

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	2023
Author:	Andrew Whitley
Department:	Communities
Contact:	Andrew Whitley (Job Title: Carbon Programme Officer, Email: andy.whitley@nottinghamcity.gov.uk, Phone: 01158765650)
Subject:	Display Energy Certificate contractor
Total Value:	£30,000 (Type: Revenue)
Decision Being Taken:	To authorise Energy Services to tender for the services to provide Display Energy Certificates; To delegate authority to the Strategic Director of Commercial and Neighbourhood Services to award the contract.
Reasons for the Decision(s)	The Energy Performance Certificate Regulations make it a statutory obligation that any public building, attended by the public must have a Display Energy Certificate (DEC's) in place. The regulations state that any such building over 500m2 must display such a certificate. As from the 9th July 2015, the threshold will fall to 250m2 which will increase the number of properties we need to provide display energy certificates. The current contractor started providing DEC's in 2012 with a two year contract, which was extended until 2015. The proposed contract will be for one year with the option to extend for a further year based on satisfactory performance.
Briefing notes documents:	Display Energy Certificates Briefing Document.docx
Other Options Considered:	To do nothing. This option was discounted as this is a statutory obligation. An organisation can carry out its own DEC surveys and certificates, and therefore the option of providing this service in house has been considered. However, at present Energy Services do not have the necessary certified DEC assessor within our current resources, and current workload would result in Energy Services not being able to provide this service at present, and it would not be financially viable to create a new post to carry out this function, as the annual cost would greatly exceed the annual cost of contracting this service.
Background Papers:	List of Buildings Requiring DEC's during the term of the contract (Appendix 1 attached).

Published Works:	None.
Affected Wards:	Citywide
Colleague / Councillor Interests:	None.
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	None.
Equality:	EIA not required. Reasons: This decision does not relate to new or changing policies, services or functions.
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	15/06/2015
Advice Sought:	Legal, Finance, Procurement
Legal Advice:	This report does not raise any significant legal issues as the procurement will be undertaken under a compliant framework. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 02/06/2015.
Finance Advice:	<p>The annual cost of this decision is estimated at £30,000 per annum, this figure will be finalised upon completion of the procurement exercise.</p> <p>This expenditure will be funded from existing budgets within Energy Services.</p> <p>Any savings made as a result of this procurement exercise will contribute towards the Medium Term Financial Plan savings target for Energy Services. Advice provided by Gary Robbins (Finance Analyst) on 13/05/2015.</p>
Procurement Advice:	<p>The service will be procured via ESPO framework 343.</p> <p>This is the most cost effective procurement route given the relatively low two year spend of £30,000. Care will be taken to ensure the new contractor has sufficient capacity to carry out the service. Advice provided by John Watson (Category Manager) on 15/05/2015.</p>

Signatures

Alan Clark (Councillor) (Portfolio Holder For Energy and Sustainability)
SIGNED and Dated: 05/06/2015
John Kelly (Corporate Director Community Services)
SIGNED and Dated: 03/06/2015