



## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

This ODR supplements the ODR signed 23<sup>rd</sup> and 26<sup>th</sup> October 2020 to award the tender for the installation of Energy Conservation Measures (lighting upgrades) at five Business Units in accordance with the Cabinet decision dated 20th December 2017.

The monthly meeting of the Strategic Review of Detailed Designs for Public Buildings group, which includes colleagues from Smart Energy, Assets, Finance and ENGIE, reviewed the remaining budget and found that sufficient remained for an additional building – Alexandra Dock Business Centre.

The decision was to add this building to the contract in order to use up the available funding and secure additional outputs for the ERDF funded project.

### 2. Is it a Key Decision as defined in the Constitution?

No.

### 3. Details of Decision

Pursuant to the Cabinet meeting on 20th December 2017, where members approved:

(9) 'That authority be delegated to the Director of Finance, Resources and Operations in consultation with the Portfolio Holder for Energy and Environment to award such contracts.

(10) That the Monitoring Officer be authorised to execute all documentation in connection with awards.

ENGIE's Civil Engineering Design Team obtained a price for the proposed works from the contractor of £28,895. The Smart Energy Team confirmed that the cost per tonne of carbon dioxide (which is the ERDF output required) is acceptable. Savings of £2,400 per year are anticipated.

The additional works meet SEGL requirements and it is recommended that the Council varies the contract to add Alexandra Dock Business Centre.

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.**

No. However, instructing the contractor now will enable work to be completed before end of March in line with our contracted output profile.

**5. Anticipated outcome(s)**

To proceed with the variation of the contract to include Alexandra Dock Business Centre.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

The option of not spending the budget was considered. However, the value for money in terms of ERDF outputs offered to the Smart Energy Greater Lincolnshire project is satisfactory. As the project needs to secure outputs at acceptable cost, the option of not spending the funds was rejected.

**7. Background documents considered**

Smart Energy Greater Lincolnshire bid to MHCLG, which sets out capital spend, quarterly targets and carbon savings expected of the programme.

Cabinet Report of 20th December 2017: Smart Energy Businesses for Greater Lincolnshire (SEBGL)- European Regional Development Fund Application (ERDF)

**8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

**10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)**

The decision is consistent with the Cabinet decision and delegations and supplements the previous Officer Decision Records as referred to above.

**11. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The costs of the works are to be funded through an approved budget within the Council's approved Capital Investment Programme. The investment will generate energy efficiency savings and reduce costs.

**12. Human Resource Comments (Strategic Workforce Lead or nominee)**

There are no direct HR implications

**13. Risk Assessment (in accordance with the Report Writing Guide)**

The project supports the objective of a "stronger economy" in North East Lincolnshire, by reducing spend on energy bills.

Failure to spend the final remaining funds would reduce the savings made and miss the opportunity to use this grant funding and secure additional outputs for the Smart Energy Greater Lincolnshire project.

**14. Decision Maker(s):**

Name: Sharon Wroot

Title: Executive Director, Environment,  
Economy & Resources

Signed: REDACTED

Dated: 3<sup>rd</sup> March 2021

**15. Consultation carried out with  
Portfolio Holder(s):**

Name: Councillor P Jackson

Title: Leader of the Council

Signed: REDACTED

Dated: 3<sup>rd</sup> March 2021

**16. If the decision is urgent then  
consultation should be carried out  
with the relevant Scrutiny  
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A