



**EXECUTIVE DECISION RECORD**  
**Cabinet Member**

**REF No: 050.23**

<b>A1</b> Service Area	Communities and Regulatory Services
<b>A2</b> Title	Launch of Energy Efficiency Support Scheme
<b>A3</b> Decision Taken By	Cabinet Member
<b>A4</b> Chief Officer	Please print name: Thomas Deery  Please sign name: Approval by email 17 August 2023
<b>A5</b> Leader / Deputy Leader	Please print name: Councillor S Slater  Please sign name: Approval by email 18 August 2023
<b>A6</b> Date of Decision	18 <sup>th</sup> August 23

**Confidentiality**

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
<b>A7.1</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	NA

**Conflict of Interest**

Are there any conflicts of interest to declare? No

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



## Scrutiny

**A8** Which Scrutiny Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee

Scrutiny (Health and Wellbeing) Committee ✓

Scrutiny (Climate Change and Environment) Committee

<b>B1</b> What is the Decision?	To approve the implementation of the Energy Efficiency Support Scheme and associated costs.
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**B2** What are the reasons for the Decision?

**B2** Alternative options considered and rejected?

Eligible households will receive an advice visit by an NEA trained<sup>1</sup> Environmental Health Officer to identify suitable energy efficiency measures from the list of those being made available.

The national cost of living crisis is well documented, and the Council is committed to providing appropriate support to residents.

Households need to meet the following criteria to be eligible for the scheme:

- Energy Performance Certificate<sup>2</sup> D or below
- In receipt of Council Tax Reduction, or have an income below £31K

The scheme will target 150 properties; with an average spend of £350 per property and a maximum £500 cap, to provide meaningful assistance to as many households as possible within the funding envelope.

The initial focus will be on properties within the Selective Licensing area,<sup>3</sup> and those about which complaints have been made,<sup>4</sup> or which are in the process of applying for / receiving a Disabled Facilities Grant.<sup>5</sup> These households are already involved with the Environmental Health Team, and therefore the team are in a good position to recommend the scheme and assess what opportunity there is for the household to make savings on their energy bills.

The available measures are as follows:

- Chimney draught excluders
- Draught proofing
- Heating programmer
- Hot water cylinder thermostat
- Key hole cover
- Led bulbs
- Letterbox brushes
- Power down device

	<ul style="list-style-type: none"> <li>- Radiator reflector panels</li> <li>- Room thermostat</li> <li>- Secondary glazing per m2</li> <li>- Thermally lined curtains</li> <li>- Thermostatic radiator valves</li> <li>- Water efficient showerhead</li> </ul> <p>Energy efficiency measures will be selected based on suitability and the spending limit, in consultation with the household. All client households will receive a referral to 'Beat the Cold' and Staffordshire Warmer Homes for insulation measures.<sup>6</sup></p> <p>Households found to be ineligible have the right of referral to the Manager if they are dissatisfied, whose decision will be final.</p> <p>Three contractor quotes will be requested for the cost of installing the above measures using Quick Call.</p> <p>This scheme is part of a package of measures being taken forward under this work stream, so alternatives have not been rejected at this stage.</p>
<b>B3</b> What are the contributions to Corporate Priorities?	Standing up for Communities
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

<sup>1</sup> <https://www.nea.org.uk/training/>

<sup>2</sup> <https://www.gov.uk/buy-sell-your-home/energy-performance-certificates>

<sup>3</sup> <http://www.eaststaffsbc.gov.uk/housing-and-property/landlords/selective-licensing-scheme>

<sup>4</sup> <http://www.eaststaffsbc.gov.uk/housing-and-property/your-home/tenant-complaints>

<sup>5</sup> <http://www.eaststaffsbc.gov.uk/housing-and-property/your-home/disabled-facilities-grant>

<sup>6</sup> <http://www.eaststaffsbc.gov.uk/housing-and-property/your-home/heating-and-insulation>

## Financial Implications

<b>B5</b> What are the financial implications?	<p>The main financial issues arising from this decision are as follows:</p> <ul style="list-style-type: none"> <li>• The budget for this service of £50,000 will be allocated from the resources set aside towards cost of living pressures in 2023/24.</li> <li>• The service will terminate when all the funds available for the scheme have been expended.</li> </ul>
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Revenue	2023/24	2024/25	2025/26
Energy Efficiency Support Scheme	£50,000	-	-

<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p>Please print name: Anya Murray</p> <p>Please sign name: approval by email 17 August 2023</p>
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## Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes

## Equalities Implications

<b>B8</b> What are the Equalities implications:
<p><b>B8.1</b> Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> <li>• Support people on low incomes to maximise their income, and enable their money to go further.</li> </ul>

