

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

Date: 18 th May 2026	Ref No: CC0119
Responsible Officer: Fiona Hill	
Title/Subject matter: Hazelhurst Energy Scheme – EPC improvements	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
Is publication still required? (see guidance)	Yes
Is there any implications with 3 rd party spend?	No If yes, please contact procurement via CorporateProcurement@bury.gov.uk
Is there any IT implications i.e. Additional hardware, new software, changes to systems	No If yes, please contact IT via servdesk@bury.gov.uk

Item for Decision:

This Project seeks approval to deliver a comprehensive retrofit programme across the Hazelhurst Estate, ensuring 21 properties achieve a minimum EPC rating of C in line with national energy efficiency targets for social housing.

The scheme will implement a coordinated package of improvements including cavity wall and loft insulation, installation of solar PV systems, replacement windows and doors, lighting, enhanced ventilation measures and new Energy performance Certificate survey and lodged. A structured retrofit coordination approach will ensure all works are designed and delivered to current PAS retrofit standard and best practice.

The proposed works will be delivered via an approved contract variation, which has been reviewed and signed off by Bury Council's Procurement Team and aligns with the organisation's established framework through Procure Plus, ensuring compliance, value for money, and a robust delivery route.

In addition to improving energy performance, the programme will support compliance with the Decent Homes Standard, enhancing living conditions, reducing fuel poverty, and contributing to wider reduction commitments.

This investment represents a critical step in future-proofing the estate, improving tenant wellbeing, and meeting statutory and organisational responsibilities on housing quality and sustainability.

Value of works £428,386.02

Approval to recruit to newly created vacancies
NB: Chief Officer graded roles require AD HR and AD Finance approval

Not Applicable

Decision made by:

Signature:

Date:

Chief Executive




04.06.2026

Executive Director:



03/06/2026

Advised by HR Business Partner

Advised by Finance Business Partner		05/06/2026
Chief Officer graded roles: Assistant Director of HR		
Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant		
Member Consulted (only if applicable) [see note 4 below]		

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By (in consultation with Finance & HR Business Partner)
Over £500,000	Cabinet.
Over £250,000 to £500,000	Chief Executive

Over£100,000 to £250,000	Executive Director
Over £50,000 to £100,000	Director/Assistant Director
Over £10,000 to £50,000	Head of Service
Up to £10,000	Service Lead

For Chief Officer Graded Roles:

Assistant Director HR Approval
Assistant Director Finance / Chief Accountant Approval