

Title of Report	HOUSING CONTRACTS - EPC SUPPLIER	
Presented by	Councillor Andrew Woodman Housing, Property and Customer Services Portfolio Holder PH Briefed ☐	
Background Papers	None	Public Report: Yes
		Key Decision: Yes
LGR Implications	Energy Performance Certificates are legally required both before and after Local Government Reorganisation (LGR). Any contract entered into will allow for termination and extension provisions to vary the length of the contract to reflect progress of LGR.	
Financial Implications	The financial implications are set out in Section 2.0 of the report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Officers will undertake compliant procurement procedures that meets the requirements of the Procurement Act 2023 and the Council's constitution. Legal Services shall be engaged in drafting the appropriate terms and conditions and contract execution.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	Contract management, oversight, and monitoring by Council Officers to ensure best value and performance of the contractor.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To seek approval to procure an Energy Performance Certificate (EPC) Supplier and to delegate authority to award and enter the contract following completion of the procurement process.	
Reason for Decision	To comply with the Council's Contract procedure Rules.	
Recommendations	THAT CABINET: 1. APPROVES THE PROCUREMENT OF AN ENERGY PERFORMANCE CERTIFICATE (EPC) SUPPLIER THROUGH AN OPEN TENDER PROCESS.	

	2. APPROVES EXPENDITURE OF UP TO £0.150m. 3. DELEGATES AUTHORITY TO THE STRATEGIC DIRECTOR WITH RESPONSIBILITY FOR HOUSING, IN CONSULTATION WITH THE HOUSING, PROPERTY AND CUSTOMER SERVICES PORTFOLIO HOLDER, TO AWARD THE CONTRACT FOLLOWING COMPLETION OF THE PROCUREMENT PROCESS AND ENTER ALL NECESSARY CONTRACTUAL AND ANCILLARY DOCUMENTATION.
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1.0 BACKGROUND

- 1.1 North West Leicestershire District Council (NWLDC) has a statutory responsibility to maintain accurate information relating to the energy performance of its housing stock. Energy Performance Certificates (EPCs) form a key component of the Council's housing asset management and compliance framework, providing essential data to support property lettings, asset planning, energy efficiency improvements, and regulatory compliance.

As part of the Council's ongoing commitment to maintaining high-quality housing standards and meeting legislative requirements, there is a need to appoint a suitably qualified and experienced supplier to undertake EPC assessments and provide associated certification services across the Council's housing portfolio.

The existing arrangements are due to expire, and a new procurement exercise is required to ensure continuity of service and continued compliance with energy efficiency regulations. Demand for EPC surveys is expected to continue across both void and tenanted properties, as well as in support of planned investment and retrofit programmes.

The Council, therefore, intends to procure an EPC Supplier to provide professional energy assessment services, certification, and associated data management support.

The appointed supplier will support the Council in maintaining compliance requirements whilst providing accurate and timely EPC information to inform investment decisions and demonstrate the energy performance of its housing assets. The proposed procurement will be undertaken through an open tender process in accordance with the Council's Procurement Procedure Rules and relevant public procurement legislation.

The proposed contract term will be:

- Initial term: Two years
- Start October 2026
- Optional extension: One year
- Total potential contract term: Three years

The contract has an estimated annual value of £0.050m and is expected to provide a cost-effective and flexible solution that delivers value for money whilst supporting the Council's strategic asset management and sustainability objectives.

2.0 FINANCIAL IMPLICATIONS

2.1 Total Contract Value:

- Estimated annual value: £0.050m
- Initial contract term: Two years
- Initial contract value: £0.100m
- Optional extension period: One year
- Potential total contract value: £0.150m

The cost of the contract will be funded through preexisting Housing Revenue Account (HRA) revenue budgets for the completion of EPCs.

2.2 Value for Money:

The proposed procurement route is expected to achieve value for money through:

- Open competition between qualified suppliers.
- Competitive pricing obtained through a transparent tender process.
- Access to experienced and accredited energy assessors.
- Improved efficiency in the delivery of EPC assessments and certification.
- Consistent service standards across the housing portfolio.
- Reduced risk of non-compliance with statutory EPC requirements.
- Reliable access to up-to-date energy performance data to support housing investment decisions.

The proposed arrangement will also provide:

- Timely completion of EPC surveys and certification.
- Improved data quality and reporting.
- Access to specialist energy efficiency expertise.
- Increased flexibility to respond to fluctuating survey demand.
- Support for wider energy efficiency and decarbonisation initiatives.

2.3 Efficiency Benefits:

The appointment of a specialist EPC supplier is expected to deliver:

- Improved operational efficiency.
- Consistent service delivery and performance monitoring.
- Reduced administrative burden on internal resources.
- Enhanced compliance management.
- Better-informed asset management and investment planning.
- Improved tenant and customer service outcomes through timely certification.

3.0 DELIVERY ARRANGEMENTS

3.1 Contract Delivery

The appointed EPC Supplier will provide professional energy assessment and certification services across the Council's housing stock.

