

OFFICER DECISION RECORD

CMT Officer: Peter Catchpole, Section 151 Officer	Service: Environmental Health
Lead Officer: Annabel Tighe, Head of Environmental Health and Compliance Manager Isabel Edgington, Senior Environmental Projects Officer,	Delegated Power Being Exercised: Function 26 -To approve fees and charges unless part of the annual budget setting, in consultation with the appropriate Corporate Director and Finance Portfolio Holder
Subject of Decision: To approve a non-statutory fee associated with administering the energy company obligation - Eco 4 Flex energy saving grant scheme.	

Decision Taken: Fee of £100 approved for the administration of the Eco Flex grant scheme by the Council and added to fees and charges schedule for 2025-26. (Fee is charged to the contractor and not the customer).	
Reason for the Decision: To increase the availability of ECO 4 flex and ensure the resilience and continuity of this grant offer to the customers of Fenland and to be more in keeping with neighbouring authorities processes. The scheme is available for those on a low income, for instance pensioners and those who have a referral from their GP to say that someone living in the house is particularly vulnerable to the cold. We want homeowners to take advantage of as many national grants as possible. But we are seeing an increase in the number of referrals and are applying increasing resource to administer these.	
Alternative Options Considered (if appropriate): No fee is applied and the grant scheme continues at a cost to the council. The council chooses not to administer the scheme and those not on benefits miss out.	
Background/Reports/Information considered and attached: N/A	
Implications: The fee charged will pay for the administration process with any surplus being an income to the council.	
Officer's Signature: Peter Catchpole, Section 151 Officer in conjunction with the Portfolio Holder for Finance	Date: 14 January 2026

Please forward to Democratic Services upon completion

For Office Use Only	Implementation Date:
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Date copy passed to Democratic Services 14/01/26	(if not called-in) (Allow 5 clear working days after publication of decision)
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Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.