

## Record of officer decision

<b>Decision title:</b>	Authorisation for contract with selected provider to be signed as part of Sustainable Energy in Public Buildings (SEPuBu) project.
<b>Date of decision:</b>	16 April 2018
<b>Decision maker:</b>	Richard Ball Assistant Director Environment and Place
<b>Authority for delegated decision:</b>	The authority is for the specified officer to take this decision is established under the chief executive's scheme of delegation.
<b>Ward:</b>	Countywide
<b>Consultation:</b>	The original Sustainable Energy in Public Buildings decision paper was circulated among internal consultees as required. The rationale for the procurement of consultants for the initial tranche of assessments has been agreed with SEPuBu delivery partners, namely Shropshire Council and Telford & Wrekin Council.
<b>Decision made:</b>	Authorise (sign) contract with selected provider re: building energy assessments for ERDF funded Sustainable Energy in Public Buildings project.
<b>Reasons for decision:</b>	<ul style="list-style-type: none"> <li>- The favoured provider has been selected through a competitive tendering process undertaken by the council's Energy and Active travel team and overseen by the procurement team.</li> <li>- Commissioning of the initial tranche of building energy assessments will facilitate delivery against the agreed project milestones and outcomes as per the main funding agreement, which was signed in March 2017 following a previous officer decision (attached- dated 21/03/16).</li> <li>- Commissioning is required due to initial delays in the project as a result of re-structuring of the now Energy &amp; Active Travel team, which delayed appointment of a full-time project manager as well as recruitment to the project officer post.</li> <li>- The project enables the council and partners to access external ERDF funding in order to support the installation of low carbon measures across the public estate, which will reduce revenue costs, contribute to carbon emissions targets and enhance the local low carbon economy.</li> </ul>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<ul style="list-style-type: none"> <li>- This request seeks to commission an initial tranche of the proposed building energy assessments, which results in minor changes to proposed ERDF funding allocation. It is requested that DCLG allocate £915,386 across the Marches partners for the project; £734,398 capital and £180,988 revenue with match intervention required at 40% for Herefordshire's indicative allocation (circa 33%). This match has been identified through existing capital budgets.</li> <li>- The revised value of the contract is £12,250 for an initial six buildings and a Project Change Request has been authorised by MHCLG in order for 50-60% of the cost to be recovered through the ERDF programme.</li> <li>- It is estimated that project energy savings will be equally spread across the Marches LEP areas; this would equate to</li> </ul>

	<p>circa £80,000 energy savings across Herefordshire’s public estate.</p> <ul style="list-style-type: none"> <li>- As accountable body the councils delegated grants team will monitor and manage the financial and grant compliance of the project as well as providing technical and administrative support. This team is experienced in managing a number of European funded projects and programmes.</li> <li>- Individual building installations will take place in full consultation with property management personnel to ensure health and safety compliance. The appropriate officers will also be required to provide technical sign-off in accordance with the schedule of works.</li> </ul>
<p><b>Details of any alternative options considered and rejected:</b></p>	<ul style="list-style-type: none"> <li>- By continuing with business as usual there is a risk that project timescales will slip further and that it will be difficult to achieve the project outcomes outlined in the main project funding agreement. This could result in a decrease in funding allocation from DCLG as well as failure to realise energy efficiency savings within the relevant council budgets</li> </ul>
<p><b>Details of any declarations of interest made:</b></p>	<p>If any officers or members involved or consulted in the decision-making have declared an interest you should include the declaration here.</p>

Signed Richard Ball – Assistant Director Environment & Place Date: 16 April 2018

