

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Environment & Housing		
Contact person:	Andrew Lingham	Telephone number: 0113 378 6370	
Subject²:	Award of contract extension for the provision of electricity metering services		
Decision details³:	<p>What decision has been taken?:</p> <p>The Chief Officer for Climate, Energy & Green Spaces has approved the award of a 4 year extension to SMS Energy Services Ltd (SMS) for the provision of maintenance, installation, communications and data collection services for half-hourly (HH) electricity meters across the Council's estate starting from 1st April 2024, in line with original contract (decision D52847), and with an estimated contract value of £352,000.</p> <p>A brief statement of the reasons for the decision:</p> <p>The original contract was awarded to SMS in March 2021 (decision D52847), with the initial three-year term due to expire on 31st March 2024. The contract provided for a further 4 years of extensions beyond this initial term. The provision of this service is essential in ensuring that the Council's energy consumption (and export) is being accurately recorded and measured, and that this data is being uploaded into industry systems so as to ensure that supplier billing is accurate. Award of the contract extensions to SMS will ensure continuity in the provision of this service.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision:</p> <p>Benchmarking with framework providers was undertaken by the Council's Energy Team, and a range of different contract timescales and pricing structures considered, but the recommended preferred approach is to award the full 4 years of extensions to SMS.</p>		
Affected wards:	The decision does not affect specific Wards.		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

Details of consultation undertaken⁴:	Executive Member for Climate, Energy, Environment and Green Space briefed on 19 th February 2024.		
	Ward Councillors N/A		
	Chief Digital and Information Officer ⁵ N/A		
	Chief Asset Management and Regeneration Officer ⁶ N/A		
	Others N/A		
Implementation	Officer accountable, and proposed timescales for implementation: Chief Officer for Climate, Energy & Green Spaces. The contract is expected to be awarded immediately following publication of this decision, with service commencement on 1 st April 2024.		
List of Forthcoming Key Decisions⁷	Date Added to List:		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: This decision flows from previous decision D52847 taken in March 2021.		
Approval of	Authorised decision maker ¹⁰		

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.

Decision	Polly Cook, Chief Officer, Climate, Energy & Green Spaces	
	Signature P.C. Cook.	Date 16 th February 2024