<b>B8</b> What are the Equalities implications:
<b>B8.2</b> Negative (Threats): <ul style="list-style-type: none"> <li>• None identified.</li> </ul>
<b>B8.3</b> The subject of this decision is a policy, strategy, function or service that is new or being revised. An equality impact assessment is attached as Appendix 2.
<b>B8.4</b> NA

### **Risk Assessment**

<b>B9</b> What are the Risk Assessment implications:
<b>B9.1</b> Positive (Opportunities/Benefits): <ul style="list-style-type: none"> <li>• Provide targeted support to residents who are struggling economically to avoid more entrenched problems in the future, e.g. homelessness.</li> <li>• Demonstrate the Council's commitment to providing direct and meaningful support to households on a low income.</li> </ul>
<b>B9.2</b> Negative (Threats) <ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>B9.3</b> The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

### **Legal Considerations**

<b>B10</b> What are the Legal Considerations:
<b>B10.1</b> The main legal issues arising from this decision are as follows:  The proposed commissioning of Energy Efficiency Support intervention Providers is in accordance with the Council's Contract Procedure Rules.  Legal Services will prepare a suitable Contract and advise on the terms and conditions.
<b>This section has been approved by the following member of the Legal Team</b>
Please print name: Glen McCusker LLB– Locum Solicitor  Please sign name: Approval by email 28 July 2023

### **Sustainability Implications**

<b>B11</b> What are the Sustainability implications:
<b>B11.1</b> The proposal would result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
<b>B11.2</b> Positive (Opportunities/Benefits): <ul style="list-style-type: none"> <li>• Provides retrofitting of energy saving solutions improving their energy performance.</li> </ul>
<b>B11.3</b> Negative (Threats): <ul style="list-style-type: none"> <li>• None</li> </ul>

### Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 Any financial implications to mitigate against these hazards and risks are considered above.
B12.3 NA
B12.3.1 Positive (Benefits) None
B12.3.2 Negative (Threats) None



## Key Decision

**B13** Is this a Key Decision?      No

**Note: A Key Executive Decision is one where:**

1. **REVENUE** – Any contract or proposal with an annual payment or saving of more than £100,000
2. **CAPITAL** – Any capital project with a value in excess of £150,000
3. A decision which significantly affects communities living or working in an area comprising two or more wards.

<b>B13.1</b> If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
<b>B13.2</b> If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

**NOTE:** If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to  
[andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)



## East Staffordshire Borough Council Equality and Health Impact Assessment (EHIA)

This EHIA documents how you have taken into account health impacts and the requirements of the Public Sector Equality Duty in the decision making process for this function, policy or service.

<b>1</b>	<b>Title of function, policy or service to be assessed:</b>
<b>2</b>	<b>Date:</b> 27 July 2023
<b>3</b>	<b>Name of EHIA author:</b>  Brett Atkinson
<b>4</b>	<b>EHIA team:</b>  Brett Atkinson  Rachel Liddle
<b>5</b>	<b>Head of Service:</b>  Thomas Deery
<b>6</b>	<b>Is the policy, function or service existing, new or being reviewed?</b>  New

<b>7</b>	<b>State the aims, objectives and purpose of the function, policy or service and provide a summary of the service provided:</b> <ul style="list-style-type: none"><li>• To identify and fund suitable energy efficiency measures for low income households.</li></ul>
<b>8</b>	<b>Are there any other functions, policies or services which might be linked with this one for the purpose of this EHIA?</b> <ul style="list-style-type: none"><li>• None identified.</li></ul>
<b>9</b>	<b>Who is it intended to affect or benefit (the target population)?</b> <ul style="list-style-type: none"><li>• Households living in homes with a poor energy performance rating.</li></ul>

**10 Equality impacts**

The Public Sector Equality Duty requires public bodies, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

**Within this table, state whether the policy, function or service will have a positive or negative impact across the following protected characteristics and provide any comments.**

	Positive Impact	Negative Impact	Comments
Age			No differential impact.
Disability			No differential impact..
Sex / gender reassignment / pregnancy or maternity			No differential impact.
Race			No differential impact.
Religion or belief			No differential impact.
Sexual orientation			No differential impact.

	Other			
<b>11</b>	<b>What evidence do you have for the statements made in Question 10?</b>  The eligibility criteria are based on the current homes energy performance, and the inability to fund necessary works themselves.			

