement, no representations, warranties or conditions are given or assumed by the Council in respect of any information which is provided to the Consultant by the Council and any such representations, warranties or conditions are excluded, save to the extent that such exclusion is prohibited by law.

3.3 The Consultant:

- (a) warrants and represents that all information and statements made by the Consultant as a part of the procurement process or Request for Quotation remains true, accurate and not misleading, save as may have been specifically disclosed in writing to the Council prior to execution of the Agreement; and
- (b) shall promptly notify the Council in writing if it becomes aware during the performance of this Agreement of any inaccuracies in any information provided to it by the Council during such due diligence which materially and adversely affects its ability to perform the Services or meet any performance target.

3.4 The Consultant shall not be entitled to recover any additional costs from the Council which arise from or be relieved from any of its obligations as a result of, any matters or inaccuracies notified to the Council by the Consultant in accordance with clause 3.3(b), save where such additional costs or adverse effect on performance have been caused by the Consultant having been provided with fundamentally misleading information (and where the misleading information has been verified and confirmed by the Council to be accurate) by or on behalf of the Council and the Consultant could not reasonably have known that the information was incorrect or misleading at the time such information was provided. If this exception applies, the Consultant shall be entitled to recover such reasonable additional costs from the Council or shall be relieved from performance of certain obligations. In such circumstances the Consultant shall notify the Council as soon as possible of the additional costs or adverse effect on performance, and such additional costs or request to be relieved from performance of certain obligations shall be agreed with the Council.

- 3.5 Nothing in these clauses 3.1, 3.2, 3.3 and 3.4 shall limit or exclude the liability of the Council or the Consultant for fraud or fraudulent misrepresentation.
- 3.6 In performing the Services, the Consultant shall ensure, throughout the Term of this Agreement, that it:
- 3.6.1 fully complies with the terms of this Agreement and completes the Services in accordance with the requirements set out in Schedules attached in all material respects ensuring that, except with the written consent of the Council, the Services are carried out exclusively by the persons named in the Consultant's tender;
 - 3.6.2 operates in accordance with Good Industry Practice and in compliance and conformance with all applicable Laws;
 - 3.6.3 notifies the Council in writing immediately on learning of any relationship or potential conflict of interest that might influence or be perceived to influence the provision of the Services;
 - 3.6.4 co-operates with the Council in all matters relating to the Services;
 - 3.6.5 co-operates, and procures that its Staff co-operates, with the Council in carrying out any performance monitoring, at no additional charge to the Council; and
 - 3.6.6 uses its best endeavours to promote the interests of the Council.
- 3.7 The Council shall use its reasonable endeavours to provide, such relevant information as the Consultant may reasonably require.
- 3.8 The Consultant shall provide the Services in a timely manner as particularly set out in Schedule 1.

4. FEES AND PAYMENT

- 4.1 In consideration of the performance of the Consultant's obligation under the Agreement, the Council shall pay the Fees set out in Schedule 2 within thirty (30) days of a correctly rendered invoice.
- 4.2 All invoices shall be directed to the Administrator.
- 4.3 The Council shall pay all undisputed invoices submitted to it by the Consultant in accordance with the payment arrangements set out in Schedule 2, to a bank account nominated in writing by the Consultant. Each invoice shall include such supporting information required by the Council to verify the accuracy of the invoice, including but not limited to the relevant purchase order number.
- 4.4 The Council may reduce payment in respect of any Services which the Consultant has either failed to provide or has, in the Council's reasonable opinion, provided inadequately.
- 4.5 Pursuant to Clause 4.4 above, If the Council informs the Consultant in writing that the Council reasonably believes that any part of the Services does not meet the requirements

of the Contract or differs in any way from those requirements, the Consultant shall at its own expense re-schedule and carry out the Services in accordance with the requirements of the Contract within such reasonable time as may be specified by the Council.

- 4.6 In the event that not all of the Services are Delivered by the relevant Milestone Dates specified in Schedule 1 then the Council shall be entitled to withhold payment of the Contract Charges for any Services that were not Delivered in accordance with the corresponding Milestone Date until such time as the Undelivered Goods and/or Services are Delivered.
- 4.7 All amounts payable by the Council under the Agreement are exclusive of amounts in respect of valued added tax chargeable from time to time (the "VAT"). Where any taxable supply for VAT purposes is made under the Agreement by the Consultant to the Council, the Council shall, on receipt of a valid VAT invoice from the Consultant, pay to the Consultant such additional amounts in respect of VAT as are chargeable on the performance of the Services at the same time as payment is due for the performance of the Services.
- 4.8 If the Council fails to pay any amount properly due and payable by it under the Agreement, the Consultant shall have the right to charge interest on the overdue amount at the rate of two (2) per cent per annum above the base rate for the time being of the Bank of England, accruing on a daily basis from the due date up to the date of actual payment. This clause shall not apply to payments that the Council disputes in good faith.
- 4.9 The Consultant shall maintain complete and accurate records of all the time spent and materials used by the Consultant in the performance of the Services, and the Consultant shall allow the Council to inspect such records at all reasonable times on request.
- 4.10 Payment by the Council shall be without prejudice to any claims or rights which the Council may have against the Consultant and shall not constitute any admission by the Council as to the performance by the Consultant of its obligation hereunder.
- 4.11 Neither party shall be liable to the other party, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any indirect or consequential loss arising under or in connection with this agreement.
- 4.12 Where the Consultant enters into a Sub-Contract, the Consultant shall include in that Sub-Contract;
- (a) provisions having the same effect as clauses 4.3 – 4.4 of this Agreement; and
 - (b) a provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as clauses 4.3 – 4.4 of this Agreement.
 - (c) in this clause 4.12, "Sub-Contract" means a contract between two or more Consultants, at any stage of remoteness from the Council in a sub-contracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.

- 4.13 The Consultant shall maintain up-to-date personnel records on its Staff engaged in the provision of the Services and shall provide information to the Council as the Council reasonably requests on the Consultant's Staff. The Consultant shall ensure at all times that it has the right to provide these records in compliance with the applicable Data Protection Legislation.

5. STATUTORY RIGHTS

- 5.1 Nothing in these conditions shall affect in any way the statutory rights of the Council under the Sale of Goods Act 1979, the Supply of Goods and Services Act 1982 or any subsequent amending or consolidating legislation.
- 5.2 A party who is not a party to this Agreement is not entitled to enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999 except where this Agreement expressly provides otherwise.
- 5.3 The Consultant shall at its own expense, comply in all respects with the Laws and all applicable rules and regulations in all matters arising in the performance of or in connection with the Agreement.

6. MONITORING AND MEETINGS

- 6.1 The Consultant's performance of the Services shall be monitored by the Administrator, who shall be entitled to make recommendations to the Consultant for improving the standard of the Consultant's performance in undertaking the Services which the Consultant must follow.
- 6.2 The Consultant's Representative will meet regularly with the Administrator upon receiving a request to do so, to discuss the Services being provided by the Consultant and to provide the Council with progress reports and or information.
- 6.3 At the meetings the Administrator and the Consultant's Representative will review, among other things, the Consultant's performance, key performance indicators where applicable, progress-to-date on provision of the Services, and any issues relating to the performance of the Services.
- 6.4 The Administrator shall keep minutes of all meetings in relation to monitoring of the Agreement.
- 6.5 The Administrator shall review the Consultant's compliance with the Data Protection Legislation, the FOIA, in accordance with clause 10 (Data Protection) and clause 11 (Freedom of Information) and any other Laws applicable to the Services;
- 6.6 The Council may terminate the Agreement by written notice with immediate effect if the Consultant fails to perform the Services in accordance with the Agreement.

7. ANTI-BRIBERY MODERN SLAVERY ACT REQUIREMENTS AND REAL LIVING WAGE

- 7.1 The Consultant shall:

- (a) comply with all applicable anti-bribery, anti-corruption and anti-slavery legislation including, without limitation, the Bribery Act and Modern Slavery Act 2015;
- (b) maintain and enforce its own policies and procedures, including adequate procedures under the Bribery Act, to ensure compliance with all applicable anti-bribery and anti-corruption legislation;
- (c) use reasonable endeavours to ensure that all persons associated with the Consultant (as defined by section 8 of the Bribery Act) including any sub-contractors and Consultants comply with this clause;
- (d) implement due diligence procedures for its own Consultants, sub-contractors and other participants in its supply chain, to ensure that there is no slavery or human trafficking in its supply chain;
- (e) not to purchase any raw materials, resources or products from any country that has been sourced from producers or manufacturers using forced labour in its operations or practice;
- (f) pay all directly employed, contracted or sub-contracted staff (aged 18 or over) directly involved in the delivery of this Contract the real Living wage as defined by the Living Wage Foundation throughout the term of this Contract.

8. EQUALITIES

- 8.1 The Consultant shall (and shall procure that its Staff shall) not unlawfully discriminate within the meaning and scope of any Law, enactment, order or regulation relating to discrimination in employment including but not limited to the Equality Act 2010 and shall (and shall procure that its Staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of the Services.

9. SAFEGUARDING

- 9.1 Where it is clear or otherwise reasonably likely that the performance of the Agreement will require the Consultant (or any of its staff, agents, sub-contractors or advisors) to carry out a Regulated Activity the Consultant shall:
- (i) comply at all times with the provisions of the Safeguarding Vulnerable Groups Act 2006 ("SVGA 2006) (as amended by the Protection of Freedoms Act 2012 and any other subsequent relevant legislation);
 - (ii) ensure that all individuals engaged in Regulated Activity are subject to a valid enhanced disclosure check for regulated activity undertaken through the Disclosure and Barring Service (DBS); and
 - (iii) monitor the level and validity of the checks under this clause 9.4 for each member of staff;
 - (iv) not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to service users, children or vulnerable adults.

- 9.2 The Consultant warrants that at all times for the purposes of this Agreement it has no reason to believe that any person who is or will be employed or engaged by the Consultant in the provision of the Services is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.
- 9.3 The Consultant shall immediately notify the Administrator and or the Council of any information that it reasonably requests to enable it to be satisfied that the obligations of this clause 9 have been met.
- 9.4 The Consultant shall refer information about any person carrying out the Services to the DBS where it removes permission for such person to carry out the Services (or would have, if such person had not otherwise ceased to carry out the Services) because, in its opinion, such person has harmed or poses a risk of harm to the service users and or children and or vulnerable adults.
- 9.5 The Council may, by written notice to the Consultant, refuse to admit onto, or withdraw permission to remain on, the Council's Premises:
- (i) any member of the Staff; or
 - (ii) any person employed or engaged by any member of the Staff,
- whose admission or continued presence would, in the reasonable opinion of the Council, be undesirable.
- 9.6 At the Council's written request, the Consultant shall provide a list of the names and addresses of all persons who may require admission to the Council's Premises in connection with the Contract, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Customer may reasonably request.
- 9.7 Staff engaged within the boundaries of the Council's Premises shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or within the boundaries of those Council's Premises.
- 9.8 If the Consultant fails to comply with clause 9.6 within three (3) weeks of the date of the request, the Council may terminate the Contract, provided always that such termination shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Consultant.
- 9.9 The decision of the Council as to whether any person is to be refused access to the Premises and as to whether the Consultant and Staff have failed to comply with clause 9.6 shall be final and conclusive.

10. DATA PROCESSING

- 10.1 Both parties will comply with all applicable requirements of the Data Protection Legislation and any applicable Laws. This clause 10 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation. In this clause 10, applicable Laws means (for so long as and to the extent that they apply to the Provider) the law of the European Union, the law of any member state of the European Union and/or Domestic UK Law; and Domestic UK Law means the UK Data Protection Legislation and any other law that applies in the UK.
- 10.2 The parties acknowledge that for the purposes of the Data Protection Legislation, the Council is the Data Controller and the Consultant is the Data Processor. Schedule 3 sets out the scope, nature and purpose of processing by the Consultant, the duration of the processing and the types of Personal Data and categories of Data Subject.
- 10.3 Without prejudice to the generality of clause 10.1, the Council will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to the Consultant for the duration and purposes of this Agreement.
- 10.4 Without prejudice to the generality of clause 10.1, the Consultant shall, in relation to any Personal Data processed in connection with the performance by the Consultant of its obligations under this Agreement:
- (a) process that Personal Data only on the written instructions of the Council (as set out in Schedule 3), unless the Consultant is required by applicable Laws to otherwise process that Personal Data. Where the Consultant is so required, it shall promptly notify the Council before processing the Personal Data, unless prohibited by the applicable Laws;
 - (b) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Council, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
 - (c) not transfer any Personal Data outside of the European Economic Area;
 - (d) notify the Council immediately if it receives:
 - (i) a request from a Data Subject to have access to that person's Personal Data;
 - (ii) a request to rectify, block or erase any Personal Data;

- (iii) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation (including any communication from the Information Commissioner);
 - (e) assist the Council in responding to any request from a Data Subject and in ensuring compliance with the Council's obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
 - (f) notify the Council immediately and in any event within 24 hours on becoming aware of a Personal Data breach including without limitation any event that results, or may result, in unauthorised access, loss, destruction, or alteration of Personal Data in breach of this Agreement;
 - (g) at the written direction of the Council, delete or return Personal Data and copies thereof to the individual on termination or expiry of the Agreement unless required by the applicable Laws to store the Personal Data;
 - (h) maintain complete and accurate records and information to demonstrate its compliance with this clause 10 and allow for audits by the Council or the Council's designated auditor.
- 10.5 The Consultant shall indemnify the Council against any losses, damages, cost or expenses incurred by the Council arising from, or in connection with, any breach of the Consultant's obligations under this clause 10.
- 10.6 Where the Consultant intends to engage a Sub-Contractor pursuant to clause 4.12 and intends for that Sub-Contractor to process any Personal Data relating to this agreement, it shall:
- (a) notify the Council in writing of the intended processing by the Sub-Contractor;
 - (b) obtain prior written consent to the processing;
 - (c) ensure that any Sub-Contract imposes obligations on the Sub-Contractor to give effect to the terms set out in this clause 10.
- 10.7 Either party may, at any time on not less than thirty (30) Working Days' written notice to the other party, revise this clause 10 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme.
- 10.8 If applicable, access to reports and data from recent consultancy work carried out will be provided to the Consultant but this will be anonymised or aggregated and will not include data relating to individual members of staff or other identifiable persons.
- 10.9 The provisions of this clause shall apply during the continuance of the Agreement and indefinitely after its expiry or termination.

11. FREEDOM OF INFORMATION

- 11.1 The Consultant recognises that the Council has information disclosure obligations under the Freedom of Information Act 2010 ("FOIA") and the Environmental Information

Regulations ("EIR"). The Consultant agrees to provide such assistance and support as may be requested from time to time by the Council for the purposes of enabling or assisting the Council to comply with these information disclosure obligations in respect of matters relating to or arising out of this Agreement.

- 11.2 In the event that a request made to the Council for access to information under the FOI or the EIR, or any notice, recommendation or complaint is made to or against the Council in relation to its obligations under the FOIA or EIR, the Consultant will within five (5) Working Days of the date of a request from the Council provide to the Council, any details in its possession relating to this Agreement or to the Consultant as the Council may require to deal with such access request or deal with such notice, recommendation or complaint.
- 11.3 The Consultant acknowledges the Council may be obliged under the FOIA or EIR to disclose information to third parties, including information relating to the appointment of the Consultant to provide the Services under this Agreement, and the terms of this Agreement, subject to certain exemptions. The Consultant further acknowledges and accepts that the decision to disclose information and the application of any such exemptions under the FOIA or EIR will be at the Council's sole discretion PROVIDED THAT the Council shall act reasonably and proportionately in determining whether any exemptions under the FOIA or EIR may apply to protect the Consultant's legitimate commercial interests trade secrets.

12. TRANSPARENCY

- 12.1 The Consultant acknowledges that the Council has information publication obligations the Local Government Transparency Code 2015, and agrees that this Agreement (including the Schedules), and any documentation including but not limited to requests for quotes, advertisement issued by the Council seeking expressions of interest, the pre-qualification questionnaire and the tender documents (the "Procurement Documents") issued by the Council in relation to this Agreement are not Confidential Information, and may be published by the Council, save where in the reasonable opinion of the Council the contents of the Agreement or the Procurement Documents are exempt from disclosure under the FOIA or EIR in which case, the Consultant consents to the Agreement or Procurement Documents being redacted by the Council to the extent necessary to remove or obscure the exempt content, and to publication subject to those redactions.

