



**EXECUTIVE DECISION RECORD
Cabinet Member**

REF No: 076.23

A1 Service Area	Regulatory Services
A2 Title	Procurement of Heat Decarbonisation Plans for Corporate Buildings
A3 Decision Taken By	Deputy Leader
A4 Chief Officer	Please print name: John Teasdale Please sign name: (Approval by email 10/10/23)
A5 Leader / Deputy Leader	Please print name: Cllr Dennis Fletcher Please sign name: (Approval by email 20/10/23)
A6 Date of Decision	1 st November 2023

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	Paragraph []

Conflict of Interest

Are there any conflicts of interest to declare? No

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



Scrutiny/Audit

A8 Which Committee should this decision be submitted to? (*Please tick as appropriate*)

Scrutiny (Value for Money Council) Committee ✓

Scrutiny (Regeneration Development and Market Hall) Committee

Scrutiny (Health and Wellbeing) Committee

Scrutiny (Climate Change and Environment) Committee ✓

B1 What is the Decision?	To approve expenditure of £13,290 ex VAT to appoint the consultancy Faithful & Gould. The consultants will produce an energy audit and the Heat Decarbonisation Plan for the Town Hall, Brewhouse, Burton Market Hall and Stapenhill Cemetery.
B2 What are the reasons for the Decision?	<p>The energy audits and Heat Decarbonisation Plans are required to complete Corporate Plan target ECC02 and Climate Change & Nature Action Plan number 1.7.4.</p> <p>Five consultancies submitted returns to a Request for Quotation. The fees ranged from £13,290 to £44,399. The bids were evaluated on a 60% quality/40% price split. A weighted evaluation spreadsheet was used and Faithful & Gould achieved the highest score of 87.5%. The evaluation scores were discussed at a moderation meeting and no changes were made.</p> <p>Approval is sought to appoint Faithful & Gould to complete the work. Faithful & Gould are a large, respected consultancy with the necessary technical and local government experience. Their quotation is well within budget.</p>
B3 What are the contributions to Corporate Priorities?	Developing a Green New Deal for East Staffordshire
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?

The main financial issues arising from this Report are as follows:

A one-year revenue budget for £44850 is allocated for the energy audits and the heat decarbonisation plans.

The £13,290 cost would therefore be a £31,560 saving against the allocated budget.

Following production of the energy audits and the decarbonisation plans, there may be a requirement for further works and funding, in order to increase the carbon efficiency of the Council buildings.

Recommendations from the plans, could include changes to the buildings such as new energy efficiency measures (e.g. LED lighting, additional insulation), new heating plant (eg. air source heat pumps) and photovoltaic panels.

The Council will be able to bid for Government funds to complete the works. Any bid would require match funding from the Council, requiring a draw on its financial resources. The bid process is called the Public Sector Decarbonisation Scheme.

To assist the bidding process, there may be a requirement for an additional Council revenue budget. The purpose of this budget would be to fund consultants who could assist with the bidding process.

Any requests for additional budgets would be considered as part of the annual review of the revenue/capital bid requests, current budgets or external sources of funding, in accordance with financial regulations.

Revenue Budget	2023/24	2024/25	2025/26
	*£44,850		

Capital	2023/24	2024/25	2025/26

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: James Hopwood Please sign name: Approval by email 20/10/23)
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	NA
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	NA

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits): Reduced risk of climate change and possible resulting inequality.
B8.2 Negative (Threats): None
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): Reduced CO ₂ emissions to protect climate from man-made climate change.

B9 What are the Risk Assessment implications:
Possible financial benefits and energy security through energy conservation and/or self-sufficient energy generation.
B9.2 Negative (Threats)
Insufficient staff resources to manage or oversee the contract
Unexpected costs associated with the heat decarbonisation plans
B9.3 The risks do not need to be entered in the Risk Register.

Legal Considerations

B10 What are the Legal Considerations:
B10.1 The main legal issues arising from this decision are as follows:
The contract will be subject to terms and conditions for the delivery of the heat decarbonisation plans.
This section has been approved by the following member of the Legal Team
Please print name: John Teasdale
Please sign name: (Approval by email 10/10/23)

Sustainability Implications

B11 What are the Sustainability implications:
B11.1 The proposal would result in an overall positive effect in terms of sustainability. The positive/negative impacts are set out below.
B11.2 Positive (Opportunities/Benefits):
Reduced CO ₂ emissions.
B11.3 Negative (Threats):
None

Health & Safety Implications

B12 What are the Health & Safety implications:

B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision. However contractors working on site will be subject to current risk assessments and controls identified by Facilities Management.

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

1. **REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
2. **CAPITAL – Any capital project with a value in excess of £150,000**
3. **A decision which significantly affects communities living or working in an area comprising two or more wards.**

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk