



## Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

### 1. Cabinet date and copy resolution this key decision relates to

Cabinet approved the Household Support Scheme on 5th November 2021 - DN.81 HOUSEHOLD SUPPORT GRANT and RESOLVED – 1. That the high-level delivery framework, as laid out in appendix 1 of the report submitted, be approved. 2. That authority be delegated to the Assistant Chief Executive, in consultation with the Portfolio Holder for Finance, Resources and Assets to effectively govern and administer the fund.

A new round of funding was then awarded in March 2022 and a report was taken to the Portfolio Holder for Finance, Resources and Assets, in line with the original delegation, to approve the use of the second amount of funding. Approval was given at the Portfolio Holder meeting on 25<sup>th</sup> April 2022.

The decision was to agree the delivery framework for Household Support Fund round 2 which included a project to implement energy saving schemes in households likely to suffer from excessive bills when the next price cap increase comes in to affect in October. The report identified an option to set up a) a bespoke grant scheme for people with payment meters and/or b) an energy intervention scheme where we provide free boilers and home insulation for households. Eligibility criteria has been established for the scheme and has the potential to significantly reduce household bills immediately and into the future, enabling the household to use the savings to cover other

household costs. It is proposed to set aside £300,000 for these elements of the scheme.

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

Approval to award a contract for the installation of Cavity and Loft insulation to be undertaken at eligible households.

A further mini-tender exercise was followed using our existing contractor framework providers for energy efficiency measures.

The initial value for this contract is £300,000 and this will provide approximately 100 homes with loft and or cavity wall insulation, which has to be spent before 30th September 2022.

The contract will be awarded using a call off agreement and will be awarded for 3 months subject to funding.

## **3. Decision being taken**

That the Assistant Chief Executive, in consultation with the Portfolio Holder for Finance, Resources and Assets implements by way of call off to Yorkshire Energy Solutions CIC to be the installer for the programme.

## **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.**

Yes, time limited scheme due to external funding conditions.

## **5. Anticipated outcome(s)/benefits**

The contract for the energy improvement measures are awarded to Yorkshire Energy Solutions CIC.

This will result in improvements of poorly insulated properties in North East Lincolnshire and a reduction in fuel bills to residents who meet the criteria.

**6. Details of any alternative options considered and rejected by the officer when making the decision** (this should be similar to original cabinet decision)

Do nothing: We would not be able to fulfil our duty of awarding the Household Support Grant to families who live in poorly insulated properties with free energy efficiency improvements. This will result in vulnerable members of North East Lincolnshire having to make financial choices on whether to heat their homes.

Undertake an open procurement process: there are a limited number of organisations able to undertake the work required and it is unlikely that we be able to procure an organisation to deliver the scheme within the time available.

**7. Background documents considered** (web links to be included and copies of documents provided for publishing)

Cabinet report of 5<sup>th</sup> November 2021.

PFH for Finance and Resources report from April 2022 and the minutes of that meeting and DWP guidance [Household Support Fund: guidance for local councils - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/household-support-fund-guidance-for-local-councils) .

**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)**

No conflicts of interest have been identified.

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

The decision is clearly consistent with the Cabinet decision dated 5<sup>th</sup> November 2021 and in line with the subsequent delegations.

Due to the time limitations described above it is accepted that the decision is one of urgency.

Legal colleagues will support as required.

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

The award of the contract for the installation of Cavity and Loft insulation at eligible households is in accordance with the original cabinet decision. The tendering exercise provides assurance that best value has been obtained by the Council. The scheme will be funded through external grant which has a deadline of end September 2022.

**12. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications

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

The Council has identified that high energy costs will impact most on vulnerable households. This scheme aims to support 100 households t most risk of high bills as a result of their poor energy efficiency rating. There is a risk that we will not get the anticipated take up to enable full spend of the £300,000 and contingency projects are already being worked up so that we can spend our full allocation on other schemes if required. There is also a risk that full delivery will not be possible within the 3 month timeframe, the project manager will monitor the situation closely and advise the Assistant Chief Executive if we need to explore other options

There is a real opportunity to significantly improve the energy efficiency of some of the most poorly insulated properties across the borough thereby giving long term expenditure savings to vulnerable households.

**14. Has the Cabinet Tracker been updated with details of this decision?**

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

Name: Helen Isaacs

Title: Assistant Chief Executive

Signed: REDACTED

Dated: 12<sup>th</sup> July 2022

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

Name: Cllr Stephen Harness

Title: PFH for Finance, Resources and  
Assets

Signed: REDACTED

Dated: 4<sup>th</sup> July 2022

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

Name: Cllr Oliver Freeston

Title: Chair of the Economy Scrutiny  
Panel

Signed: REDACTED

Dated: 13<sup>th</sup> July 2022