13. CONFIDENTIALITY AND COUNCIL'S PROPERTY

- 13.1 Subject to Clause 10 (Data Protection), Clause 11 (Freedom of Information) and Clause 12 (Transparency), the Consultant shall not, without the prior written consent of the Council, publish or disclose to any person, or permit any such disclosure by any of its employees or representatives, any Confidential Information.
- 13.2 For the avoidance of doubt, all information and know-how developed during the course of this agreement is deemed confidential information and vests in the Council only. This, without limitation, includes:
 - (i) the Council's financial and accounting information and processes – present and projected

- (ii) the Council's internal operations
- (iii) all information stipulated confidential within the tender documentation.

13.3 The restriction in clauses 13.1 and 13.2 does not apply to:

- (a) any information required to be disclosed by an order of court or other tribunal or required to be disclosed in accordance with any law, statute, proclamation, by-law, directive, decision, regulation, rule, order, notice, rule of court, delegated or subordinate legislation; or
- (b) any information which is already in, or comes into, the public domain otherwise than through unauthorised disclosure by the Consultant; or
- (c) any disclosure authorised by the Council.

13.4 All documents, manuals, hardware and software provided by the Council to the Consultant, and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones, if provided by the Council) in relation to this Agreement, remain the property of the Council.

13.5 All intellectual property rights and proprietary rights including copyright and all other rights of a like nature conferred under the laws of the United Kingdom (and all other countries of the World) in any works conceived originated or made by the Consultant pursuant to the Services ("Intellectual Property") shall automatically vest in the Council and the Consultant hereby assigns to the Council by way of future assignment the copyright and all other intellectual property rights in the Intellectual Property for the full term during which the said rights and any renewals or extensions shall subsist.

13.6 The Consultant warrants and represents that the Intellectual Property will not infringe any intellectual property rights of which a third party is the proprietor. The Consultant agrees to indemnify the Council against any and all liability, loss, damages, costs and expenses which the Council or a third party may incur or suffer as a result of any dispute or contractual, tortious or other claims or proceedings brought against the Council by a third-party alleging infringement of its intellectual property rights by reason of the use or exploitation of the Intellectual Property.

13.7 Any existing intellectual property rights shall remain the sole property of the party who owned, acquired or developed such intellectual property.

13.8 Nothing in this Agreement shall prevent either Party from using any techniques, ideas or Know-How gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other Party's Confidential Information or an infringement of intellectual property rights.

13.9 Any Consultant equipment brought onto the Council's premises shall be at the Consultant's own risk and the Council shall have no liability for any loss of or damage to any equipment unless and to the extent that the Consultant is able to demonstrate that such loss or damage was caused by or contributed to by the Council's Default. The Consultant shall be wholly responsible for the haulage or carriage of the equipment to the

Premises and the removal thereof when it is no longer required by the Council and in each case at the Consultant's sole cost. Unless otherwise stated in the Contract, Equipment brought onto the Premises will remain the property of the Consultant.

14. INDEMNITY

- 14.1 Without prejudice to any other provision of this Agreement, the Consultant will fully indemnify the Council against any claims made against it as a result of any failure by the Consultant to comply with any statutory provision to be observed or performed in connection with the provision of the Services.
- 14.2 The Consultant's liability to indemnify the Council arising under clause 14.1 will be without prejudice to any other right or remedy of the Council arising under this Agreement.

15. INSURANCE

- 15.1 Throughout the Term the Consultant shall at its own cost effect and maintain with a reputable insurance company within the UK such policies of insurance as are necessary to cover any liability of the Consultant in respect of loss of or damage to property and personal injury to, or death of, any person arising out of or in the course of or caused by the Consultant carrying out or failing to carry out its obligations under the Agreement or for which it may become liable to the Council under clause 14, including:
- (i) employer's liability insurance in the minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited;
 - (ii) public liability insurance cover in the minimum sum of £5,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited and should be adequate to cover all risks in the performance of the Services;
 - (iii) professional indemnity insurance against the risk of professional negligence on the part of the Consultant or its Staff in the minimum sum of £1,000,000.00 in respect of each and every claim or series of claims arising from any one event.
 - (iv) cyber liability insurance to cover all risks in the performance of this Contract in the minimum sum of £2,000,000.00 in respect of any one claim and in the aggregate or such higher limit as required by law from time to time and shall ensure that all agents, professional consultants and Sub-Contractors involved in the supply of the Services effect and maintain appropriate cyber liability insurance during the Contract Period
- 15.2 The Consultant shall continue to maintain the above policies of insurance for a 6-year period following the termination of the Agreement.
- 15.3 Upon request, the Consultant will provide the Council with details of the policies of insurance (by way of insurer's certificate) effected in accordance with clause 15.1, so as to demonstrate that clause 15.1 is being complied with.

- 15.4 If the Consultant fails or is unable to maintain insurance in accordance with this Clause, or fails to provide evidence that it has paid the current year's premium's in accordance with Clause 15.3, the Council may, so far as it is able, purchase such alternative insurance cover as it deems to be reasonably necessary and shall be entitled to recover all reasonable costs and expenses it incurs in doing so from the Consultant.
- 15.5 The terms of any insurance or the amount of cover shall not relieve the Consultant of any liabilities under this Agreement.
- 15.6 The Consultant shall:
- (a) do nothing to invalidate any insurance policy or to prejudice the Council's entitlement under it; and
 - (b) promptly notify the Council if any policy is (or will be) cancelled or its terms are (or will be) subject to any material change.

16. TERMINATION OF AGREEMENT

- 16.1 In the event of:
- (a) the passing by the Consultant of a resolution for its winding-up or the making by a court of competent jurisdiction of an order for the winding-up of the Consultant or the dissolution of the Consultant; or
 - (b) the making of an administration order in relation to the Consultant or the appointment of a receiver over, or the taking possession or sale by an encumbrancer of, any of the Consultant's assets; or
 - (c) the Consultant making an arrangement or composition with its creditors generally or making an application to a court of competent jurisdiction for protection from its creditors generally,

the Council may, without prejudice to any other power of termination or to any rights or remedies it may have, terminate the Agreement forthwith by notice and the Consultant shall indemnify the Council against all costs, expenses and damages for which the Council becomes liable arising from such termination.

- 16.2 Without prejudice to the Parties other rights and remedies, either party may forthwith terminate the Agreement by notice if the other:
- (a) commits or attempts a Prohibited Act;
 - (b) fails to comply with Good Industry Practice, UK Data Protection Legislation, Safety Legislation and or the Laws;
 - (c) commits any material breach of the terms of this Agreement and fails to remedy such breach within seven (7) days of being given written notice to do so by the other; or
 - (d) fails to perform its obligations under the Agreement with due diligence,

the termination shall be at no loss or cost to the Council and the Consultant hereby indemnifies the Council against all costs, expenses and damages for which the Council may suffer as a result of any such termination.

- 16.3 Notwithstanding the generality of this clause 16 the Council shall have the right to terminate the Agreement, or to terminate the provision of any part of the Agreement at any time by giving three month's written notice to the Consultant.

17. ASSIGNMENT AND SUB-CONTRACTING

- 17.1 The Consultant shall not assign or sub-contract the Services under this Agreement, or any part thereof, without the permission of the Council in writing. Assignment or sub-contracting any part of the Services shall not relieve the Consultant of any obligation or duty attributable to the Consultant under this Agreement.
- 17.2 The Consultant shall be responsible for the acts and omissions of its assignees and sub-contractors as though they were its own. Where the Council has consented to the placing of an assignment or sub-contracts, written copies of each contract of assignment or sub-contract shall be provided by the Consultant to the Council within two (2) Working Days of issue.
- 17.3 Pursuant to Clause 17.2, a Sub-Contractors Collateral Warranty contract is set out in Schedule 4.
- 17.4 The Council shall be freely entitled to assign, novate or otherwise transfer its rights and obligations under this Agreement to;
- (i) a government body; or
 - (ii) anybody (including any private sector body) which performs or carries on any of the functions and/or activities that previously had been performed and/or carried on by the Council,

where the Council is a public authority and any change in the legal status of the Council which means that it ceases to be a public authority; and/or in the event of the establishment of a unitary authority or another legal structure.

18. DISPUTES

- 18.1 If the Council believes that the Services are deficient, the Consultant shall be formally notified in writing by the Council, inviting the Consultant at the earliest possible opportunity to discuss the matter and giving clear indications as to how the Services have not been satisfactory.
- 18.2 After such discussions, the Council shall formally notify the Consultant in writing of such faults or deficiencies as soon as possible. The Consultant shall remedy any such faults or deficiencies within the timescale set out by the Council. Once the Council has formally notified the Consultant of any such deficiencies, it shall be entitled to withhold payment of

any invoices which the Consultant has submitted (or may submit) for the Services, or part pay any such invoices as it sees fit until such time as the agreed faults have been remedied.

18.3 If the Consultant is unable or unwilling to remedy the above faults within the specified timescale, the Council may terminate this Agreement in accordance with clause 16.2.C. If the Consultant feels that the Services are not deficient or that the Council has been unfair in its judgment of the quality of the Services, and the parties are unable to come to an agreement on the matter amicably between them, the matter will be resolved by reference to an independent mediator appointed by CEDR Solve. Both parties shall share the cost of mediation.

18.4 The commencement of mediation under Clause 18.3 above shall not prevent the parties from commencing or continuing Court or arbitration proceedings in relation to the dispute.

19. NOTICES

19.1 Any notice, request, demand, consent or approval given under or in connection with this Agreement must be given in writing. Any such notice, request, demand, consent or approval shall in the case of the Council be sent to the Administrator at the Council's address as set out at the beginning of this Agreement and in the case of the Consultant, to the Consultant's Representative at the Consultant's registered office address as set out at the beginning of this Agreement.

19.2 Notices may be delivered by hand or sent by post. If sent by post, a notice shall be deemed to have been received on the second Working Day following the date of posting. If sent by registered post or recorded delivery, it shall be deemed to have been received on the date and time receipt was acknowledged.

19.3 Notices shall be sent to the parties Representatives set out in Schedule 1.

19.4 A party may change its details given in the table in **Error! Bookmark not defined.**19.3 by giving notice to the other party.

20. NO WAIVER

20.1 No delay, neglect or forbearance on the part of either party in enforcing against the other party any term or condition of the Agreement shall either be or be deemed to be a waiver or in any way prejudice any right of that party under this Agreement.

20.2 A waiver of any right or remedy under this Agreement or by Law is only effective if it is given in writing and shall not be deemed a waiver of any subsequent right or remedy.

21. FORCE MAJEURE

21.1 Neither party shall be liable to the other party for any delay in or failure to perform its obligations under this Agreement (other than a payment of money) if such delay or failure results from a Force Majeure Event.

- 21.2 If the Force Majeure Event continues for a period of 90 days either party may terminate this Agreement by notice in writing to the other party. The party suffering the event of force majeure shall take all reasonable steps to mitigate such delay or failure.
- 21.3 The Consultant cannot claim relief if the event is one which, in accordance with best practice prevailing in the relevant industry, the Consultant should have foreseen and provided for the cause in question.

22. LIMITATION OF LIABILITY

- 22.1 The Consultant's total liability under this Agreement shall be limited to £250,000, with the exception that nothing in this Agreement shall limit or exclude any Party's liability for:
- death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors;
 - any other matter the exclusion or limitation of which is not permitted by law.

23. ACCRUED RIGHTS AND REMEDIES

- 23.1 The termination of the Agreement will not prejudice or affect any claim, right, action or remedy that will have accrued or will thereafter accrue to either party.

24. RIGHTS AND DUTIES RESERVED

- 24.1 All rights, duties and powers which the Council has as a local authority or which the Council's officers have as local authority officers are expressly reserved.

25. SURVIVAL OF TERMS

- 25.1 The terms of the Agreement will (except in respect of any obligations fully performed prior to or at the completion of the Services) continue in force and effect after the completion of the Services by the Consultant.

26. PUBLICITY AND BRANDING

- 26.1 The Consultant shall not:
- (a) make any press announcements or publicise this Agreement or its contents in any way; or
 - (b) use the Council's name or brand in any promotion or marketing or announcement of orders,

without the prior written consent of the Administrator.

27. AUTHORITY TO ENTER INTO THE AGREEMENT

- 27.1 Each of the parties warrants its power to enter into this Agreement and that it has obtained the necessary approvals to do so.

28. ENTIRE AGREEMENT

- 28.1 This Agreement contains the whole agreement between the parties and neither party has relied upon any oral or written representations made to it by the other or the other's employees, representatives or agents and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 28.2 Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Agreement. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this Agreement.

29. COUNTERPARTS

- 29.1 This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute an original of this Agreement, but all the counterparts shall together constitute the same Agreement.

30. NO PARTNERSHIP OR AGENCY

- 30.1 Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to bind or make or enter into any commitments for or on behalf of any other party.
- 30.2 Each party confirms it is acting on its own behalf and not for the benefit of any other person.

31. VARIATION

- 31.1 No variation of this Agreement shall be effective unless it is in writing and signed by the parties.
- 31.2 The Consultant shall not be entitled to recover any additional costs from the Council.

32. GOVERNING LAW

- 32.1 This Agreement shall be governed by and construed in accordance with English law and the parties submit to the exclusive jurisdiction of the courts of England.

33. TUPE

- 33.1 The attention of the Consultant is drawn to the Transfer of Undertaking (Protection of Employment) Regulations 2006 ("TUPE"). In some cases where services awarded to a Consultant are subsequently awarded or assigned to a new contractor, such a transfer of work may constitute a 'service provision change' for the purposes of TUPE.
- 33.2 The parties do not envisage that TUPE will apply to the services/works delivered under this Agreement. If TUPE is deemed to apply then the parties agree to comply with all relevant provisions of TUPE as they may apply and as if such provisions are incorporated into this Agreement.

IN WITNESS of which this Deed has been entered into on the date stated at the beginning of it.

Executed as a deed by affixing
the common seal of

**NORTH
NORTHAMPTONSHIRE
COUNCIL** in the presence of:



.....
Authorised Officer: Ian Achurch,
Head of Economic Growth &
Sustainability

Executed as a Deed on behalf
of:

URBAN FORESIGHT LIMITED



.....
Director

Name: Rachel Beeton

SCHEDULE 1 - Specification

1. Introduction and Background

- 1.1. North Northamptonshire Council is a Unitary Council in the East Midlands serving a population of more than 350,000 people, across the towns of Kettering, Corby, Wellingborough, Rushden, Higham Ferrers, Raunds, Desborough, Rothwell, Burton Latimer, Irthlingborough, Thrapston, Oundle and the surrounding area.
- 1.2. The Council was created in April 2021, when the local District and Borough Councils and County Council were amalgamated, forming two Unitary Councils in Northamptonshire.
- 1.3. The Council adopted a Corporate Plan in 2021, with a vision for North Northamptonshire as '*a place where everyone has the best opportunities and quality of life*'. The plan outlines six key commitments:
 - 1.3.1. Active, fulfilled lives: We will help people live healthier, more active, independent, and fulfilled lives.
 - 1.3.2. Better, brighter futures: We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
 - 1.3.3. Safe and thriving places: We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
 - 1.3.4. Green, sustainable environment: We will take a lead on improving the green environment, making the area more sustainable for generations to come.
 - 1.3.5. Connected communities: We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
 - 1.3.6. Modern public services: We will provide efficient, effective and affordable services that make a real difference to all our local communities.
- 1.4. The Corporate Plan can be found at: <https://www.northnorthants.gov.uk/corporate-plan>
- 1.5. In 2021, the Council also declared a Climate & Environment Emergency and commissioned work on the [North Northants to Net Zero \(NN2NZ\) project](#).
- 1.6. In 2022, it set a target to be Carbon Neutral by 2030 and agreed its first Carbon Management Plan which can be found at: <https://www.northnorthants.gov.uk/carbon-management-plan>
- 1.7. In 2024, the Council approved its Electric Vehicle Infrastructure Strategy to demonstrate our commitment to meeting local charging needs at scale and ahead of demand, for a seamless transition to electric vehicles (EVs) for all residents. The strategy addresses the need for convenient charging solutions - particularly for residents without driveways. It also supports the transition of other transport forms to zero emissions including: buses, private hire vehicles, and business fleets.
- 1.8. The Electric Vehicle Infrastructure Strategy can be found at: <https://cms.northnorthants.gov.uk/media/10210/download>
- 1.9. In February 2025, the Council published its first Climate Change Strategy (2025-2030), setting out our vision for a '*fairer, greener community, having fully transitioned to Net Zero emissions by 2050*'. The Strategy sets our six main areas of focus: Homes and the Built Environment, Energy, Transport, Nature, Food & Farming, the Green Economy, and Waste.
- 1.10. The Climate Change Strategy can be found at: <https://cms.northnorthants.gov.uk/media/12324/download>

- 1.11. The Big 50 Vision for North Northamptonshire is an attempt to work collaboratively to build the best life in North Northants. It is a call for action to everyone in North Northants, the organisations and businesses who work in the area, to ask how we can work together over time to make North Northants the best it can be. It involves collaboration with a number of different organisations, businesses, communities, and residents, focused on key drivers for change in the area, such as population growth, protecting the environment, and transportation.
- 1.12. In response to the evolving landscape of climate action, including recommendations from NN2NZ and the Climate Change Strategy, we propose a Local Area Energy Plan (LAEP) to help position North Northamptonshire as a leading example of sustainable, thriving, and forward-thinking communities and an attractive place to live, work, and visit.