Services are expected to include:

- Domestic EPC surveys.
- Production and registration of EPCs.
- Provision of associated energy performance data.
- Data quality assurance and validation.
- Performance reporting and management information.
- Support and advice relating to energy efficiency ratings and recommendations.
- Liaison with housing management and asset management teams to ensure efficient delivery of services.

3.2 Procurement Route

The contract will be procured through an open tender process.

This approach will:

- Ensure compliance with procurement legislation and the Council's Procurement Procedure Rules.
- Encourage competition from the wider market.
- Provide equal opportunity for qualified suppliers to bid.
- Deliver competitive pricing and quality submissions.
- Enable the Council to evaluate suppliers against its operational and service requirements.
- Demonstrate transparency and value for money.

3.3 Strategic Benefits

The appointment of an EPC supplier will provide:

- A dedicated and experienced service provider.
- Improved compliance with statutory EPC requirements.
- Access to specialist knowledge and technical expertise.
- Better quality asset information to support strategic decision-making.
- Increased flexibility and capacity.
- Enhanced performance monitoring and accountability.
- Support for the Council's sustainability, energy efficiency and carbon reduction objectives.

4.0 LGR CONSIDERATIONS

- 4.1 The Council has considered options for the future delivery of Energy Performance Certificate (EPC) assessment and certification services in the context of Local Government Reorganisation (LGR). The current proposal is to appoint an external specialist supplier to undertake EPC surveys, certification, and associated data management services across the housing portfolio.

The use of an external supplier will ensure the Council continues to meet its statutory obligations whilst maintaining access to qualified assessors, specialist expertise and sufficient capacity to support housing management and asset investment programmes.

4.2 Options Considered

Option 1 – Deliver the Service Internally

This option was considered but is not recommended. The Council does not currently have suitable internal resources with the necessary qualifications, experience, and capacity to undertake EPC assessments and certification services at the scale required. Establishing and maintaining this capability internally would not represent a cost-effective or efficient solution. The use of an external specialist supplier ensures access to the required expertise and capacity to maintain service delivery and compliance requirements.

Option 2 – Do Not Procure an EPC Supplier

This option is not recommended. Failure to procure an external supplier would leave the Council without a suitable mechanism to undertake EPC assessments and certification services. This would adversely affect compliance requirements and the Council's ability to support housing management, lettings, and investment planning activities.

4.3 Preferred Option

The preferred option is to procure an external EPC Supplier through an open tender process. This will ensure continuity of service, access to specialist expertise and compliance with statutory requirements whilst providing flexibility to review future arrangements in line with LGR. Any contract entered into will allow for termination and extension provisions to vary the length of the contract to reflect progress of LGR

5.0 CONCLUSION

5.1 EPCs are an essential requirement in supporting the effective management of the Council's housing stock, ensuring regulatory compliance, and providing valuable data to inform future investment decisions.

The procurement of an EPC Supplier through an open tender process will ensure the Council has access to a suitably qualified and experienced provider capable of delivering a high-quality, responsive, and cost-effective service.

Key benefits include:

- Continued compliance with EPC legislation and regulatory requirements.
- Access to specialist energy assessment expertise.
- Reliable and timely certification services.
- Improved quality and availability of housing energy performance data.
- Enhanced support for asset management and retrofit planning.
- Competitive pricing and demonstrable value for money.
- Increased flexibility and resilience in service delivery.

The proposed contract arrangement will provide a sustainable and effective solution that supports the Council's housing and asset management objectives while ensuring continued compliance and improved understanding of the energy performance of its housing stock. The length of the contract including extensions mitigates risks away from changes associated around the proposed vesting day of the new council.

Policies and other considerations, as appropriate	
Council Priorities:	Insert relevant Council Priorities: - Communities and housing - Clean, green and Zero Carbon - A well-run council
Policy Considerations:	Housing Asset Management Plan 2022/24
Safeguarding:	A key part of contract management will be to consider and highlight any safeguarding issues as they arise on accessing tenant's homes.
Equalities/Diversity:	No specific impacts. Contractors are aware of policy and procedures, and this is part of their contractual obligations.
Customer Impact:	Ensuring the prompt delivery of service to housing tenants is key to the successful delivery of the Housing Service and tenants' lives. Health and safety or other concerns will be reported immediately by contractors.
Economic and Social Impact:	None.
Environment, Climate Change and Zero Carbon:	These contracts assist to efficiently deliver the Housing Management Plan and improvements to the Council's overall housing stock and tenants' day to day lives.
Consultation/Community/Tenant Engagement:	Nonspecific on contracts but has been as part of the wider management of the housing stock.
Risks:	The procurement and subsequent award of the contract outlined in this report will help mitigate the risks associated with non-compliance with relevant legislation and the failure to deliver effective services to tenants.
Officer Contact	Rob Desbrow Compliance & Asset Team Manager rob.desbrow@nwleicestershire.gov.uk