

## Key aspects of CSO housing

Phase	End user led	SME network led	Partnership/public body/business actor led
<b>Overall conclusions</b>	<p>Focus may be on community or energy efficiency.</p> <p>Costs may be a key element – and may mean work could be done by the community instead of involving others.</p>	<p>The role of the SME is primarily to do with site selection and community creation, and create value in each phase of design and implementation.</p> <p>The main advantages are potentially shorter project time than with purely self-organised and may require fewer meetings and decisions to be made. This may lead to the project being more expensive.</p>	<p>May be driven by land ownership (often municipality led) and planning goals.</p> <p>Similar in many ways to SME network led projects but the partners are much larger.</p>
<b>Community formation and organisation</b>	<p>Decide as a community– Values and vision, organisational and legal structure, Policies/ processes.</p> <p>Anticipate risks and conflicts.</p>	<p>SME will usually own the asset for the project.</p> <p>SME will add value to the community through their network.</p> <p>Decide relative scope of SME and CSO group.</p> <p>Commitment to Values and vision, organisational and legal structure, Policies/ processes.</p>	<p>Can stimulate interest and bring together existing (smaller) CSO groups without a plot.</p> <p>Clear objectives can act as reference points.</p>
<b>Site Selection and Acquisition</b>	<p>Agree site selection criteria.</p> <p>Easier to attract members when there is a site.</p>	<p>SME may own the site.</p> <p>SME may assist with site search.</p>	<p>Partner may own the site.</p>

*Table continues on the next page.*

Phase	End user led	SME network led	Partnership/public body/business actor led
<b>Design</b>	<p>Participatory approach to design – engage suitably skilled and experienced team.</p> <p>Decide shared and individual space parameters and design/ performance standards.</p> <p>Ensure finance and planning issues are resolved.</p> <p>Consider alternative funding and grant sources.</p>	<p>SME role can be quite varied. SME can drive the decision making process.</p> <p>Iterative planning approach used.</p> <p>Decide shared and individual space parameters and design/ performance standards.</p> <p>Early engagement with Planning authorities.</p>	<p>Partners may take a greater lead role in the design and make decisions on building typology / dimensions.</p> <p>Decide which aspects are communal and which are individual, e.g. heating.</p>
<b>Implementation</b>	<p>Use most appropriate contracts with building contractors.</p> <p>Consider who will be paid for work and what can be done by members.</p> <p>Client project management role is key.</p> <p>Cash flow needs to be monitored closely.</p>	<p>Share the risks, costs and profits between the SME and the CSO group.</p> <p>Clear communication channels between the contractors / SME / CSO group.</p> <p>Decide whether to use a general contractor or to contract phases.</p>	<p>In a collaboration between a professional partner and end-users let the professional party do the negotiations with strict agreements concerning finances.</p> <p>Clear communication channels between all parties.</p>
<b>Operation/ Maintenance</b>	<p>Establish maintenance contracts for key elements of shared facilities and energy services, and amounts for contingency.</p>	<p>SME involvement limited to helping CSO group decide their operating model.</p> <p>SME may be involved in setting up RESCO.</p>	<p>Form an association to deal with communal elements.</p>

Phase	End user led	SME led	Partnership/ public body/ business actor led
<b>Community formation and organisation</b>			
• Vision and Values examples / template	✓	✓	✓
• Legal form - pros and cons	✓	✓	✓
• Key policies – examples / templates	✓	✓	
• Decision making process examples	✓	✓	✓
• Meeting agenda, minutes and decision log examples and templates	✓	✓	
• Organisation structure examples	✓	✓	✓
• How to set up a community website to attract members, website template and examples	✓	✓	✓
• Initial project plan and business plan templates	✓	✓	✓
• How to apply for grants or funds	✓	✓	
• Conflict resolution processes	✓		
• Examples of how to communicate with wider community	✓	✓	✓
• Website example to sell properties/ land	✓	✓	✓
<b>Site Selection and Acquisition</b>			
• Site selection criteria template	✓	✓	✓
• Checklist of professional advice/advisors	✓	✓	
• Dedicated CSO office/shop			✓

*Table continues on the next page.*

Phase	End user led	SME led	Partnership/ public body/ business actor led
<b>Community formation and organisation</b>			
<b>Design</b> <ul style="list-style-type: none"> <li>• Building types - pros and cons</li> <li>• Materials pros and cons</li> <li>• Model specifications</li> <li>• Energy Efficiency Building Benchmarking tool</li> <li>• Participatory design workshops</li> <li>• Total Cost of Ownership Tool</li> <li>• Build prototype houses to test performance of the design.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Implementation</b> <ul style="list-style-type: none"> <li>• Contract examples and templates</li> <li>• Communications plan</li> <li>• A blueprint for replication and dissemination</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>✓</li> <li>✓</li> </ul>
<b>Operation/Maintenance</b> <ul style="list-style-type: none"> <li>• Maintenance contract examples</li> <li>• R/ESCO models</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>