2. Scope

- 2.3 This specification sets out the requirements for a Local Area Energy Plan (LAEP) for North Northamptonshire, commissioned by the Council.
- 2.4 The purpose of the commission is to advance the Net Zero goals and ambitions of North Northamptonshire. The Council are looking to appoint a suitably qualified consultant to produce a LAEP to be an integral part of the Roadmap to Net Zero Action Plan and new Local Plan for the North Northants area. This energy strategy is critical as it will underpin the Council's climate emergency response and act as a framework to inform policy, planning, investment, and wider collaboration with key stakeholders to deliver Net Zero targets, including through the Big50 initiative.
- 2.5 The scope is to reach carbon neutrality by 2030 for council operations and Net Zero by 2050 for the entire North Northants unitary area. This must be a pathway over time, with key milestone dates along the way. The Net Zero targets outlined within the LAEP will align with the commitments made within our Climate Change Strategy.
- 2.6 The LAEP will be completed by 30th January 2026. It will be developed through engagement and consultation with key stakeholders including the Energy Hub, the National Grid, and other key DNO stakeholders. The successful supplier will also be expected to advise the Council on the identification of other relevant stakeholders.
- 2.7 The LAEP should include a comprehensive emissions assessment of the built environment (all categories of domestic, non-domestic, commercial, and industrial buildings) and relevant aspects of the transport sector; science-based targets for emissions reduction, to include interim milestones and sector-specific targets. This includes both existing and planned development and other proposals. It will integrate insights from the North Northamptonshire to Net Zero (NN2NZ) project and the Local Plan evidence base. The LAEP should be produced in conjunction with key stakeholders from the energy sector.
- 2.8 North Northamptonshire has one of the fastest growing populations in the country. This growth is set to continue at a rapid pace with major Sustainable Urban Extensions (SUEs) planned across the area together with a new freestanding 'Garden Village'. These developments include new homes, employment areas, schools, and other facilities. The LAEP should include an assessment of the scope to manage emissions, and embed renewable energy infrastructure and systems, in these SUEs and the Garden Village so that they can act as national exemplars of what is possible, practical, and viable but also essential if the area is to meet its Net Zero targets. The LAEP should also assess the scope to introduce similar measures in smaller scale development i.e., housing infill schemes, small industrial units etc. It is intended that this would inform local plan development, preparation of supplementary planning policy, and decisions on planning applications. It would also help to support aspects of the new local transport plan.

- 2.9 The successful bidder must demonstrate how the LAEP for North Northants will interface with the emerging Regional Energy Security Plans (RESPs) and the Distribution Future Energy Scenarios (DFES) process, and how LAEP benefits will be realised in a rapidly changing policy environment i.e., Devolution and Planning Reform, introduction of Local Power Plans, Local Growth Plans etc.
- 2.10 The LAEP will focus on recommending costed solutions in a form ready for elected members to approve and the Council and others, including the DNO, to implement, as well as a roadmap with options for further longer-term approval and implementation.

3. Business Continuity and Disaster Recovery

- 3.1 At least ten (10) Working Days prior to the Contract Start Date, the Supplier shall prepare and deliver to the Council, for approval, a plan detailing the processes and arrangements that the Supplier shall follow to:
- 3.1.1 ensure continuity of the business processes and operations supported by the Service, following any failure or disruption of any element of the Service; and
 - 3.1.2 the recovery of the Service in the event of a disaster.
 - 3.1.3 In the event of a complete loss of service, or in the event of a disaster, the Supplier shall immediately implement the Service Continuity Plan (and shall inform the Council promptly of this).

4 Statement of Requirements

- 4.1. The Supplier must deliver a LAEP for North Northamptonshire, developed with input from key stakeholders and aligned with the objectives outlined below:
- 4.1.1. Build on the outcomes of the Climate Change Strategy, the NN2NZ project, and the Local Plan evidence base. The Supplier will use the Council's Baseline Bundle data, which has been purchased from the Energy Systems Catapult for the data pertaining to stages 1-3 of the LAEP.
 - 4.1.2. The LAEP must use data driven analysis to establish the necessary transformations and pathways to deliver on the Council's 2030 carbon neutrality and 2050 Net Zero target. The project will be managed by the Council's Sustainability Team, and it will require intensive coordination and strong collaboration from the wider Council teams.
 - 4.1.3 The supplier must follow LAEP defined principles for key stakeholder engagement, including consumer groups, social housing landlords, network utilities, large organisations, etc. The exact form of the stakeholder engagement will be defined in the initial stage.
 - 4.1.4. The supplier will have demonstrable experience and track-record developing a LAEP following guidance and methodology from a recognised innovative UK organisation, i.e., Energy Systems Catapult who have developed one for Ofgem.
 - 4.1.5. The supplier should support their work through evidence collected to date by the UK government and used by leading companies in the energy industry such as National Grid, UKPN, Regen, and others to create situational dashboards and estimate Future Energy Scenarios from current trends and various assumptions including Best View Pathways to 2050.
 - 4.1.6. The supplier will explore key elements for each of the solutions proposed, including but not limited to:

- The use of robust technical evidence to assess the whole energy system, ensuring that the data used is accurate and consistently applied across all scenarios.
- Ensure that a comprehensive assessment of the non-technical factors and implications are fully understood.
- Deliver a consistent approach to communications and stakeholder engagement, with stakeholders and local communities represented and informed on key proposals.

4.1.7 The supplier will also:

- Develop options and scenarios to deliver against pre-agreed defined KPIs.
- Produce detailed and localised recommendations of technology deployment and necessary changes to local energy systems, established through an approach of robust area-wide technical and scenario analysis.
- Identify priority areas within the North Northants area, and recommend pilot projects, case studies and exemplars to build capacity and test system approaches as well as optimum delivery mechanisms.
- Prepare an Outline Business Case (OBC) to achieve change, identifying local investment requirements, costs, and routes with recommended vehicle for delivery.
- Undertake local prioritisation with clear timescales for heat network deployment to inform long-term planning of potential local and/or district heating networks.

4.1.8. The LAEP will establish a hierarchy of measures that could be implemented in defined neighbourhoods, i.e., community grids, rooftop and/or carport solar PV, heat pump adequacy, neighbourhood eV charging hubs, on-street eV-charging, etc.

4.1.9. All recommendations must be considered in the context of current and emerging policy. The context must start with the North Northants Local Area but could also include wider regional and national picture and policy developments. The recommendations must include an understanding of co-benefits and wider proposed changes.

4.1.10. Interim milestones must be proposed with key targets of 2030 and 2050 or sooner. These must deliver the required levels of change and take into account potential scenarios and related trajectories for change. This will act as a programme plan / roadmap detailing what actions need to be taken, when, and by whom.

4.1.11 The LAEP must cover the whole of the North Northants area. Sub-areas for analysis are to be established in coordination with the Council. Sub-areas will be geographically manageable yet of sufficient granularity to reflect delivery (i.e., wards, neighbourhoods, towns, commercial areas, etc.)

4.2. Technical Scenario Analysis

4.2.1 Combination of scenarios, predictive and decision modelling to assess possible and recommended solutions in line with pre-agreed defined KPIs.

4.2.2 Appropriate number of scenarios to be established and agreed at project outset. Number of scenarios to be as required for optimum output as agreed with project team.

4.2.3. Modelling to include the rate of installations over time (i.e., number of buildings insulated per year) for each scenario. This must take into account non-technical factors which will affect rates of installation such as supply chain readiness, consumer appetite, etc.

4.2.4. Identification and incorporation of specific local drivers and energy systems and coordination with key stakeholders of these systems.

- 4.2.5. Use of two-stage analysis of longlist outline appraisal and shortlist detailed assessment of viable options.
- 4.2.6. Technical scenario modelling analysis to address energy systems and topics as outlined in the table below:

Energy System	Scope
Building energy & demand reduction	<ul style="list-style-type: none"> • Analysis of retrofit typologies and prioritisation by building sector broken down into categories: Public, Schools, Domestic, Commercial & Industrial, etc. Where to deploy Building Energy Management Systems for optimum results Assessment and recommendation of retrofit delivery options, required standards and appropriate technologies addressing technical challenges around retrofit. • Consideration for emerging local, regional, and national planning policy and retrofit workstream outcomes • Measurable outcomes and targets, KPIs. • Coordination with retrofit workstream and outputs and action plan. • Engagement and recommendations for council tenants including incentivisation to enhance building efficiency, energy savings and financial models for delivery. • Same as above for non-council tenants. • Recommend a long-term programme/roadmap for long-term energy demand reduction through retrofit to include planning, engagement, procurement issues.
Localised heat decarbonisation	<ul style="list-style-type: none"> • Geographical place-based assessment of preferred options to deliver heat decarbonisation. • Identification of heat pump priority zones and supporting infrastructure (i.e., grid) and energy demand reductions requirements. Understanding of electrical energy stress issues resulting from widespread heating electrification. • Consideration and recommendations for emerging technologies including example products and cases for deployment. • Coordination with key stakeholders (i.e., DNO) including retrofit accelerators and any government supported Retrofit programmes. • Explore options for consideration of green hydrogen, particularly in areas identified to be difficult to decarbonise.
Energy & utilities infrastructure	<ul style="list-style-type: none"> • Long-term needs assessment for electricity, gas, water, wastewater, waste within North Northants, including all key large industrial, commercial, and educational users. • DNO grid capacity, upgrade assessment including investment and upgrades areas of priority i.e., power grid reinforcement for heat pumps, EV charging infrastructure, etc. • Communication and coordination with the DNOs including emerging technical analysis and investment plans, where and when. • Opportunities to develop integrated community energy projects and micro grids.

Local low/zero carbon heat and power sources and suppliers	<ul style="list-style-type: none"> • Area-based Solar PV generation targets for building typologies including surface and multi-storey car parks. • Investigation and recommendation for large-scale renewables on agricultural land & open fields. • Consideration of delivery mechanisms for different typologies including assessing appropriate options such as long-term Energy Partnerships, short-term Energy Performance Frameworks, etc. • Recommendations and engagement with commercial building owners and businesses including private investment and financial models. • Identification of alternative renewable energy opportunities. • Analysis of energy storage opportunities for demand flexibility in both large-scale and medium-scale power grid connected sites.
Zero carbon transport	<ul style="list-style-type: none"> • Coordination with local transport stakeholders (i.e., bus, coach, delivery, taxis, and logistics fleets) to understand their forecast demand for EV charging and deployment needs for charging facilities including rapid-charge hubs. • Assessment for residential and commercial uptake scenarios for eVs and impact on existing and planned power grid infrastructure. • Investigate and recommend approaches for vehicle-to-grid bi-directional EV charging including at large commercial and industrial charging depots. • Assess green hydrogen opportunities.
Heat networks	<ul style="list-style-type: none"> • Identification of reliable heat sources and networks. • Network resilience, commercial, and technical implications. • Spatial heat network priority zoning and priority growth coordinators to inform the Local Plan considering proposals for heat network zoning. • Review opportunities for capturing heat by co-location near: <ul style="list-style-type: none"> ○ Electrical generation equipment ○ Waste heat recovery, cooling loads ○ High & moderate temperature equipment rooms ○ Large bodies of water such as rivers, bays, lakes, ponds

- 4.3 The Supplier must engage with a network of partners, organisations, and businesses to inform and develop the LAEP.
- 4.4 The Supplier will report to North Northamptonshire Council's Sustainable Communities Executive Advisory Panel (EAP) or similar body. Timelines to be provided by secretariat.
- 4.5 The LAEP should be in a language, style, and format which informs and engages the community in climate action, including the use of maps as appropriate.
- 4.6 Funding of up to £85,000 is available to support the creation of the LAEP, including stakeholder engagement. This includes all personnel costs (including any travel and expenses), and other related expenditure.

- 4.7. The LAEP must be a designed digital document available in web-friendly and pdf format. It should include supporting text, tables, graphs, and images as required. All charts, graphs, and images should include alternative text and must adhere to the Council's accessibility criteria for web hosted documents.
- 4.8. The LAEP and any accompanying work should accord with NNC branding and design guidelines, including the use of the Council logo.
- 4.9. The contract will comprise an eight-month delivery programme.

5 Performance Monitoring and Review/ Project Management

- 5.1 Bi-weekly reporting meetings will take place between the Council and the Supplier (virtually), at which progress will be discussed.
- 5.2 For the duration of the contract, the Supplier will be paid in three instalments, subject to meeting the below criteria, and on submission of a fully evidenced monitoring and claim form.
- 5.3 For the reporting meetings, the Supplier must share progress updates.

6 Social Benefits

- 6.1 The Supplier must ensure, as much as possible, that the programme employs local staff and seeks to grow and strengthen local networks whether existing business networks, or the creation of new networks and groups.
- 6.2 This may be achieved through the growth and/or creation of local supply routes.
- 6.3 The Supplier must be considerate of the environmental impact of the service and aim to minimise greenhouse emissions through travel and energy consumption and promote environmental and social awareness to participants by modelling this through its operational model.
- 6.4 The Supplier must demonstrate that they are aware of personal wellbeing and Mental Health with the ability to guide clients towards further support. The Supplier must be affirming of Equality and Diversity, both in promoting access to the programme and supporting clients through the programme.

7 Data Management / UK General Data Protection Regulation (UK GDPR)

- 7.1 The Potential Supplier shall comply with any further written instructions with respect to processing by the Council.
- 7.2 Any such further instructions shall be incorporated into the Schedule at Table F, below.

