

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Please give a brief summary of what the decision is about. A short title for future reference would also be helpful.

Heat Network (Metering and Billing) (Amendment) Regulations 2020 – Metering and Billing Services.

This ODR is further to the previous EDR titled Heat Metering - Communal Heating Installations. The EDR related to the Heat Network (Metering and Billing) (Amendment) Regulations 2020, and the actions required to ensure compliance.

This ODR is in relation to one of the approved actions, namely to:-

- Procure metering and billing services if required.

Metering and billing is a specialist service and so this will be outsourced as there is no current provision within the Finance team to carry out this additional/new task.

Further to the completion of the Cost Effectiveness Toolkit, it was established (via an independent specialist consultant) that only one Court required heat metering and billing at this time.

Annual metering and billing costs are approximately £3000 for this Court, and so it is intended to enter into Agreement with the metering and billing company which manufactured the heat meters installed within the Court at the time of the installation of the communal heating installation, for one year, to give the Council time to consider alternative options in light of impending upcoming new communal heating installations to other Housing Courts, as new installations going forward will require the installation of heat meters and metering and billing services too.

2. Decision Reference No:

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

AHSD211

3. Decision Taken:

Try to briefly summarise what you have actually decided to do. For instance, to purchase a specific piece of equipment for a specific cost, to be paid for from which budget heading etc. Don't include any exempt information in your summary that you would not want to be published.

- 1) To enter into Agreement with the metering and billing company which manufactured the heat meters installed within the Court in question at the time of the installation of the communal heating installation, for one year. Cost <£5000 and so quotations are not required.
- 2) To engage Legal Services to review and formalise the Agreement.

4. Reasons for the Decision:

Again, briefly explain why you thought this was the right decision

To meet the Heat Network (Metering and Billing) (Amendment) Regulations 2020.

5. Alternative Options Considered / Rejected:

Briefly summarise what other options, if any, you considered and explain why you rejected them.

Not to introduce metering and billing is not an Option as it is a requirement of the Heat Network (Metering and Billing) (Amendment) Regulations 2020.

6. Implications

Please ask the respective professional Officers for their assessment of the potential (a) Legal, (b) Financial and (c) Human Resources implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

Legal [LE (01.08.22)]

The Council has the power to enter into contracts in order to discharge its functions (Local Government Act 1972, s111 and the Local Government (Contracts) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations.

Finance: [SB 01/08/22]

There are no overall financial implications as the costs of the contract are recovered through the metering and billing services scheme.

HR [KB 28/07/22]

There are no HR implications contained in the report.

Environmental Considerations:

The work will ensure compliance with the Regulations and encourage efficiency of energy use.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

Paul Parkinson

Date: 03/08/22

Director Housing & Assets

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

N/A

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

Name / Title of the relevant Committee Chairman consulted (if appropriate)

N/A

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) r.dennis@ashfield.gov.uk or any member of the Democratic Services Team.