

PORTFOLIO HOLDER DECISIONS



Please refer to Guidance Notes overleaf

Forward Plan Ref. No.	2019/321/Energy Audit		Date of decision 23 September 2019
Name of Portfolio Holder	Cllr Nicholas Cottle		
Name of Officer	Gavin Fear		
Details of Decision	To engage an energy company to look into onsite energy usage within the Cannards Grave Road site, then make recommendations on any areas where energy usage could be reduced.		
Details of consultation carried out: Tick			
✓	Chief Executive/ Deputy Chief Executive	Name: Tracey Aarons	Date: 16/09/2019
✓	Legal	Name: Lesley Dolan	Date: 19/09/2019
✓	Finance	Name: Paul Deal	Date: 11/09/2019
✓	Group Manager	Name: Haylee Wilkins	Date: 11/09/2019
✓	Portfolio Holder	Name: Cllr Nicholas Cottle	Date: 23/09/2019
	Ward Member (mark NA if necessary)	Name: NA	Date:
Reasons for Decision	<p>An energy supplier has approached the Council offering an Energy Audit which can help organisations identify where substantial energy savings could be made, through;</p> <ul style="list-style-type: none"> • examining closely every aspect of energy consumption across the site • providing specific solutions to reduce energy consumption and carbon emissions whilst also complying with current energy legislation. <p>The Council can use this report to create a programme of work to determine what recommended changes can be made to the site to improve the overall energy consumption and also make some savings.</p> <p>This project supports the Shape Energy project, through the potential reduction of onsite energy usage.</p>		
Any alternative options considered and rejected	<p>The option of not engaging an energy supplier for cost reduction would reduce the short term expenditure, however the longer term expenditure would increase.</p> <p>This option not to engage would show the Council as being seen to not be proactively working towards the climate change</p>		

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	initiative.
Financial and personnel implications	<p>Based on one supplier estimate, cost is dependent on the floor area of each building, estimated to be around £1,500 to £1,800 per building.</p> <p>Minimum costing based on estimate = £1,500 x 4 = £6,000 Maximum costing based on estimate = £1,800 x 4 = £7,200</p> <p>Additional funding will not be required, as this can be delivered within the Neighbourhood Services Budget</p>
Any relevant personal Interest under the Code of Conduct	None
Reports and Background papers relevant to the decision	
Date e-mailed to Members incl. Scrutiny Board Chair	Wednesday, 25 September 2019
Date of Publication of Notice	Wednesday, 25 September 2019
Date Decision comes into force (*see below)	Thursday, 3 October 2019
<p>* Please Note: The decision detailed above will come into force, and may be implemented, 5 clear working days after Publication unless subject to call-in by the Scrutiny Board.</p>	
Signature of Portfolio Holder

Please complete and return to Democratic Services

Guidance for Officers

1. The Council's Constitution sets out some quite specific procedures to be followed when decisions are made by individual members of the Cabinet. These are based on statutory requirements and are intended to ensure that:
 - (a) such decisions are made available to the public in the same way as decisions made by the Cabinet as a whole; and
 - (b) Scrutiny Board has an opportunity to consider whether to call-in such decisions for review before they become effective.
2. The information required overleaf should be completed in relation to each decision made by a portfolio-holder. Any relevant reports and background papers should be attached as these must be available for public inspection.
Please note that, to comply with the Constitution, the form needs to confirm that various parties have been consulted and to give details of any relevant personal interest of the portfolio-holder.
3. The form and attachments should then be forwarded to Democratic Services within 2 days of the decision being made. They will add the date of publication and the date on which the decision will come into force if not called-in, and make the necessary publication arrangements. These will include:
 - publishing the decision on the Council's web-site
 - storing a copy of the form centrally on SharePoint
 - e-mailing a copy of the form to all members, including the chair of Scrutiny Board.

Other methods of publicising the decision may also be used from time to time.

4. Democratic Services will return a copy of the form to the officer submitting it giving the date of publication and the date that the decision can be implemented.
Please note: It is important to be aware that the decision cannot be implemented until it comes into force – under the current constitutional arrangements this will be 5 working days after publication, provided the decision is not called-in.
5. Decisions should only be called in under exceptional circumstances. If this happens, the procedures in paragraph 14 of the Overview and Scrutiny Rules in Part 8 of the Constitution will be followed, and the decision cannot be implemented until these procedures have been gone through as appropriate.
6. Any queries on this procedure should be addressed to Democratic Services