Table F – Schedule of Processing for Data Subjects

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, each Party shall act as a Data Controller in respect of the Processing of Personal Data on its own behalf and in particular each shall be a Data Controller of the Personal Data acting individually and in common

Subject matter of the processing	The processing is needed to ensure that the Processor can effectively deliver the contract to provide a service to the Council's customers. The subject matter may include Personal Data relating to recipients of the Services or in respect of any matter on which the Services are being sought or which is otherwise relevant to the provision of the Services.
Duration of the processing	The processing of Personal Data by the Supplier and Key Subcontractor will be carried out for the period during which the Services are required and any period during which the Supplier is required to maintain records in accordance with this Agreement and any regulatory and legal requirements
Nature and purposes of the processing	<p>The processing of Personal Data will include the transmission of Personal Data relating to Data Subjects required in order for the Supplier to effectively provide the Services. It may involve being processed on systems of the Supplier for the purposes of delivering the Services.</p> <p>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) in order to supply the Services.</p>
Type of Personal Data being Processed	Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed in order for the Services to be provided, including but not limited to, name, address, contacts details, telephone number and email address of the Data Subject
Categories of Data Subject	Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed in order for the Services to be provided This will include customers of the service and may include their key clients or suppliers.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Any Personal Data of Data Subjects shall be retained by the Supplier only for as long as is necessary for the performance of the Services and/or in compliance with the management information retention provisions (if applicable) set out in this Agreement. All Personal Data shall be either destroyed or returned on termination of the Services unless longer retention is required by Law

Administrators:

	North Northamptonshire Council	Urban Foresight Limited
Name:	Nicole Geary	Sophie Telford
Email:	Nicole.Geary@northnorthants.gov.uk	Sophie.Telford@urbanforesight.com

Consultant Submission

Section 3: Supporting Information


1. Please complete Section 3 below.

General Information		
Question	Scoring Methodology:	Question Answered? Yes/No
1:		
1.1. (a)	Full name of the Potential Supplier completing Information	Urban Foresight Limited
1.1. (b) (i)	Registered office address	8 The Crescent, Newcastle Upon Tyne, England, NE7 7ST
1.1 (b) (ii)	Registered website address	https://urbanforesight.com
1.1. (c) (i)	Trading Status	Limited Company
1.1. (c) (ii)	*If you selected 'OTHER*', please specify	N/A
1.1 (d)	Date of registration in country of origin	Thursday, 14 July 2011
1.1. (e)	Company registration number	07705420
1.1. (f)	Charity registration number	N/A
1.1 (g)	Head Officer DUNS number	217363877
1.1 (h)	Registered VAT number	179220793
1.1 (i)	Trading name(s) that will be used if successful in this procurement.	Urban Foresight Limited
1.1. (j)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes
1.1 (k)	If applicable, details of immediate parent company	N/A

1.1 (l)	If applicable, details of ultimate parent company	N/A
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PLEASE NOTE: To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

- i. Section 5: Freedom of Information; and
- ii. Section 6: Declaration.

Contact Details and Declaration		
Question 2:	Scoring Methodology:	Question Answered? Yes/No
<i>Potential Supplier contact details for enquiries about this RFQ Response</i>		
2.1. (a)	Contact name	Rachel Beeton
2.1. (b)	Name of organisation	Urban Foresight Limited
2.1. (c)	Role in organisation	Director
2.1. (d)	Phone number	+44 (0)191 814 2210
2.1. (e)	E-mail address	tenders@urbanforesight.com
2.1. (f)	Postal address <i>including postcode</i>	The Catalyst, 3 Science Square, Newcastle Helix, Newcastle upon Tyne, NE4 5TG
2.1. (g)	Signature <i>electronic is acceptable</i>	
2.1. (h)	Date	Friday, 25 April 2025

Insurance		
Question 3:	Scoring Methodology:	Pass/Fail
		Potential Suppliers who answer 'No' to any of the levels below will be eliminated from this procurement process.
<i>Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.</i>		
3.1.	Employer's (Compulsory) Liability Insurance at no less than £5m <i>It is a legal requirement that all Potential Suppliers hold Employer's (Compulsory) Liability Insurance of £5 million as a</i>	Yes

Insurance	
<i>minimum. Please note this requirement is not applicable to Sole Traders.</i>	
3.2. Public Liability Insurance at no less than £5m	Yes
3.3. Professional Indemnity Insurance at no less than £2m	Yes

Requirements under Modern Slavery Act 2015	
Question 4:	Scoring Methodology: Pass/Fail Potential Suppliers who answer 'No' will be eliminated from this procurement process.
4.1. (a) The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging, or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015?	Yes

UK General Data Protection Regulations (UK GDPR)	
Question 5:	Scoring Methodology: Pass/Fail Potential Suppliers who answer 'No' will be eliminated from this procurement process.
5.1. The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are compliant with the requirements of the UK General Data	Yes

UK General Data Protection Regulations (UK GDPR)

Protection Regulations (UK GDPR) and Data Protection Act.

Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.

Carbon Reduction

Question	Scoring Methodology:	Pass/Fail Potential
6:		Suppliers who answer 'No' will be eliminated from this procurement process.

6.1.	Please can you confirm that you have read North Northamptonshire Council's Carbon Management Plan? The Council's Carbon Management Plan can be found here: https://www.northnorthants.gov.uk/climate/carbon-management-plan	Yes
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Carbon Reduction

Question	Scoring Methodology:	Pass/Fail Potential
7:		Suppliers who answer 'No' will be eliminated from this procurement process.

7.1.	Please confirm that your organisation is taking steps to reduce your Greenhouse Gas Emissions over time and is publicly committed to achieving Net Zero by 2050?	Yes
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Carbon Reduction		
Question 8:	Scoring Methodology:	Information Only
8.1.	Please provide your Net Zero target date	01/01/2050

Climate Change Strategy		
Question 9:	Scoring Methodology:	Information Only
9.1.	<p>Please can you confirm that you have read North Northamptonshire Council's Climate Change Strategy?</p> <p>The Council's Climate Change Strategy can be found here: https://www.northnorthants.gov.uk/climate/climate-change</p>	Yes

Social Value		
Question 10:	Scoring Methodology:	Pass/Fail
10.1	<p>Having read the specification what community benefits your organisation will provide as part of your proposal? Examples include but not be limited to:</p> <ul style="list-style-type: none"> • Sub-contracting locally; • Improvements to the area covered by North Northamptonshire; and/or • Use of apprenticeships. <p>Important Note: Where the Potential Supplier answers in such a way, as to avoid this requirement, but still provides an answer (e.g., "we are unable to offer any benefits as a part of this Contract"), they will be deemed to have not answered the question, which may lead them failing this question and being rejected from the process.</p>	
<p>Answer:</p> <p>Urban Foresight's Values</p> <p>Urban Foresight is a mission-driven consultancy founded to improve lives and strengthen local communities. We place social value at the core of every project, aiming to foster cleaner, more sustainable futures while enabling economic growth for SMEs and local industry sectors. As an accredited Living Wage employer, we invest in youth employment and offer structured work placements under the UK Government's Kickstart scheme. We also embrace diversity, proactively</p>		

Social Value

involving under-represented businesses in our supply chains and conducting annual reviews to address potential biases.

Employment & Youth Investment

Living Wage Accreditation: Ensures all team members, including junior and Kickstart recruits, are fairly compensated.

Youth Engagement: Through our Invest in Youth policy, we collaborate with local education providers to offer placements and career opportunities to unemployed or early-career individuals.

Diverse Supply Chains: We encourage staff to leverage their networks for inclusive procurement, benefiting small and minority-led businesses.

STEM & Skills Promotion

Education Outreach: Urban Foresight regularly participates in STEM events, workshops, and career fairs, inspiring young people—particularly underrepresented groups—to explore science and engineering pathways.

Focus on Green Skills: We actively align our community engagements with net-zero ambitions, holding EV demonstrations, myth-busting sessions, and roadshows promoting sustainable transport and energy practices.

Volunteering & Charitable Activities

Paid Volunteering Leave: Every team member receives two annual days to support a chosen charity or community group—ranging from RAF Air Cadets training camps to local park clean-ups.

Charitable Fundraising: In 2023, we supported Mind, underscoring our commitment to mental health advocacy. Our staff also engage in specialist panels, open days, and public events to share knowledge on decarbonisation and innovation.

Environmental & Social Commitments

Net Zero Ambitions: We are a signatory to the SME Climate Hub, aiming to achieve net zero emissions by 2050. Our internal policies encourage public and active transport, EV use, and minimal-waste operations.

Inclusive Recruitment: We continue to recruit locally for graduate and entry-level roles, ensuring regional talent development and supporting socioeconomic uplift in areas we serve.

Committed Support

Urban Foresight could offer North Northamptonshire Council one of the following options for added value and community engagement. Each option can be tailored to align with the Council's net zero strategy and wider community priorities.

1. Public Engagement Drop-in or Roadshow

Overview: Urban Foresight can support a public drop-in session or sustainability roadshow alongside the LAEP development process, in partnership with the Council's comms or engagement team. This could be delivered in a library, market square, or community centre to maximise reach.

Social Value

Benefit: Raises awareness of the Council's climate ambitions, provides residents with opportunities to input into local energy planning, and strengthens public trust in the Council's approach to net zero delivery.

2. Skills and Capacity-Building Session for Council Staff

Overview: We can deliver a one-off professional development session for relevant NNC staff (e.g. environment, planning, estates, procurement) on decarbonisation pathways, stakeholder engagement, or interpreting LAEP outputs for decision-making.

Benefit: Builds internal capacity to embed the LAEP across departments, increases confidence in technical areas, and helps ensure continuity and implementation post-study.

3. Carbon Literacy Workshop for Council Staff or Local Businesses

Overview: Urban Foresight can deliver a tailored Carbon Literacy sessions for council staff or local business representatives in North Northamptonshire. The session will be led our nominated Project Manager Anneliese Allen-Norris, an IEMA-accredited practitioner in Advanced GHG Accounting, Net Zero Target Setting, and Carbon Reduction Planning. Content will draw from a full Carbon Literacy course previously developed and accredited by the Carbon Literacy Project.

Benefit: Builds foundational knowledge in carbon literacy, supports internal capacity building for climate action, and helps embed net zero thinking into local decision-making across sectors. Encourages behavioural change and creates a platform for future skills development in sustainability and climate leadership.

4. Attendance at Post-Project Community Events

Overview: Following completion of the LAEP, Urban Foresight would be happy to support North Northamptonshire Council by attending a future community event or local climate action forum to share the outcomes of the plan and support ongoing dialogue with residents and stakeholders. This could take the form of a panel discussion, stall, or informal Q&A session.

Benefit: Demonstrates continued commitment to community involvement, ensures transparent communication of the LAEP's aims and outcomes, and supports the Council in building momentum for implementation across the borough.

Project specific questions

Question 11: **Scoring Methodology:** 25% **Word Limit:** 2,000 words

Please set out your understanding of the project requirements and outline your overall approach for delivering the project.

Answer:

Understanding of the Requirements

North Northamptonshire Council (NNC) has laid out a clear, ambitious, and data-informed commitment to addressing the climate emergency. With a declared aim of becoming carbon neutral in its own operations by 2030 and reaching net zero borough-wide by 2050, the Council has already taken important steps through its Climate Change Strategy, including the North Northamptonshire to Net Zero (NN2NZ) programme. The Local Area Energy Plan (LAEP) now represents a critical next step: a spatial, data-led, and stakeholder-informed roadmap to deliver commitments in a credible, costed, and place-sensitive way.

We recognise that this LAEP must go beyond modelling and strategy. It must work as a practical framework for guiding investment, informing planning decisions, and supporting delivery across energy, transport, housing and the wider economy. We are not proposing to create another “tool”, but a decision-making framework that **enables action**. It must also speak to the ambitions and constraints of a rapidly growing area, where spatial planning and infrastructure must be aligned with the needs of new communities and the energy transition alike.

The LAEP must also respond to the unique spatial and development context of North Northamptonshire. As a fast growing area, the borough faces the dual challenge of reducing existing emissions while planning for significant future demand. Transport accounts for the largest share of emissions (46%), followed by domestic buildings (25%) and industry (16%), highlighting the importance of integrated interventions across mobility, retrofit, and industrial decarbonisation.

Strategic housing growth is being driven through several Sustainable Urban Extensions (SUEs) and the proposed Tresham Garden Village, which together represent a major opportunity to embed net zero infrastructure and delivery mechanisms from the outset. These developments will play a central role in shaping the borough’s long-term energy profile, and the LAEP will inform critical decisions around grid capacity, heat zoning, active travel, and distributed energy generation. This also includes planning for energy resilience in new developments and mitigating the impact of grid constraints (e.g. at Grendon GSP) on low-carbon deployment.

Equally, initiatives such as the Big 50 demonstrate the council’s commitment to coordinated, cross-sector action, targeting the highest-emitting employers and assets. The LAEP will complement and support this initiative by identifying decarbonisation pathways across the industrial and commercial sectors, highlighting opportunities for shared infrastructure, smarter energy use, and optimisation strategies. This includes identifying where infrastructure upgrades are truly necessary, helping to avoid excessive expenditure and reduce costs for those who live, work and invest in the borough.

Through our work on Innovate UK’s Net Zero Living Future Ready programme, we have been supporting over 50 local authorities as they design and deliver a wide range of net zero initiatives, including retrofit strategies, carbon accounting frameworks, mobility planning, and Local Area Energy Planning. As lead for the Programme’s Insights gathering and evaluation workstreams, we’ve been gathering intelligence across the programme to understand what makes a LAEP effective in practice, and how local authorities are using them as catalysts for delivery.

Project specific questions

Our insight work highlights a number of consistent challenges that authorities face in designing and implementing effective LAEPs:

- * Gaps in awareness of climate-related skills across internal departments such as legal, procurement, housing, and asset management.
- * Limited mechanisms to translate LAEPs into investable, place-specific projects, particularly in areas with limited internal resource
- * Overreliance on consultants without this being linked to internal capacity-building and ownership.
- * A lack of shared definitions or responsibility for “green skills”, resulting in fragmented action and competing priorities.

Our goal is to address these challenges head-on. We will deliver a technically robust LAEP that also provides clear direction and instils confidence for officers across directorates, driving long-term ownership of the implementation within the council itself. Skills development, governance pathways, and community capacity building will be embedded throughout the process – not as afterthoughts, but as essential enablers of long-term transformation. We will make sure that outputs can be actively used to:

- * Convene and align local partners
- * Attract and deploy funding
- * Build internal confidence and cross-departmental action
- * Embed net zero into place-based planning and delivery

This understanding shapes every part of our five-phase approach, grounded in national guidance, built on real-world insights, and structured around practical delivery for North Northamptonshire.

Our Approach

Our approach is structured into five core phases and is fully aligned with Energy Systems Catapult (ESC) guidance on LAEP development. It also builds on our proven methodology used in delivering strategic decarbonisation programmes across the UK.

Phase 0: Inception Meeting

We will begin the project with a structured inception meeting involving key council officers, planning leads, and members of the Sustainability Team. This session will set up communications, confirm roles and responsibilities, agree governance expectations, and align on key milestones. We will review available datasets, validate objectives, and tailor our engagement approach to reflect internal capacity, ongoing projects, and known constraints. It will also confirm geographic boundaries, Local Plan integration points, and any requirements for internal briefings or public-facing outputs.

Phase 1: Mobilisation and Baseline Review

Our initial phase will focus on validating and supplementing the Baseline Bundle provided by ESC (Stages 1-3), allowing for full alignment with datasets referenced by the Council in the NN2NZ programme. This includes reconciling and clarifying emissions, stated at 1,695.6 ktCO₂e (2022) for the borough, and confirming data across housing stock, EPCs, energy infrastructure, and local generation.

Project specific questions

We will map these across geographics that align with the Local Plan, ward boundaries, and planned development areas (e.g. Tresham Garden Village).

We will ensure that the baseline data reflects:

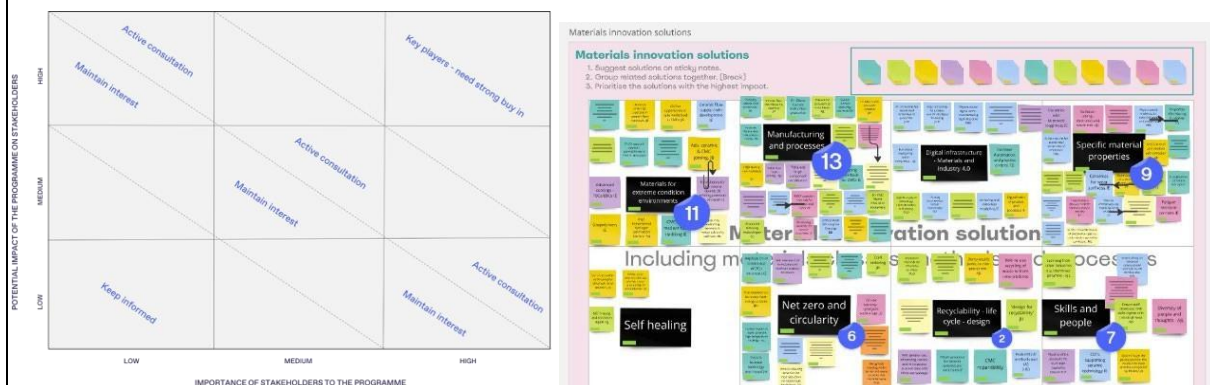
- * The area's emissions profile, where transport (46%), domestic buildings (25%) and industry (16%) dominate.
- * Grid capacity constraints (e.g. Grendon GSP), recognised as a barrier to local renewable deployment.
- * Major opportunities for renewable deployment, including rooftop solar, solar farms, and energy storage.