12	<p><b>Consultation:</b></p> <p>Describe what consultation has been undertaken on this function, policy or service, who was involved and the outcomes.</p> <p>Extensive internal consultation, as well as with local third sector providers such as Christians Against Poverty, Burton and District YMCA and Trent and Dove Housing.</p>												
13	<p><b>Briefly explain how the policy, function or service contributes to community cohesion by answering the following questions:</b></p> <ul style="list-style-type: none"> <li>• How will it provide equality of access to services, information and employment?</li> <li>• Does it or could it promote good relationships within and between communities?</li> <li>• How will it help to prevent social exclusion?</li> <li>• Will it help to reintegrate those who have become excluded?</li> <li>• Will this assist with communities feeling that they are connected to decision making that affects them?</li> <li>• How will it provide good quality, inclusive services?</li> </ul>												
14	<p><b>Health impacts – screening question</b></p> <p>Will the subject of this EHIA:</p> <table border="1" data-bbox="231 1355 1460 1921"> <thead> <tr> <th data-bbox="231 1355 715 1467"></th> <th data-bbox="715 1355 1008 1467"><b>No</b> (Provide a brief explanation of your response.)</th> <th data-bbox="1008 1355 1460 1467"><b>Yes</b> (Is this impact positive or negative? Provide a brief explanation of your response.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="231 1467 715 1579">Have a direct impact on health, mental health and wellbeing?</td> <td data-bbox="715 1467 1008 1579"></td> <td data-bbox="1008 1467 1460 1579">Yes, improved energy efficiency will increase the warmth of occupants.</td> </tr> <tr> <td data-bbox="231 1579 715 1736">Have an impact on social, economic and environmental living conditions that would indirectly affect health?</td> <td data-bbox="715 1579 1008 1736"></td> <td data-bbox="1008 1579 1460 1736">Yes, the measures will improve living conditions.</td> </tr> <tr> <td data-bbox="231 1736 715 1921">Have an effect on an individual's ability to improve their own health and wellbeing?</td> <td data-bbox="715 1736 1008 1921"></td> <td data-bbox="1008 1736 1460 1921">Yes, the measures will likely increase expendable income which can be redirected towards the other needs of the family.</td> </tr> </tbody> </table>		<b>No</b> (Provide a brief explanation of your response.)	<b>Yes</b> (Is this impact positive or negative? Provide a brief explanation of your response.)	Have a direct impact on health, mental health and wellbeing?		Yes, improved energy efficiency will increase the warmth of occupants.	Have an impact on social, economic and environmental living conditions that would indirectly affect health?		Yes, the measures will improve living conditions.	Have an effect on an individual's ability to improve their own health and wellbeing?		Yes, the measures will likely increase expendable income which can be redirected towards the other needs of the family.
	<b>No</b> (Provide a brief explanation of your response.)	<b>Yes</b> (Is this impact positive or negative? Provide a brief explanation of your response.)											
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	Affect access to, and the quality of, health, mental health or wellbeing services?		No.
<p>Please refer to the EHIA guidance document. If you answer yes to any of these questions a health impact assessment is required, please complete section 16.</p>			
15	<p><b>Head of Service signature:</b> I am satisfied with the results of this EHIA.</p>		

## 16. HEALTH IMPACT ASSESSMENT<sup>7</sup>

Please complete this, if you have answered yes to any of the health impact screening questions.

<b>A. Describe the health impact(s). Please refer to the screening questions in Q14 above.</b>	<b>B. Answering ‘YES’ to the above questions (Q14) indicates an important health impact. Be explicit and include the evidence that has been considered.</b>	<b>C. Are the health impacts significant?</b>
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Identify the health impact(s)	Will the health impacts affect the whole population? Will they affect particular groups of people differently?	Will the health impacts be difficult to remedy or have an irreversible effect? Are they likely to cause public concern?	Will the health impacts be medium or long-term? Are they likely to create cumulative effects?	Does this health impact have a significant positive or negative effect (based on your responses to Section B)?
Support to improve environmental living conditions is likely to have a beneficial impact on health.	The eligibility criterion are based on the current energy performance of the home, and the occupant being in receipt of Council Tax Reduction, or having an income below £31K.	No, no concerns.	The intervention is likely to offer long term beneficial impacts being possible.	Positive effect.

<sup>7</sup> Adapted from ‘Health Impact Assessment of Government Policy, a guide to carrying out a Health Impact Assessment of new policy as part of the Impact Assessment process.’ Department of Health, July 2010 p.13



## **17. EQUALITY AND HEALTH IMPACT ASSESSMENT RECOMMENDATIONS AND ACTION PLAN**

Please describe the actions, if any, you will take to mitigate against negative health or equality impacts identified in this assessment, or to maximise the benefits of the policy or service.

If significant action is required, it should be included in Service Plans.

<b>Is it a Health or Equality action?</b>	<b>Issue / impact identified</b>	<b>Recommendation / action required</b>	<b>Lead officer and timescale</b>	<b>Resource allocation</b>