

UTTLESFORD DISTRICT COUNCIL

NOTICE OF DECISION(S) TO BE MADE UNDER REGULATION 11 (SPECIAL URGENCY)

Notice is hereby given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Regulations”) 11 (SPECIAL URGENCY), that the following key decision(s) will be made by the Leader of the Council on 29 January 2026.

Key Decision: Contract Award: decarbonisation and energy efficiency measures to City Electrical Factors (CEF)

The Chair of the Scrutiny Committee has been informed in writing of the matter about which the decision is to be made and Councillor Gregory has agreed that compliance with these regulations is impractical and has agreed that:

- i. the decision is urgent and cannot reasonably be deferred.

The Chairman of Full Council has been informed in writing of the matter about which the decision is to be made and Councillor Criscione has agreed that compliance with the call-in process is impractical and has agreed that:

- i. the decision is reasonable and to it being treated as a matter of urgency, and any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests.

Reason why notice of the decision cannot be published at least 28 clear days before the key decision is to be made and therefore requires general exception measures:

- i. The contract award is subject to partial grant funding meaning subject to mandatory grant conditions;

- ii. Consequently the Lead in time for delivery of materials to ensure performance pursuant to the contract means that such materials must be ordered by the end of the month;
- iii. Notwithstanding the restructured financing and grant funding arrangement, funds available pursuant to delivery of the contract must be expended by the end of the month.

Uttlesford District Council intends to take key decisions on the issue set out below.

Key decisions are decisions which:

- Are likely to result in the Council incurring expenditure or making savings in excess of £100,000 subject to the following:
 - Decisions on the acquisition or disposal of land or of an interest in land will be key decisions if their value exceeds £500,000¹.
- Are likely to be significant in terms of its effects on communities living or working in Uttlesford.
- Relate to the adoption or revision of plans and policies which would have a significant impact on the way in which the Council carries out its statutory functions.
- Relates to consideration by the Cabinet of proposals which would have a significant impact on the provision of services to the public or on the operational management of the Council.

Decisions to be taken in private are also listed (this is where specific exemptions apply under Schedule 12A of the Local Government Act 1972).

A list of the documents forwarded to the executive for consideration in connection with the key decisions is included in the plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

¹ Please note, the following are not key decisions:

- Loans or borrowing decisions made in accordance with the Treasury Management Policy.
- Decisions relating to the engagement of staff unless falling within paragraph 4.
- Contract awards or renewals for vehicles, plant, machinery, goods, supplies and services where budget provision has been made and the award or renewal is within budget.
- Contract awards where the decision to let the contract has already been treated as a key decision.

Published on 29 January 2026

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER.

All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510430/433/369/548 or by contacting committee@uttlesford.gov.uk

RECORD OF EXECUTIVE DECISION TAKEN UNDER REGULATION 11 (SPECIAL URGENCY)

Decision maker	Details of Decision	Reasons	Other options considered and rejected	Conflict of interest declared by any Executive member consulted	Contact officer from where the documents can be obtained
<p>Cllr Petrina Lees, Leader of the Council</p>	<p>RESOLVED to award a contract to City Electrical Factors for 12 months at a value of £2.1 million, via the Efficiency East Midlands framework for the delivery of the Social Housing Decarbonisation Fund (Wave 2) and associated works project only.</p> <p>The Framework contract will include an option to extend the arrangement by a further 2 years on the basis that any extension after the initial one-year term is reviewed annually.</p> <p>The cost of the contract is subject to annual fluctuation depending on market prices but is fixed for 2026/27.</p>	<p>The Council was successful in a grant funding bid in 2024 under the Social Housing Decarbonisation Fund (Wave 2) and secured an allocation of £3.8 million. The Social Housing Decarbonisation Fund project will retrofit 276 rural properties to a minimum of Energy Performance Certificate (EPC) standard C, resulting in reduced energy consumption, reducing carbon emissions and expected energy cost savings for tenants. The project will deliver a substantial contribution to council's climate commitments. In addition to the grant funding, the council has committed to contribute to the overall funding of the project and has allocated circa £4.929 million of capital funding to the</p>	<p>The route to market assessment considered a range of procurement routes. Due to the timescales attached to expenditure of the allocated grant funding, a direct award via a framework is the most effective option to procure a suitable supplier.</p>	<p>None.</p>	<p>Simone Russell, Strategic Director - Housing, Environment and Communities srussell@uttlesford.gov.uk</p>

			<p>project.</p> <p>A range of measures will be incorporated including the installation of roof-mounted Photo Voltaic panels to generate power and Air Source Heat Pumps to provide space heating and hot water. Other measures including cavity wall insulation, loft insulation, external wall insulation, and new windows and doors will be added to some of the properties based on bespoke design criteria.</p> <p>To drive efficiencies the council will directly procure the high value materials associated with this project and 'free issue' these to the selected contractor. These materials include:</p> <ul style="list-style-type: none">• Air Source Heat Pumps (ASHP)• Domestic hot water cylinders• Photovoltaic roof panels and support rail systems• DC-AC Inverters <p>The cost of the contract was</p>		
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				<p>built into the original budgets for 2024/25 and 2025/26. The underspend in 2024/25 has now been reallocated into 2025/26 and 2026/27 based upon revised estimates for the timing of the expenditure. The impact of this programme on the Medium-Term Financial Strategy will only be the timing differences arising in the recognition of the expenditure and the associated grant funding.</p> <p>The supplier was selected from the EEM framework as they were placed First for Price and Quality. There is also a social value contribution from the framework equating to a 1% cash rebate to the council based on the overall expenditure through this arrangement.</p> <p>The route to market assessment has been undertaken in conjunction with procurement colleagues at Chelmsford City Council.</p>		
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This decision will come into force immediately.