This review will also incorporate relevant DFES data, grid flexibility plans, and Local Plan spatial datasets to support early identification of net zero infrastructure opportunity areas.

Phase 2: Stakeholder Engagement and Spatial Energy System Mapping

A cornerstone of our approach is meaningful, inclusive, and transparent stakeholder engagement. We will work closely with NNC's Sustainability Team, the Sustainability Communities Executive Advisory Panel (EAP), planning officers and other relevant stakeholders, to co-design a programme that:

- * Maps stakeholders across housing, energy, transport, industry, and community sectors;
- * Reflects the Council's principles of community leadership and coproduction;
- * Maximises the impact of each engagement touchpoint, aligned with Ofgem's "LAEP done well" principles.



We will run:

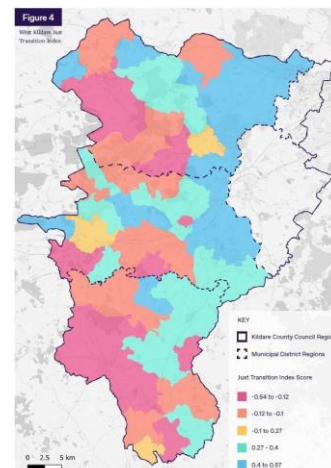
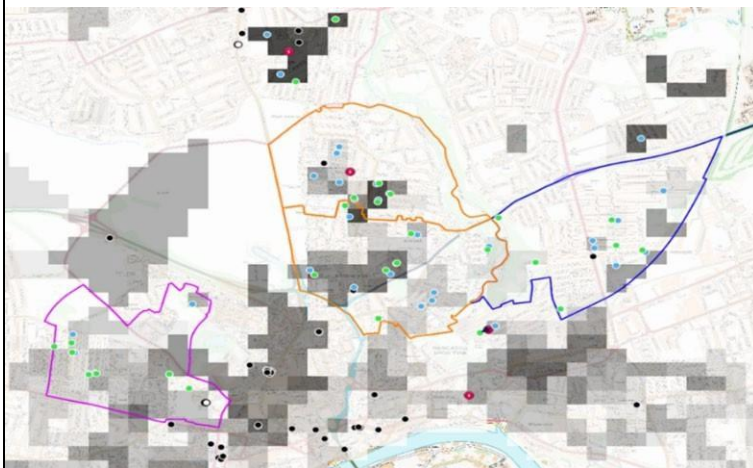
- * A stakeholder mapping workshop with internal officers and EAP members;
- * One-to-one interviews with DNOs, housing associations, developers, and infrastructure operators;
- * Thematic workshops to co-design and validate opportunity areas (e.g. retrofit zones, smart energy networks);
- * Community engagement opportunities, building on awareness raised through the NN2NZ roadmap.

Project specific questions



Spatial mapping will capture key constraints and enablers across energy demand and supply, land use, transport corridors, and digital infrastructure. This includes:

- * Existing and planned grid connections;
- * Renewable energy assets and storage potential;
- * Priority areas for energy efficiency, based on EPC banding and IMD data;
- * Heat demand density and low-carbon heat zoning.



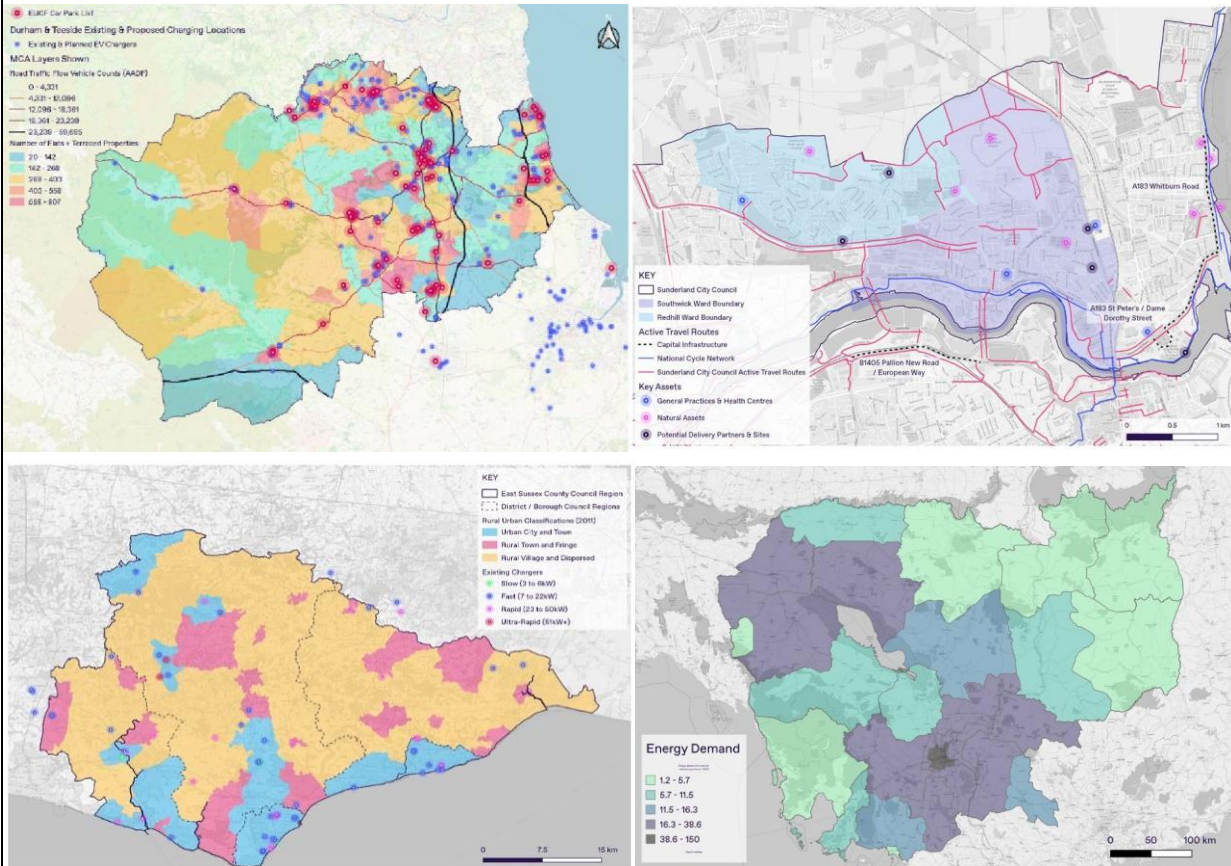
Phase 3: Scenario Modelling and Technical Pathways

Our approach to technical modelling will develop spatially specific, costed, and phased Net Zero pathways to 2050 that are tailored to the priorities and characteristics of North Northamptonshire. This work will align with both national policy and local ambition, and will include:

- * Building decarbonisation, including retrofit scenario modelling across tenure types and building archetypes, using EPC and SAP data to assess technical potential and indicative costs;
- * Heat zoning and low-carbon heating pathways, covering electrification, heat networks, and off-gas grid solutions;
- * Renewable energy potential, with a primary focus on rooftop solar and battery storage. We will also identify opportunities for colocation of generation with existing infrastructure, where policy-appropriate;

Project specific questions

- * Transport emissions forecasting, including EV uptake and energy demand modelling informed by DFES data and logistics considerations;
- * Grid capacity and flexibility analysis, using a whole systems view to highlight constraints and explore smart solutions, including active network management and flexibility services.



To enable for credible, science-based planning, we will apply the Tyndall Centre methodology to set area-wide and organisational carbon budgets aligned with the UK's fair share of the global 1.5°C target. These will be complemented by science-based targets consistent with the recently updated SBTi methodologies where appropriate.

We will refine these budgets and trajectories using insights gathered through data analysis, stakeholder engagements, and local policy alignment. Interim milestones (e.g. 2025, 2030, 2040) will be defined to support practical progress monitoring and action planning.

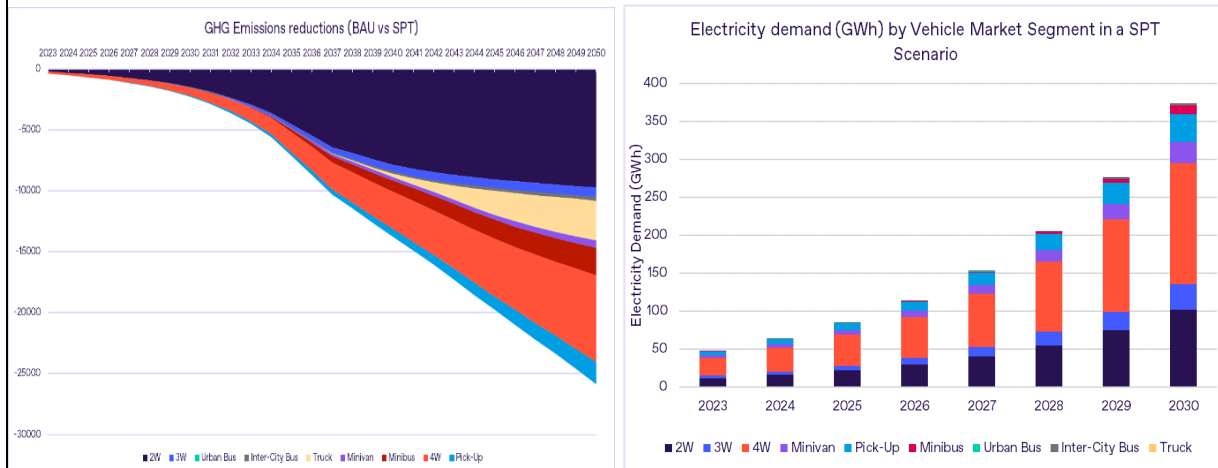
Recognising that Net Zero pathways may require limited, high-integrity offsetting for residual emissions, we will also provide best practice options based on the Oxford Principles for Net Zero Aligned Offsetting, and draw on our experience of and research into:

- * The evolving GHG protocol and its implications for local authority offsetting strategies;
- * The proposed UK principles for voluntary carbon and nature market integrity;
- * Sector-specific guidance such as the UK Net Zero Carbon Building Standard.

This will allow North Northamptonshire to adopt a transparent and credible approach to offsetting, with clear guardrails and quality standards, if and where it is deemed appropriate.

Project specific questions

All scenario results will be presented in a clear, visual, and spatial format, enabling stakeholders to interrogate the assumptions and explore the impact of different policy, technology, and behaviour changes. This will inform the final roadmap and business case development phases that follow.



Phase 4: Costed Roadmap and Action Plan

Many local authorities face a gap between technical planning and practical delivery. Through our insight work on the Future Ready programme, we've observed that without clear governance, defined ownership, and investment logic, even the most robust LAEP's can fail to translate into implementable action. We will address this by embedding delivery planning throughout the LAEP development process.

This phase will result in a detailed, costed and spatially relevant roadmap to 2050. It will define a sequence of interventions, identify priority zones, and align with planning cycles and strategic infrastructure investments.

The roadmap will include:

- * Phased actions towards 2050, with science-based interim targets for 2025, 2030, and 2040.
- * Co-benefits analysis including fuel poverty alleviation, health outcomes, air quality, green skills, and economic inclusion.
- * Recommended delivery models, including public-private partnerships, in-house delivery teams, and community-led models
- * Considerations for aligning with internal planning, procurement, and asset management functions

To bring this roadmap to life, we will prepare an outline business case (OBC) following the HM Treasury Green Book methodology the scope of which we'll agree at inception. Options for this will be shaped through stakeholder input and technical viability, and may include:

- * A retrofit delivery zone with locally coordinated installation and skills training
- * A smart logistics and EV charging hub tailored to North Northamptonshire's commercial profile
- * A community solar programme with shared ownership or Power Purchase Agreement (PPA) model

Project specific questions

- * A grid enhancement pilot in a constraint area, designed in collaboration with UKPN
- * A whole-system pilot embedded in a Sustainable Urban Extension or Garden Village development

We'll also provide practical guidance on how the LAEP can be used as a decision-support tool internally, helping the council align investments, secure funding, and coordinate delivery across departments and partners.

Phase 5: Delivery of Final LAEP Outputs

The final Local Area Energy Plan will include:

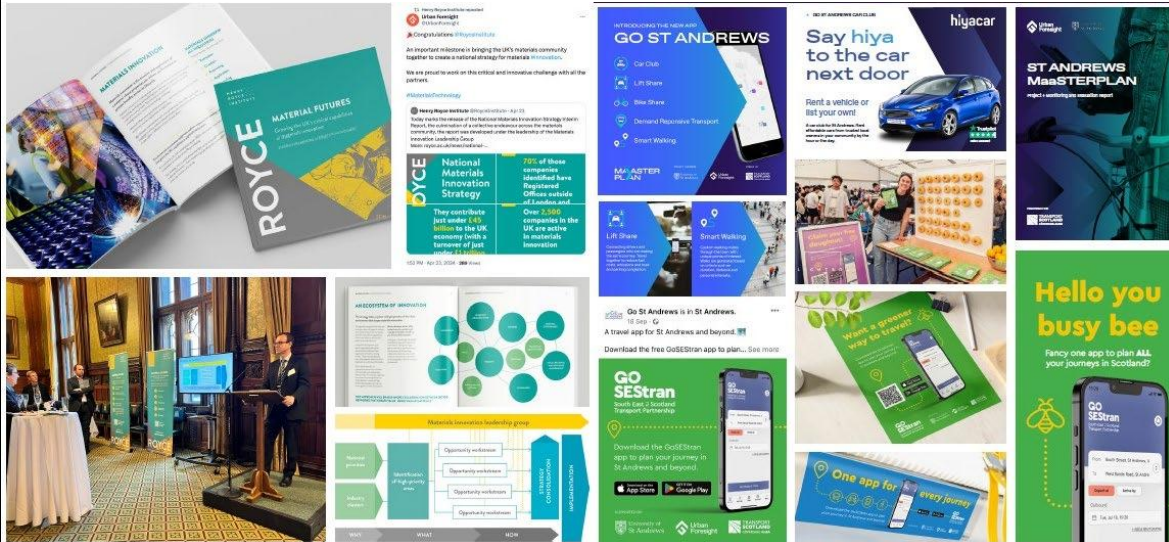
- * Executive summary for members and strategic leads;
- * Full technical report (in line with ESC LAEP guidance);
- * GIS-based opportunity area maps and zoning proposals;
- * Scenario modelling outputs (2050 trajectories) (Excel-based);
- * A prioritised action plan and implementation framework;
- * Accessibility-compliant digital and PDF versions.

The LAEP will directly support integration into the Local Plan, Economic Growth Strategy, and NN2NZ programme. A launch pack including a 15-slide summary and short public-facing summary will support internal and external communications.

We will ensure ongoing alignment with national regulatory processes and funding streams, including:

- * RESP and DFES updates;
- * UKPN and National Grid investment plans;
- * UKIB and Net Zero Investment Plan opportunities.

Project specific questions



Word Count:

1991

Project specific questions

Question 12: **Scoring Methodology:** 25% **Word Limit:** 2,000 words

Please demonstrate your experience of delivering similar Local Area Energy Plans, their impact, and your knowledge of emission assessments, target setting and milestones, emission reduction actions, and stakeholder engagement.

Answer:

Urban Foresight is the UK’s leading place-based innovation consultancy, with over a decade of experience delivering projects at the intersection of energy, mobility, planning, and public policy.

We help local authorities implement sustainable infrastructure and develop the governance, capacity and business models to make good things happen.



Our work supports robust net zero strategies through systems thinking, investment-ready modelling, and tailored engagement. While we have not yet delivered a formal LAEP, we’ve developed over a dozen integrated action plans with core components: emissions assessment, spatial pathways, stakeholder co- design, and phased delivery. The examples below demonstrate how we turn strategy into implementable action.

A successful LAEP depends on several critical areas, all of which we possess and have demonstrated through the projects listed in the table below.

