This monitoring form was helpfully created by Citizens Advice Manchester. Please print it (A4 portrait) and use it at events to measure savings for members of the public who attend. The idea is you run through a checklist of ways you can help local consumers and record the relevant sections. The form has space for 20 local consumers but you can print as many copies as you like.

The form records the answers to these questions:

1. Are they entitled to Warm Home Discount? Yes/No

2. Have you informed them about switching tariff - if so, how much will they save?

3. Have you informed them about switching provider - if so, how much will they save?

4. Do they have a fuel debt?

5. Have you referred them to an Energy Best Deal or debt appointment?

6. Have you informed them of additional benefits they are entitled to e.g. Carer’s Allowance? If so, how much will they gain?

7. Have you informed them of energy efficiency measures? If so, how much will they save?

Feel free to adapt the form to suit your events.