

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

**Community Energy Saving Measures  
UK Shared Prosperity Fund**

**Delegated Power**

Council Constitution, Part 3 Responsibilities for Council Functions, Section 2 Functions Delegated to Cabinet Members and Officers – Scheme of Delegation, functions:

**1.9 Public and Civil Emergencies**

The Chief Executive in consultation with the Leader: To exercise any power to protect the interests and well-being of the inhabitants of the Borough in cases of emergency

In exercising the delegation an update to be made at Cabinet as soon as reasonably practical.

**7.12 Health improvement and promotion including public health and community care and LILY**

The Chief Executive in consultation with the Portfolio Holder for People and Communities; day to day management.

**Decision Taken**

Cabinet on 21<sup>st</sup> July 2022 resolved (CAB36) that the priorities for the West Norfolk investment Plan (WNIP) be endorsed and that the WNIP submission be made by the deadline on 1<sup>st</sup> August to secure the UK Shared Prosperity Funding (UKSPF). A further report on the final interventions to be funded through the UKSPF be brought back to Cabinet.

In December 2022 the Government confirmed the overall UKSPF allocation for BCKLWN of £1.8m for the period 2022/2025.

The further report on the final interventions to be funded through the UKSPF will be brought to Cabinet on 7<sup>th</sup> February 2023.

One of the projects identified for 2022/2023 which is considered ready to go in terms of spending and capacity to deliver UKSPF identified outputs and outcomes was submitted by the Lily Service. The Lily Service requests £27.3k to support the roll out of energy saving measures to help households within West Norfolk during the 2022-2023 financial year.

The Lily Service proposes to help low-income households access information and materials to install small but impactful energy saving measures in their homes. Information, advice and guidance (IAG) will be provided to support individuals to reduce their costs of living. This will be online and offline, including directing clients to access Warm Hubs (Hotspots) and other community facilities where they can access IAG and engage in community and social events. Home energy improvement products such as hot water tank covers, radiator reflectors, draught proofing and low energy light bulbs will be provided to help households to reduce their fuel bills by retaining heat and reducing energy consumption. Measurable KPI's will be a reduction in household CO2 emissions, number of people reached and increased take up of energy efficiency measures (households). The project complements the existing DWP Household Support Fund along with the work being undertaken by the Housing Standards team to promote energy efficiency. It also compliments the Norfolk Warm Homes Fund. The Careline Community Service team have staff available to help to deliver and provide some installation support to residents who are unable to physically do it themselves. The initial project estimates are to provide the products mentioned to 200 households. Details of costs are shown in the table below:

Item	Cost
Staff costs (RBM, MR, JB)	£6,174
Printed materials/Marketing	£300 + £200
Hot water tank covers *	@£22 – 200 houses £4400
Radiator heat reflectors *	@£33.99 – 200 houses £6798 5-10 radiators
Draft proofing *	@£7.49 – 200 houses £1,498
Light bulbs *	@£20 – 200 houses £4000
Postage *	£500
Installation costs (staff) *	£34.30 per hour – 100 hours (including traveling time) £3,430
<b>TOTAL</b>	<b>£27,300</b>

Approval to commence this project immediately will ensure that the project can be delivered to benefit the maximum number of west Norfolk residents during the winter months and to provide much needed support to help reduce rising household energy costs. The report to Cabinet on 8<sup>th</sup> February will provide details of all the final interventions to be funded under the UKSPF.

**Decision: To use £27,300 of the UKSPF funding towards the roll out of energy saving measures to help households within West Norfolk during the 2022-2023 financial year.**

#### **Reasons for the Decision**

If project commencement is delayed until the full report on the final interventions to be funded through the UKSPF comes to Cabinet in February 2023 it is likely that the project would not deliver the support to vulnerable residents at a time when it is most needed. The intention is that the energy reduction products would be offered alongside the help provided through the DWP Household Support Fund which runs from Oct 2022-Mar 2023. The Lily Service is confident that if this project could commence in early January, it would enable the support to be offered to all households eligible for the DWP Household Support Funding from January onwards and could also be offered retrospectively to recipients of funding from December.

The project is in line with the priorities identified in the WNIP approved by Cabinet in July 2021 and the outputs and outcomes required by the UK Shared Prosperity Fund guidance This will enable households to start using measures to save energy and money when it is currently much needed.

#### **Options considered**

##### **Delay start of project to February 2023:**

If project commencement is delayed until the full report on the final interventions to be funded through the UKSPF comes to Cabinet in February it is likely that the project would not deliver the support to vulnerable residents at a time when it is most needed. The project proposal is to assist 200 households, but it is unlikely that this could be achieved if the DWP Household Support Fund has been depleted as contact and support with households will be considerably reduced beyond this. Leaving many vulnerable households in dire financial situations due to soaring energy costs.

##### **Defer project to 2023-24**

It is possible that the UKSPF allocation in 2022/2023 for this project could be deferred into 2023/2024. However, this will be dependent upon the submission of a request via the UKSPF Delivery Team. DWP Household Support Funding for 2023/2024 has not

been confirmed therefore it cannot be guaranteed that the project could run alongside this in the next financial year. The project is to help people to save money on household energy and at the current time when it is most needed.

**Any declarations of interest and details of any dispensations granted in respect of interests.**

N/A

**List of Background papers**

The Lily Service – Project Initiation Document – Energy Saving Measures  
West Norfolk Investment Plan Cabinet Report 210722

**Authorisation**

Post Held Chief Executive

Signature



Date 13.01.2023

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

**Signed by Member as consulted:**

**Cllr Stuart Dark**



Date 13.01.2023

**Cllr Sam Sandell**



Date 13.01.2023

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function		Community Energy Saving Measures				
Is this a new or existing policy/ service/function?		New				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service rigidly constrained by statutory obligations		The Lily Service proposes to help low-income households access information and materials to install small but impactful energy saving measures in their homes. Information, advice and guidance (IAG) will be provided to support individuals to reduce their costs of living.				
<b>Question</b>		<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>			Positive	Negative	Neutral	Unsure
		Age			x	
		Disability			x	
		Gender			x	
		Gender Re-assignment			x	
		Marriage/civil partnership			x	
		Pregnancy & maternity			x	
		Race			x	
		Religion or belief			x	
		Sexual orientation			x	
Other (eg low income)	x					
<b>Question</b>		<b>Answer</b>	<b>Comments</b>			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?		No				
3. Could this policy/service be perceived as impacting on communities differently?		No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?		Yes	To support individuals to reduce their costs of living – specifically those on low income.			
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section		Yes	<p><b>Actions:</b> The project complements the existing DWP Household Support Fund along with the work being undertaken by the Housing Standards team to promote energy efficiency.</p> <p><b>Actions agreed by EWG member:</b> Name .....</p>			
<b>Assessment completed by:</b> <b>Name</b>		Lorraine Gore				
<b>Job title</b> <b>Chief Executive</b>		<b>Date</b> 13 January 2023				

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**