✓ **Project specific questions**

- * **Emissions assessment:** ability to provide carbon accounting, baselines, and data-led actions.
- * **Target setting:** science-based trajectories for interim targets and implementation.
- * **Emissions reduction:** modelling and planning of decarbonisation options.
- * **Stakeholder engagement:** expertise in convening, co-design, and cross-sector insight.

Skill	Emissions Assessment	Target Setting and Milestones	Reduction of Emissions Actions	Stakeholder Engagement
Project				
Future Ready Programme (Innovate UK)				✓ coordination of multi-authority engagement
Charnwood Carbon Neutral Plan 2030	✓ energy profiling	✓ 2030 carbon neutrality roadmap	✓ heat pumps, PV, RE Centre	✓ council-wide engagement
Coventry CLEAN Hub	✓ spatial energy/emissions context	✓ delivery model timeline	✓ local mobility & on-site renewables	✓ multi-stakeholder collaboration
NNC Fleet Decarbonisation Plan	✓ emissions & telematics data	✓ phased roadmap to 2030	✓ EV transition, infrastructure	✓ worked in partnership with NNC
Angus SECAP	✓ cross-sector GHG inventory	✓ milestones to 2045	✓ full-spectrum sector actions	✓ broad sectoral engagement
NHS Estate Decarbonisation	✓ site-level EPC & energy use, and visualisation	✓ decarbonisation scenarios	✓ heat & energy upgrades	✓ NHS staff, ops & procurement
Net Zero Mobility Hub Toolkit	✓ carbon scenario modelling, and visualisation	✓ infrastructure roll-out framing	✓ mobility hub design toolkit	✓ co-designed with 5 LAs
Energising Parking Assets	✓ emissions benefits from interventions	✓ linked to local targets	✓ biodiversity & PV options, zero emission transport	✓ coordinated with estates and planning
Durham Net Zero Heat Innovation Plan	✓ site-level and geothermal heat assessment	✓ future phasing scenarios for innovation space	✓ heat networks and geothermal feasibility	✓ multi-sector stakeholder roundtables

Project specific questions

The Future Ready service: Accelerating UK place-based net zero transition

Client: Innovate UK

The Future Ready service is a programme of knowledge sharing, training and capacity-building support to accelerate place-based decarbonisation at the local authority level.

The Innovate UK Net Zero Living Places programme is dedicating £45m of funding to 59 local authorities across the UK on their net zero journey, to overcome systemic barriers to scaling and adoption of net zero solutions. It supports places from combined authorities to small rural councils through direct project funding and access to the Future Ready service.

Leading the Future Ready Service, Urban Foresight works with each of the 52 places and partners to support local net zero delivery. As well as leading Insights and Programme Evaluation workstreams, Urban Foresight is building and nurturing a collaborative environment by:

- * Coordinating bespoke support from a suite of expert partners;
- * Sharing knowledge and best practice, and;
- * Standing at the forefront of net zero policy

Each of these projects has a focus on one or more of the following thematic areas:

- * Creating and delivering net zero routemaps for internal LA organisations and wider area, informing the prioritisation of decarbonisation projects
- * Local Area Energy Planning (LAEP) and carbon modelling, including consideration of energy sources, infrastructure, and investment models
- * Retrofit and decarbonisation of buildings of varying fabric and typology, including retrofit of heritage buildings, or;
- * Carbon accounting, insetting, and baselining of emissions.

Creating legacy and building momentum to continue delivering net zero at pace, knowledge and practice generated from Future Ready will inform a handbook of recommendations for local authorities, funders, and central government, that responds to two core propositions:

- * How to do place-based net zero transition, and;
- * How to support places to transition to net zero.

Charnwood Carbon Neutral Plan 2030

Client: Charnwood Borough Council

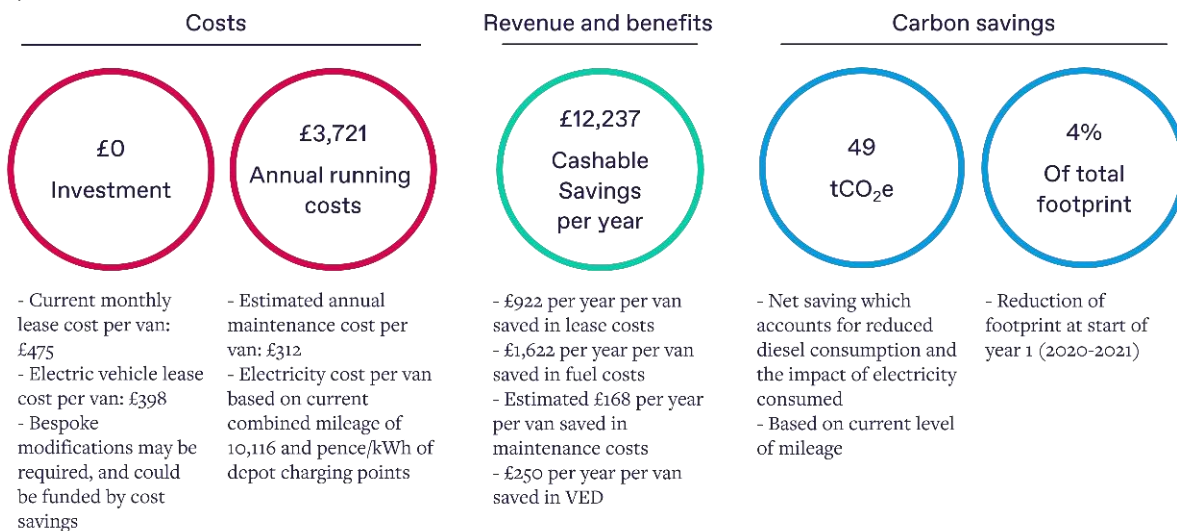
Urban Foresight was commissioned to deliver the Council's Carbon Neutral Plan 2030, following its declaration to achieve carbon neutrality in operations by the end of the decade. We began by profiling the full energy consumption and operational emissions (scopes 1-3) across the council's estate and services, using this to establish a carbon baseline.

Project specific questions

We facilitated stakeholder engagement to identify barriers, opportunities, and readiness. Our analysis led to the development of an actionable delivery framework, including energy efficiency retrofits, air source heat pumps, and PV installations. The plan also scoped a Renewable Energy Centre in partnership with Loughborough University.

Electric fleet vans pilot

A pilot project balancing the need to decarbonise transport (the biggest contributor to the Council's footprint) with the logistical and HR policy challenges. This is the replacement of 6 diesel fuelled Ford Transit vans with 6 fully electric powered Nissan vans. Charging infrastructure is required (see projects 8 & 9).



Coventry CLEAN Hub: OBC

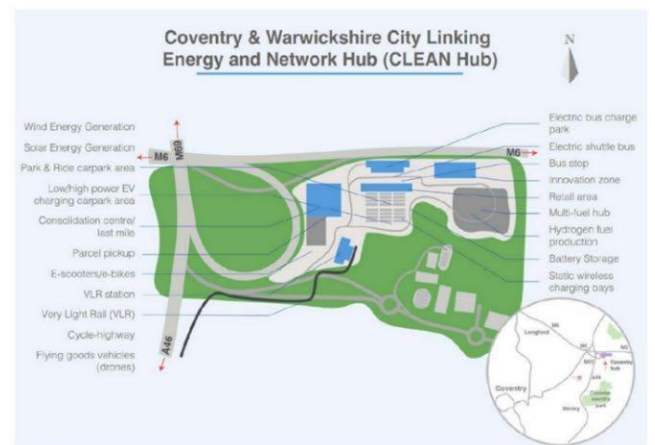
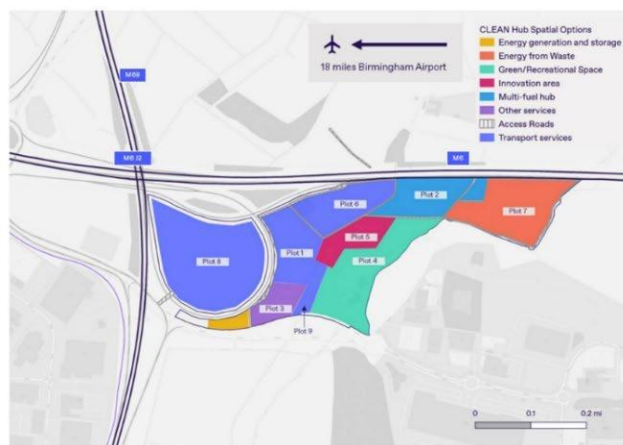
Client: Coventry City Council and partners

Urban Foresight was commissioned to develop an Outline Business Case (OBC) for the Coventry CLEAN Hub – a £200 million, next-generation integrated energy and mobility infrastructure programme. The project aimed to support inclusive growth and net zero transition through futureproofed, place-based investments.

We conducted a capital cost assessment and techno-economic modelling across multiple infrastructure elements including EV charging, Megawatt scale battery storage, on-site renewable energy generation, and off-site solar farm connections, energy from waste, and integration of autonomous vehicle technologies. Our role included spatial energy demand mapping, abatement scenarios, and identifying key delivery enablers such as land, skills, and grid capacity.

Project specific questions

The CLEAN Hub exemplifies our capability to develop major investment-ready proposals that link decarbonisation, digitalisation, and transport innovation at a city scale.



North Northamptonshire Fleet Decarbonisation Options Appraisal

Client: North Northamptonshire Council

Urban Foresight was commissioned by NNC to develop a decarbonisation strategy for the council's fleet, aligned with its 2030 operational net zero target. We assessed emissions from fleet operations using telematics data, modelled future fleet scenarios, and mapped infrastructure readiness across operational sites.

The outcome was a costed, phased roadmap including priority vehicle transitions, charging infrastructure requirements, and delivery timelines. Our recommendations were aligned with vehicle replacement cycles, site-specific electrical capacity, and operational constraints. The report now guides NNC's capital investment planning for fleet transformation and informs their wider net zero implementation efforts.

The project demonstrates our emissions assessment, target setting and costed implementation planning, key elements of an effective LAEP.

Project specific questions

Transition strategies – vehicle replacement

Scenario 1A: Fixed renewal points

Leased vehicles are replaced at the end of the current term. Owned vehicles are replaced in the same periods (mainly 2027 and 2030)

Scenario 1B: Distributed renewal

Leased vehicles are replaced at the end of the current term. Owned vehicles are replaced at 10 years from first registration (2025 if older)

Scenario 2A: High emission vehicles first

Vehicle types with higher carbon intensity are replaced first. Modelled based on £1.5m additional expenditure per financial year

Scenario 2B: Balancing carbon and cost

Vehicles are prioritised based on the cost per kg CO₂ reduced. Modelled based on £1.5m additional expenditure per financial year



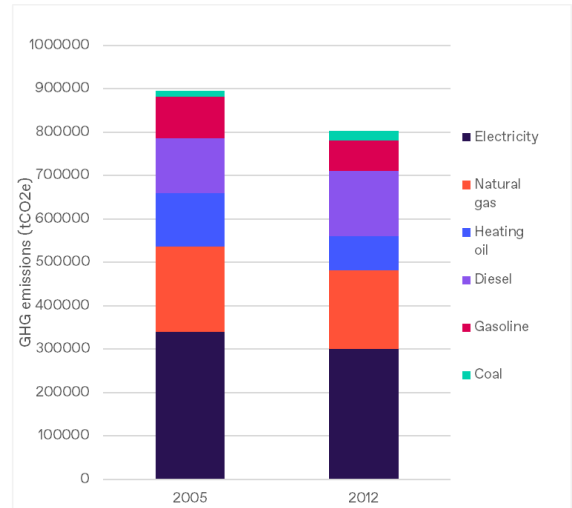
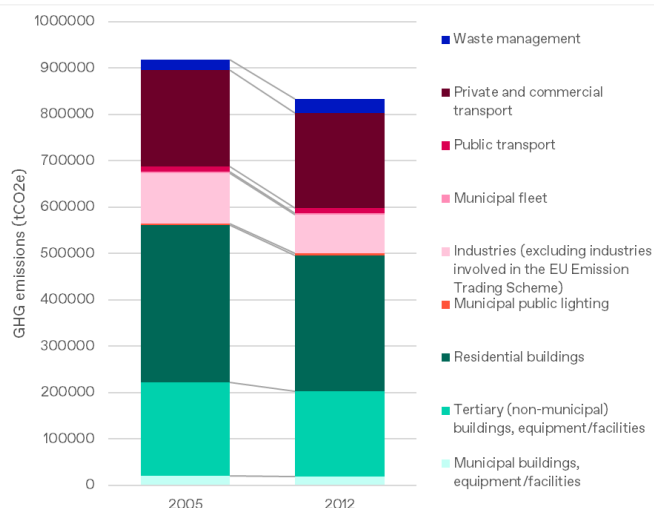
Important to consider what these scenarios mean for grid capacity and charging infrastructure requirements. Due to capacity upgrades required at some of the locations, the uptake in scenario 1A appears challenging.

Angus Sustainable Energy and Climate Action Plan (SECAP)

Client: Angus Council

Urban Foresight produced a comprehensive SECAP aligned with Scottish policy and the Covenant of Mayors. We established a GHG emissions baseline across buildings, transport, waste, land use, and agriculture, and assessed climate risk and sector vulnerability. Broad engagement across local government and infrastructure stakeholders informed a roadmap to 2045, with interim targets and prioritised actions across all sectors.

Outputs supported council integration into national net zero frameworks.



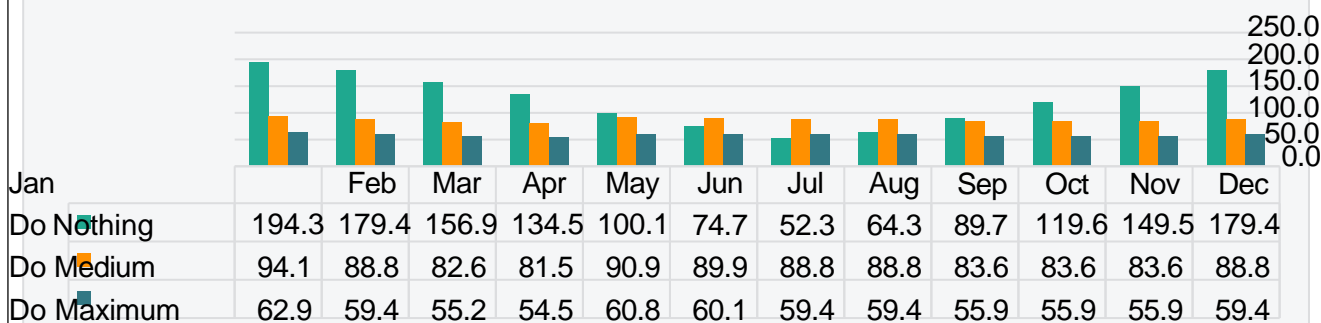
Project specific questions

NHS Estate Decarbonisation Feasibility Study

Client: The Leeds Teaching Hospitals NHS Trust

Urban Foresight, with Slingshot Simulations, developed a digital twin of the Old Leeds Teaching Hospital to support site-wide decarbonisation. Using our smart energy model, we simulated electricity, heat, and water systems, assessing interventions like solar PV, insulation, and heat electrification. We modelled future use scenarios, providing costed pathways aligned with net zero goals. Findings supported business case development and redevelopment negotiations.

Annual heating and cooling energy use ('do nothing' scenario is heating only)



Net Zero Mobility Hub Toolkit

Client: Greater South East Net Zero Hub / Essex County Council

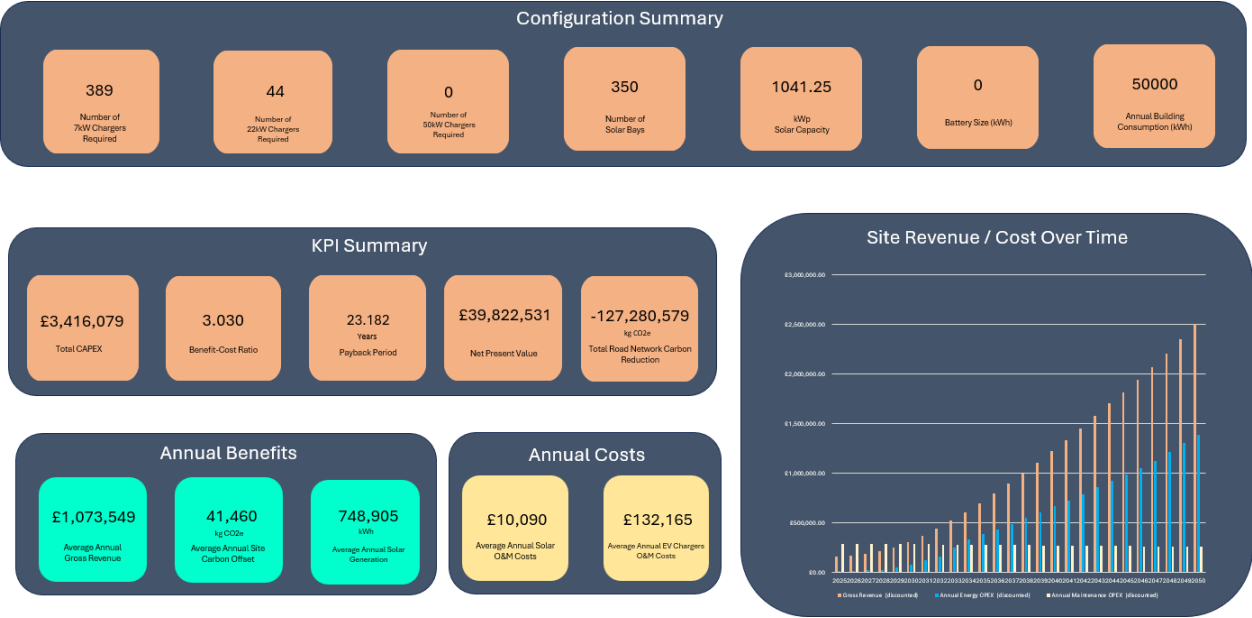
In partnership with Slingshot Simulations (now SimAnalytica), we developed a decision-support tool to help councils design net zero mobility hubs. The toolkit integrates spatial data, emissions modelling, and financial analysis to support business case development for EV charging, solar PV, battery storage, and shared mobility services.

Co-designed with five local authorities, the tool allows users to test different hub typologies based on infrastructure constraints, local demand, and land use characteristics. It models seasonal variation over 25 years and evaluates commercial models including PPAs and private wire.

Outputs are aligned with HM Treasury Green Book standards and support OBCs with cost-benefit and emissions-analysis.

The toolkit helps councils turn ambition into investable projects and evaluate infrastructure systemically.

Project specific questions

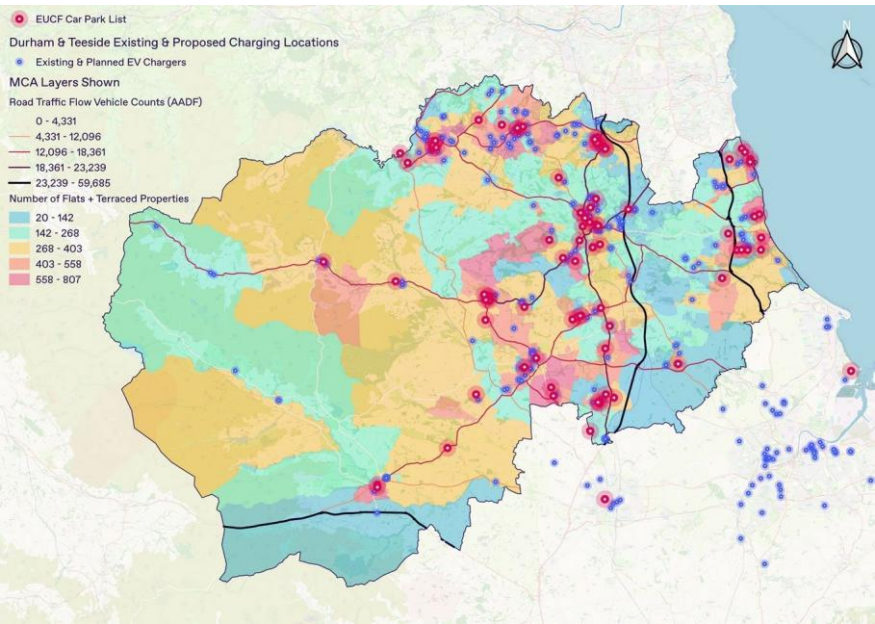


Energising and Biodiversifying Parking Assets

Client: Durham County Council

We assessed 86 car parks across County Durham for solar PV, battery storage, biodiversity enhancements, and EV charging. We developed a solar yield model and prioritisation framework based on site-specific data including access, ownership, population density, existing energy use, and grid connectivity.

We modelled three years of half-hourly energy data to rank sites, resulting in a £38.75m investment plan with 11.8 GWh annual solar potential. A three-phase prioritised delivery programme supported a successful funding bid, securing over £16m for implementation and enabling rapid roll-out of decarbonisation and adaptation measures across the county.



Project specific questions

Net Zero Heat Innovation Plan for County Durham

Client: Durham University

Urban Foresight was commissioned by Durham University and the Durham Energy Institute (DEI) to identify and assess suitable locations for the DEI to transition from a virtual research centre to a physical facility.

The study combined desk-based research with structured stakeholder engagement, including 1-2-1 interviews and a series of roundtable discussions with academic, public sector, and industry stakeholders. The aim was to assess DEI's future role and evaluate the spatial and technical suitability of six potential sites.

Two of the options considered relocation to existing university buildings, while the remaining four proposed new-build sites across County Durham. Several sites explored using low-carbon heat, including mine water and geothermal energy. Urban Foresight assessed integration opportunities with existing infrastructure such as the Seaham heat network, and the potential to establish new low-carbon district heat systems to support research, demonstration, and local regeneration.

The resulting report provided a comparative appraisal of site options, stakeholder preferences, heat technology pathways, and long-term benefits for DEI and County Durham.

Hydrogen

Network for Hydrogen Transportation (Network-H2)

Led by the DEI and funded by EPSRC (UKRI), the Network for Hydrogen Transportation (Network-H2) focuses upon how to maximise the impact of UK funded research and innovation into hydrogen transport research across the energy, marine, on-road, rail and aviation sectors, in partnership with:

- Newcastle University
- Advanced Propulsion Centre
- Energy Systems Catapult
- Department for Business, Energy & Industrial Strategy
- Department for Transport
- Connected Places Catapult
- UK Hydrogen and Fuel Cell Association

The network is tasked with researching and hosting events and workshops to explore the following themes, exploring the progress, opportunities and challenges across:

- Pathways to sustainable hydrogen production and distribution
- Compact and lightweight on-board storage
- Compact and lightweight hydrogen energy conversion devices
- Lightweight electrified powertrains
- Hydrogen compatible materials and safety
- Multi-modal transport, logistics and autonomy.
- Policy, economics and societal impacts

How can this current service and research support Aykley Heads?

The DEI has globally leading expertise in identifying technical engineering solutions for bringing forward the use of hydrogen for power, heating and transport. Adopting hydrogen for heating at Aykley Heads in the long-term may be a potential solution for further decarbonising the site and reducing energy costs.

Hydrogen as a low carbon heating solution is emerging as a potential long-term reality, with nearby communities in Tees Valley currently scoping the potential switching of fuel from natural gas to hydrogen as part of the Redcar Hydrogen Community project in partnership with Northern Gas Networks, unlocking clear net zero and economic benefits.

urbanforesight.org

7

Project Management & Additional Expertise

The project will be led by Anneliese Allen-Norris, who brings extensive experience delivering science-based climate strategies and emissions reduction plans for local authorities across the UK. Her experience spans all key components of an effective LAEP, including:

* **Emissions baselining and science-based target setting** whilst working for North Tyneside, Wandsworth and Richmond Councils (covering both operational and borough-wide emissions);

Project specific questions

- * **Carbon budgeting and milestone planning** for mitigation and adaptation action plans, all of which contributed to the councils achieving CDP A-List status;
- * **Integration of carbon impact analysis and monitoring dashboards** into internal governance and senior leadership reporting;
- * **Medium-Term Financial Planning** for net zero and waste, including scenario-based carbon modelling and investment impact assessments;
- * **Local Plan advisory** work embedding carbon offset thresholds, climate mitigation principles, and net zero-aligned growth;
- * **Co-production of greater London's consumption-based emissions action plan** (One World Living Programme);
- * **Evaluation of place-based decarbonisation strategies** such as Stakehill Local Industrial Decarbonisation Plan for Rochdale Development Agency.

Anneliese's experience in technical planning, governance, and budgeting makes her ideally placed to lead the North Northamptonshire LAEP.

Local Experience and Familiarity with North Northamptonshire

Urban Foresight already has a strong working relationship with North Northamptonshire Council. We delivered the Council's Fleet Decarbonisation Options Appraisal Report, supporting the internal net zero target through data-driven analysis of vehicle transition pathways, site infrastructure readiness, and investment planning. The report provides a roadmap to 2030 with prioritised actions, costed interventions, and operational insights, aligned with the principles of local area planning.

We are also currently acting as Technical Evaluators for the Council's LEVI programme, reviewing the tenders from chargepoint operators, providing us with a strong understanding of the local network, its ambitions and the potential plans for charging infrastructure across the borough.

In addition, we are familiar with the outputs of the NN2NZ programme, having worked in partnership with Slingshot Simulations (now SimAnalytica) to develop the Net Zero Mobility Hub Digital Twin Toolkit using their Compass: Engine platform. This is the same platform used to produce the NN2NZ digital toolkit.

Through this work, we gained insight into the underlying data architecture, stakeholder-informed scenario modelling, and the spatial visualisation used to communicate complex energy and mobility data. This familiarity will allow us to build on - not duplicate - the work already undertaken, ensuring alignment and integration.

Word Count:

1984

Project specific questions

Question 13: **Scoring Methodology:** 20% **Word Limit:** 1,000 words

Please describe how the skills of your team will allow you to deliver the requirements of the specification.

Please also define the management structure that you would put in place to support the successful performance of this contract, and state all the personnel who will be working on the programme, including a breakdown of the time each will be spending on this project.

Please provide CVs to support your response (CVs are not included in the word count, but each CV should be no more than 4 pages).

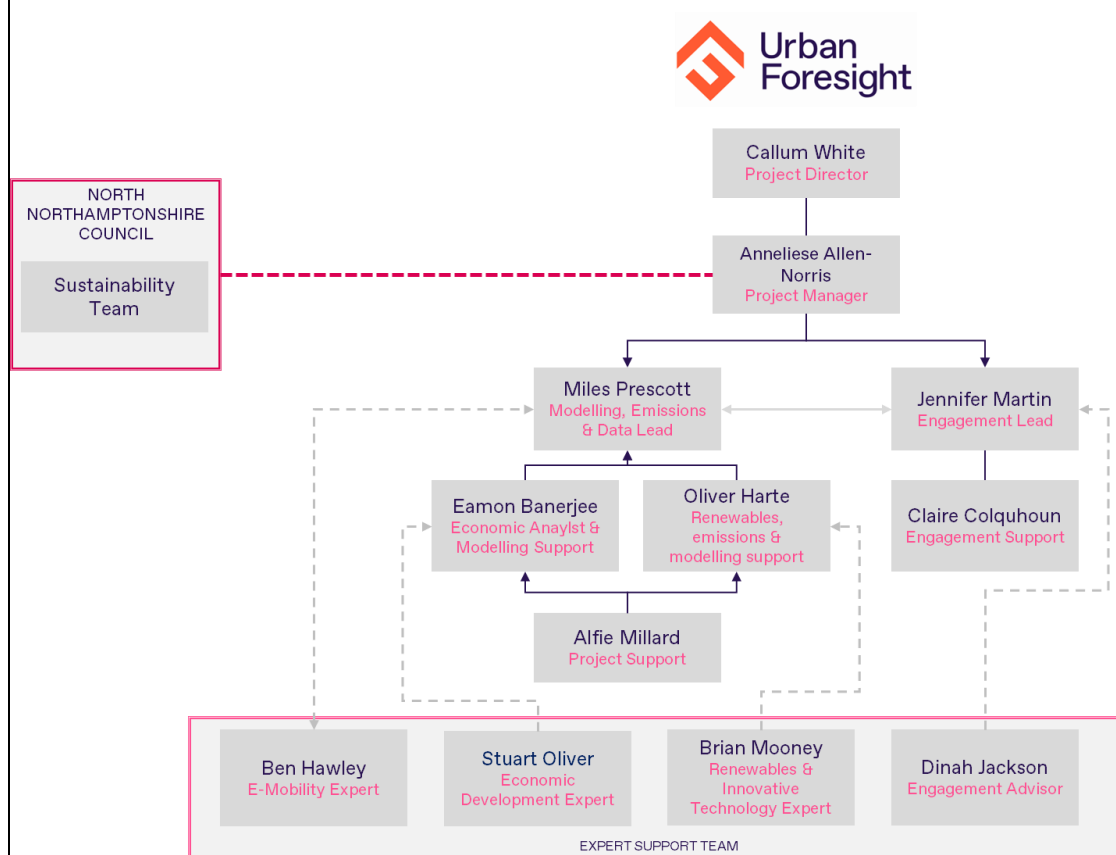
Answer:

Our Team

We've assembled a skilled team covering net zero, engagement, and modelling, transforming data into actionable strategies and investment-ready roadmaps grounded in best practice and stakeholder needs.

The project team is structured around two key delivery themes – data & modelling, and engagement – ensuring coordinated outputs and clear communication throughout. Our project manager, **Anneliese Allen-Norris**, will lead day-to-day delivery, coordinate team members and as main liaison for NNC. Our Project Director, **Callum White**, will provide strategic oversight, ensure quality assurance across all technical content, and support on risk management, stakeholder alignments, and escalation.

We ensure capacity through workload planning and access to in-house expertise.



✓ **Project specific questions**

This section presents profiles highlighting the project role, expertise and responsibilities of the core team delivering this project for NNC. The following table outlines each individual's role and responsibilities on this commission, with additional qualifications detailed in the team's CVs Appendix.



Callum White, Head of Transport, Energy and Environment

Project Role: Project Director

Expertise: Decarbonisation strategy, LAEP delivery, low-carbon infrastructure, net zero investment models, transport & energy integration

Responsibilities: Strategic oversight, risk management, quality assurance, stakeholder alignment, and validation of all technical deliverables



Anneliese Allen-Norris, Principal Consultant

Project Role: Project Manager

Expertise: Local authority climate strategy, CDP A-List planning, carbon budgeting, policy tools, internal governance for net zero

Responsibilities: Day-to-day management, coordination of technical and engagement workstreams, lead liaison for the Council, assuring timely delivery and coherence



Jennifer Martin, Consultant

Project Role: Engagement Lead

Expertise: Stakeholder convening, public engagement, cross-sector collaboration, community co-design

Responsibilities: Design and delivery of internal and external engagement activities, coordination with council leads, oversight of community input to LAEP



Miles Prescott, Senior Consultant

Project Role: Modelling, emissions and data lead

Expertise: Emissions baselining, scenario modelling, spatial energy analysis, carbon budgeting, data synthesis

Responsibilities: Oversight of technical modelling work, carbon scenario development, spatial mapping, trajectory and milestones analysis



Eamon Banerjee, Consultant

Project Role: Economic Analyst & Modelling Support

Expertise: Socio-economic impact modelling, decarbonisation cost-benefit analysis, investment logic frameworks

Project specific questions

Responsibilities: Support for LAEP costing, co-benefits modelling, Green Book analysis for outline business case



Claire Colquhoun, Consultant

Project Role: Engagement Support

Expertise: Community engagement, co-production methods, stakeholder mapping, and knowledge dissemination

Responsibilities: Supports design and delivery of engagement activities, contributes to stakeholder analysis, and prepares accessible communication materials



Oliver Harte, Project Specialist

Project Role: Renewables, emissions and engagement support

Expertise: Solar PV feasibility, energy storage, local energy systems, engagement design

Responsibilities: Technical support across renewables and low-carbon technology pathways, facilitation of stakeholder and community workshops



Alfie Millard, Graduate Project Specialist

Project Role: Project Support

Expertise: Data validation, energy systems mapping, research synthesis, data visualisation

Responsibilities: Project support across all work packages, mapping data preparation, synthesis of technical outputs for reporting and engagement materials



Brian Mooney, Head of Innovation

Innovation specialist in investment cases for next-gen infrastructure, including energy networks and smart models.



