

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
(1) Topic (one sentence description of the decision being sought) (2) Who will take decision (3) Give date or period within which decision is to be taken (4) Directorate contact (include e-mail and telephone)	(5) Principal Groups/Organisations to be consulted before decision is made (6) Method of consultation (external only [if applicable])	(7) Name of person(s) to whom representations can be made (e-mail/telephone) (8) When should they be made by (closing date)	(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision (10) Is this information unrestricted or exempt? (11) Date first entered in Notice
KEY 15/21/22 (1) Public Sector Decarbonisation Fund Project (2) Cabinet (3) 17 January 2022 (to be confirmed) (4) Martin Leggatt, Head of Assets and Building Control - 01304 872455/07740 560903; Martin.leggatt@dover.gov.uk	(5) CMT/Portfolio Holder (6) Not applicable	(7) Martin Leggatt, Head of Assets and Building Control – 01304 872455; martin.leggatt@dover.gov.uk (8) 7 January 2022	(9) Cabinet report and appendices (10) Exempt (11) 6 August 2021

Brief Details of Item:

(Please provide information about the contents of this item and the reason for decision.)

Following a successful Low Carbon Skills Fund bid in late 2020, a consultant specialising in carbon reduction technologies assisted Dover District Council to put together a bid for the Public Sector Decarbonisation Fund (PSDF), administered by Salix on behalf of the Department for Business Energy and Industrial Strategy. The bid comprised a suite of works to significantly reduce carbon emissions at the Whitfield Offices and Dover Museum. On 15 February 2021 the award of £830,000 was announced. The design team was appointed in March 2021 and early engagement with the preferred contractor commenced in May 2021. Both the design and negotiations have progressed to the point where the formal tender was submitted on 10 September 2021 and protracted contract clarifications and negotiations have taken place which will culminate in the contractor submitting a revised best and final offer on 10 November 2021. It is expected the Council will be in position to sign the contract in late December 2021.

This report will consider the tender submission and will seek a decision from Cabinet on whether to proceed with the project. Whilst the Department for Business Energy & Industrial Strategy has extended the deadline for completion of the project, the deadline is still extremely tight.

Deadline for Item:

(Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)

The timeline for decision making is driven by the extremely tight delivery timetable of the PSDF, and precludes any delay in appointing the contractor beyond December.