

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Mark Gaynor - Corporate Director (Housing & Regeneration), Housing & Regeneration

**Service Area:** Housing / Climate Emergency Declaration

**Title of Decision:** Procurement of housing data and reports that will support an energy efficiency retrofit scheme as part of the Climate Emergency strategy.

### **Decision made and reasons:**

**Decision:** To procure housing data and reports from the Energy Savings Trust (EST) that will support an energy efficiency retrofit scheme as part of the Climate Emergency strategy.

### **Reason:**

The data and reports supplied by EST provide a great deal of information for every household in the borough, such as the actual and predicted EPC ratings. The reports can accurately forecast the work that is needed to raise their energy efficiency levels, how much it will cost us, how much it will reduce the household bills by and what the CO2 emission savings will be. This knowledge is crucial not only to help plan future housing retrofit schemes but also to use when applying for government funding.

As part of the Climate Emergency declaration we need to reduce our carbon emissions to net zero by 2030 as a council and by 2050 for our housing stock. Beginning a retrofit scheme and making use of funding opportunities for our homes is essential not only to meet this environmental target, but also to help alleviate fuel poverty and allow for healthier, happier homes. Using this data we will also be able to help target private households and signpost them to funding that will be able to support them also.

The Council met with both Building Research Establishment (BRE) and EST to discuss our needs, but the data offered by EST is unique and specialist and there is no comparable supplier that can offer the same level of information.

### **Reports considered:**

### **Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

**Councillor Andrew Williams** – Leader of the Council and Portfolio Holder for the Climate Change Emergency

**Councillor Margaret Griffiths** – Deputy Leader of the Council and Portfolio Holder for Housing

**Mark Brookes** – Assistant Director (Corporate and Contracted Services), Legal Governance Management

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**Ben Hosier** – Group Manager (Procurement and Contracted Services), Commissioning, Procurement & Compliance  
**Jason Grace** - Group Manager - Property and Place, Property & Place  
**Melanie Parr** – Climate Emergency and Sustainability Lead Officer, Procurement & Contracted Services  
**Ricky Lang** - Compliance Team Leader, Property & Place

### Financial Comments:

The EST proposal is for £10,104. It is suggested that this would be a 75 / 25 split between HRA and the Climate Emergency budget (i.e. £2500 from the Climate Change Budget and £7604 from the Housing Revenue Account).

### Deputy Monitoring Officer Comments:

Officers should ensure that an appropriate contract for services is completed prior to award of contract.

### Deputy S151 Officers Comments:

The costs of procuring this contract can be met from within existing approved budgets.

### Financial:

The cost is split between the general fund and housing. Jason from Housing has confirmed he is happy for 75% of the costs to come out of 3950 HC501, whilst I can confirm there is sufficient funds within Melanie's GRA cost centre UZ252 for the remaining 25%.

Darren Flanagan, 6/10/20

The database and energy advice provided will allow the Council to efficiently target the best solutions for its housing stock and also assist residents in making decisions on energy efficiency improvements. It will result in energy saving costs for the Council and its residents.

### Options considered and reasons for rejection:

This is a specialist area but a proposal from an alternative provider was considered but was not as effective across all tenures and could not cover the entirety of the Borough.

**Officer Signature:**

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A handwritten signature in black ink, appearing to read 'M. Gagnon', is written in a cursive style within a rectangular box.

Date: 02/10/20