Stuart Oliver, Head of Economic Development

Economic development expert on sustainable place-making and community-led growth.



Dinah Jackson, Principal Consultant

Future Ready lead and net zero engagement specialist for local authorities.



Ben Hawley, Principal Consultant

Specialist in transport decarbonisation, fleet electrification, and EV charging delivery.

Project specific questions

✓ Our Skills

The table outlines team skills, covering EV charging, solar PV, battery storage, low-carbon heat, and grid flexibility.

	C W	A A N	J M	M P	E B	O H	C C	A M	S O	B M	D J	B H
Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholder Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Carbon Technology Forecasting	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
Future Energy Scenario Modelling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
Pilot programme identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline Business Cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Net-Zero Intervention Prioritisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spatial mapping assessments	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
EV Infrastructure & Smart Charging	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Solar PV (rooftop and co-located)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>
Battery Storage / Flexibility Services	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>
Energy from Waste / Circular Economy	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>		
Heat Networks & Low Carbon Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>						
Whole-System Integration / Smart Energy Systems	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>
Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

✓ Project Management Approach

Our team is structured around clear workstreams to ensure aligned, timely, and quality-assured outputs.

Day-to-day delivery and client liaison will be led by Anneliese Allen-Norris as Project Manager, with Callum White providing strategic oversight and technical QA as Project Director. Both bring extensive experience in structured delivery for complex decarbonisation and infrastructure studies.

Project governance is designed to enable consistent communication, early identification of risks, and resource reallocation where required. Our team also brings in-depth knowledge of local government working practices, ensuring outputs align with internal decision-making and delivery cycles.

✓ Resource plan

To ensure high-quality delivery within the agreed timeframe, we have structured our resource plan to

distribute tasks across the core team and supporting experts. The plan ensures that each WP benefits from

Project specific questions

relevant specialist expertise while maintaining overall project coordination through our Project Manager and Project Director.

Key elements of our resource strategy include:

- ↳ **Balanced Workload Distribution** – Each team member contributes expertise where it adds the most value, ensuring efficient delivery without over-reliance on any single individual.
- ↳ **Strategic Oversight & Quality Assurance** – Senior consultants oversee critical feasibility components such as economic modelling, and engagement, ensuring quality and alignment with best practice.
- ↳ **Expert Input on Demand** – Specialist advisors have been assigned to economic development, technological innovation, electric mobility and stakeholder engagement. We have provided estimates of expert time within our resource plan, and can offer further input at no cost (within reason) to support council teams and stakeholders.
- ↳ **Adaptive Approach** – Our team can flex resource allocation in response to project developments, maintaining clear communication with the Council throughout.
- ↳ **Design Team** – Our offer includes our talented graphics team to develop engaging community-facing materials.

[illegible]

Phased Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canalino	1	2	1	1	0	1	0	0	0	0	0	0	0	0	0
Co-Benefit Analysis	0	0	0	0	2	0	0	0	0	2	0	0	0	0	0
Delivery Models	0	2	0	0	1	0	0	0	0	2	0	0	0	0	0
Review	1	1	0	1	2	0	0	0	0	1	0	0	0	0	0
Draft Outline	1	2	0	2	0	0	0	0	1	0	0	0	0	0	6
Business Case	1	2	0	2	0	0	0	0	0	0	0	0	0	0	6
Draft Action Plan	1	3	2	2	1	0	0	0	2	0	0	0	0	0	1
Review with Client	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Final LAEP Outputs	1	1	1	1	1	0	0	0	1	0	0	0	0	0	0
Final Revisions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Slide Deck	0	1	1	1	0	0	0	0	1	0	0	0	0	0	4
Project Close	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Handover and	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lessons Learned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Session	1	3	4	4	4	2	0	4	5	2	1	3	3	5	4
Total	4	8	4	3	2	3	0	0	0	0	0	0	0	4	14
Average days per week	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3	1	0	4	3	0	3	5	4	4	6	6	6	5	5

Word Count:	1000
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Project specific questions

Question 14: **Scoring Methodology:** 10% **Word Limit:** 500 words

Please provide a comprehensive project plan, in particular this should include project management of reporting requirements, meetings and sign-off.

Answer:

Project Plan

Our plan will deliver a robust LAEP by January 2026, aligned to NNC's ambitions. It follows a five-phase methodology (Inception, Mobilisation, Engagement, Modelling, and Roadmap), underpinned by PRINCE2 and best practice.

As Project Manager, Anneliese Allen-Norris will lead day-to-day coordination, aligning parallel work packages and managing resource allocation, quality control, and risk mitigation. She brings 15 years' experience spanning public and private sectors, having led CDP A-List climate strategies for councils including North Tyneside and Richmond. Her insight into local governance ensures deliverables are practical, policy-aligned, and implementation-ready. Strategic oversight and QA will be provided by Callum White as Project Director.

We consistently deliver projects on time and within budget by combining fixed-cost scoping, robust governance, and transparent risk management. Our PRINCE2-based delivery ensures quality assurance from inception to reporting.

Clear Communication & Accountability

Our Project Manager maintains oversight, monitors progress, and acts as the primary liaison for the client.

We schedule weekly team check-ins to discuss work packages, resource allocation, and emerging risks, allowing us to intervene early if delays are anticipated.

Setting Clear Expectations

Inception Meeting: We refine scope, timeline, and success criteria, and set data sharing protocols.

Regular Reporting: Bi-weekly or monthly progress calls confirm milestones, highlight any issues, and agree on mitigation strategies.

Quality Control & Assurance

We align deliverables with PRINCE2 guidelines:

- * **Quality Planning:** Defining required products and their quality criteria from the outset.
- * **Quality Control:** Reviewing outputs internally prior to sign-off, with a Project Director applying final QA checks.

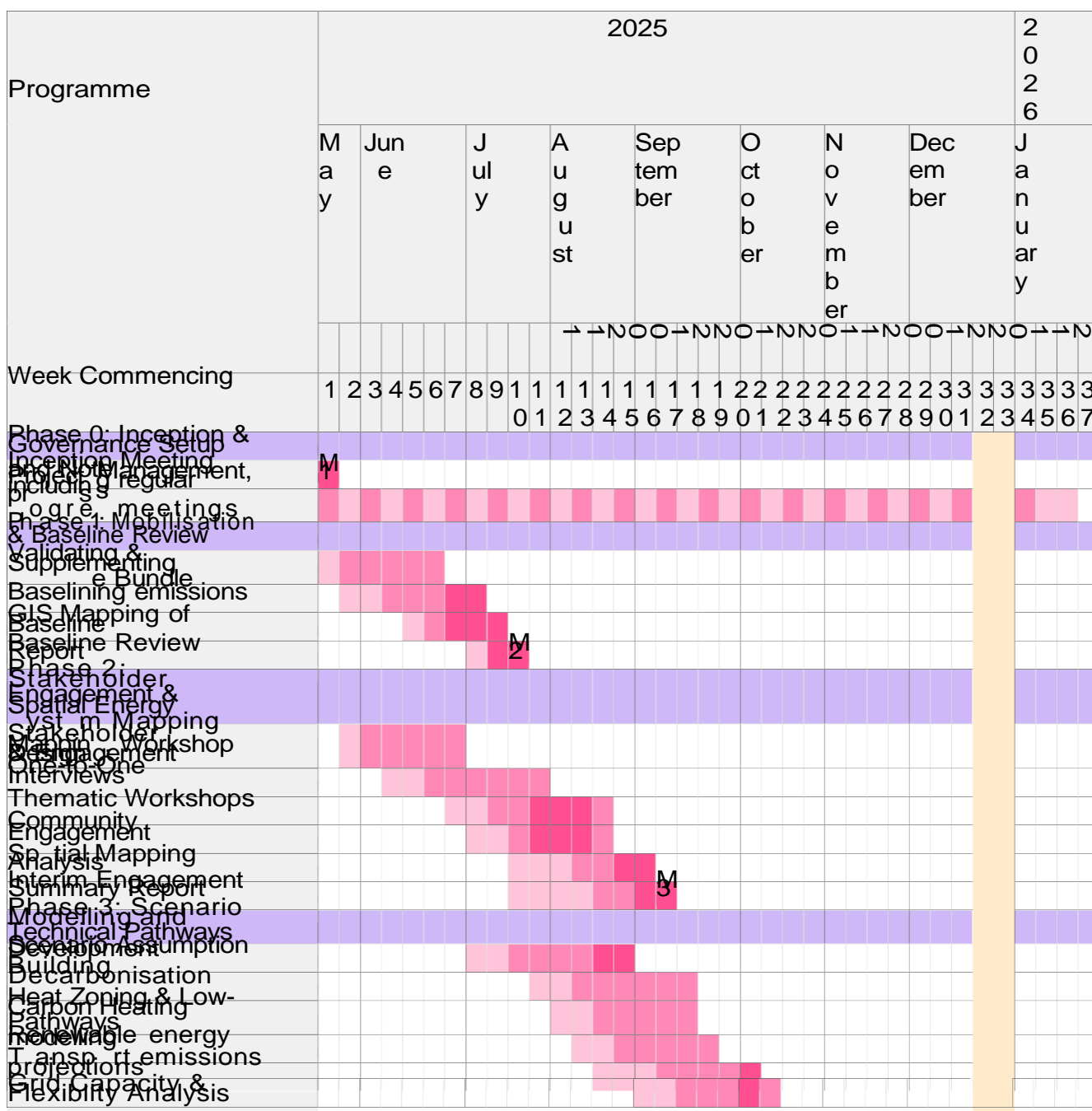
Delivery Milestones

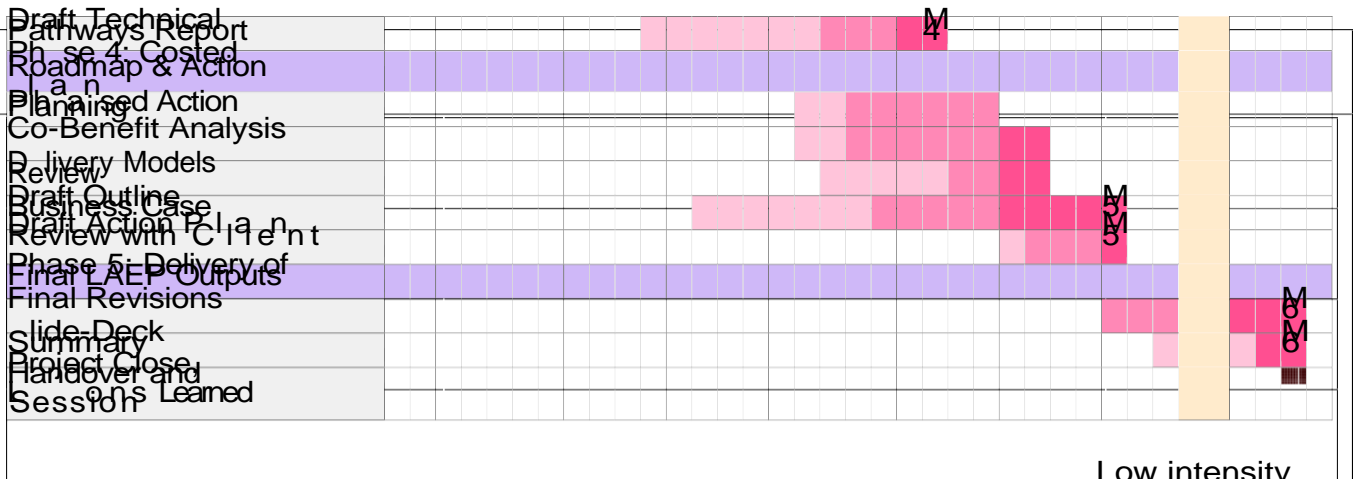
Milestone		Description	Target Date
M 1	Inception & Governance Setup	Inception meeting, confirm scope, team roles, datasets, governance and reporting schedule	May 2025
M 2	Baseline Review Sign-Off	Emissions baselined, GIS mapping completed, data validated	July 2025

✓ **Project specific questions**

M3	Interim Engagement Summary	Stakeholder mapping, 1:1s, thematic workshops, and summary report	September 2025
M4	Draft Technical Pathways	Scenarios modelled, pathways developed, technical outputs shared	October 2025
M5	Draft LAEP Action Plan & Outline Business Case	Co-benefits, phased actions, and delivery models presented	December 2025
M6	Final LAEP & Communications Pack	Final LAEP delivered with summary briefings, GIS layers, and engagement materials	January 2026

A Gantt chart is provided below outlining the sequencing and duration of each phase and milestone.





✓ Risk Management

We maintain a live risk register throughout, reviewed weekly by our internal team and in client meetings. It tracks delivery, technical risks and defines mitigation actions to protect progress and quality.

Risk	Likelihood	Impact	Overall Rating	Mitigation Measures
R1: Stakeholder delays	2 (Medium)	3 (High)	6	Schedule early workshops; pre-notify data and meeting needs
R2: Limited Data Availability or Quality	2 (Medium)	2 (Medium)	4	Define data needs upfront; use proxies where needed

Project specific questions				
R3: Scope shift	2 (Medium)	2 (High)	4	Track emerging asks; apply change control protocols
R4: Misalignment with NNC timelines	1 (Low)	3 (Medium)	3	Engage cross-departmentally and align with Local Plan milestones
R5: Technical bottlenecks	2 (Medium)	2 (Medium)	4	Assign WP leads and build in timeline buffers
Word Count:				490

SCHEDULE 2 – Fees

PRICING SCHEDULE		
Please complete the Pricing Schedule below.		
A.	Phase 0: Inception & Governance Setup	£7,045.00
B.	Phase 1: Mobilisation & Baseline Review	£10,640.00
C.	Phase 2: Stakeholder Engagement & Spatial Energy System Mapping	£13,050.00
D.	Phase 3: Scenario Modelling and Technical Pathways	£21,325.00
E.	Phase 4: Costed Roadmap & Action Plan	£16,135.00
F.	Phase 5: Delivery of Final LAEP Outputs	£5,195.00
G.	Travel and Expenses (Est. 3 separate in-person trips via train from Newcastle upon Tyne for 3 pax, one-night accommodation per trip. Workshop materials included x2 if required). Cost of venue hire and catering NOT included.	£2,550.00
H.	Total Cost (A+B+C+D+E+F+G) This is the figure that will be used for the price evaluation, as detailed in this document.	£75,940.00

SCHEDULE 3

DATA PROCESSING

1. There is no requirement for the Consultant to provide personal data to the Council. If this changes during the contract term:
 - The Consultant shall comply with any further written instructions with respect of processing by the Council.
 - Any such further instructions shall be incorporated into this Schedule.
 - Council is the Data Controller and the Consultant is the Data Processor

Schedule of Processing for Data Subjects

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, The Council is the Data Controller in respect of the Processing of Personal Data on its own behalf and in particular each shall be a Data Controller of the Personal Data acting individually and in common
Subject matter of the processing	The processing is needed to ensure that the Processor can effectively deliver the contract to provide a service to the Council's customers. The subject matter may include Personal Data relating to recipients of the Services or in respect of any matter on which the Services are being sought or which is otherwise relevant to the provision of the Services.
Duration of the processing	The processing of Personal Data by the Supplier and Key Subcontractor will be carried out for the period during which the Services are required and any period during which the Supplier is required to maintain records in accordance with this Agreement and any regulatory and legal requirements
Nature and purposes of the processing	<p>The processing of Personal Data will include the transmission of Personal Data relating to Data Subjects required in order for the Supplier to effectively provide the Services. It may involve being processed on systems of the Supplier for the purposes of delivering the Services.</p> <p>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction,</p>

	erasure or destruction of data (whether or not by automated means) in order to supply the Services.
Type of Personal Data being Processed	Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed in order for the Services to be provided, including but not limited to, name, address, contacts details, telephone number and email address of the Data Subject
Categories of Data Subject	Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed in order for the Services to be provided This will include customers of the service and may include their key clients or suppliers.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Any Personal Data of Data Subjects shall be retained by the Supplier only for as long as is necessary for the performance of the Services and/or in compliance with the management information retention provisions (if applicable) set out in this Agreement. All Personal Data shall be either destroyed or returned on termination of the Services unless longer retention is required by Law