

Appendix 4 – Urgency - General Exception Form

Urgent Cabinet Report/Delegated Decision Form


Report/Decision Title	Civic Centre – Solar Photovoltaic (PV) installation
Date of request	02/04/2025
Date of meeting/decision	

Urgent – General Exception - Reasons for urgency outlined below




Redcar & Cleveland Borough Council have been successful in securing funding for the installation of Solar PV. Due to the timescales for the funding needing to be spent a general exception is required. Grant funding is dependent upon procurement, installation and defrayal by 30th September 2025.

I confirm that the relevant chair of Scrutiny and Improvement Committee (or if there is not chair, the whole committee individually) and the Cabinet Member have been informed by notice in writing of the decision to be taken.

Officer name (Delegated Power Author)	Lizzie Kemp	Officer Signature		Date	02/04/2025
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Assistant Director Name	Chris Moon	Assistant Director signature		Date	02/04/2025
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This urgent report/decision has been seen and agreed by the following:

Officer / Member	Signature
Managing Director	
Section 151 Officer	
Monitoring Officer	

Delegated Power Record

Are the details of the decision to be public or confidential?

Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

Reference	GEE-25-101
Corporate Plan Priority	Clean and Tidy
Delegation Title	Solar PV Array for Civic Centre
Delegated Power Number	477 - Commence a Procurement Process
Date of Exercise	14/04/2025
Cabinet Member	Cllr Carrie Richardson
Assistant Director	Chris Moon

Type of Decision (Key/Executive/Non-Executive)	Key - Executive
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	To be completed by Business Support
Date Decision Published in Forward Plan	Click or tap to enter a date. To be completed by Democratic Services
Urgency (For Key Decisions not included in Forward Plan only)	Urgent - General Exception - Forms Attached

Background to decision:

The project is the development of a 350 kWp Solar Photovoltaic (PV) array on the roof of the Civic Centre. This will improve the facility's sustainability by reducing its reliance on conventional sources of energy, while additionally reducing operational costs and contributing to environmental goals.

This building currently consumes the highest amount of energy within the RCBC Estate. The proposed Solar PV system is expected to create around 305,000 kWh of renewable power per year, reducing the building's carbon emissions by 65 tonnes CO₂e.

A grant towards the cost of this project has been awarded by the North East and Yorkshire Net Zero Hub via their Energy Project Enabling Fund.

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Decision Considerations:

In accordance with the Council's Contract Procedure Rules 3.9 'where a procurement is of a high value, the Procuring Officer may obtain the relevant authority under the Scheme of Delegation; or from Cabinet prior to commencing a procurement process.'

Full details of decision:

Approval is requested to commence a competitive procurement process with a view to awarding a contract for a solar PV array on the roof of the Civic Centre.

The contract will be for a period of three months starting on 16th June 2025.

Financial detail:

This will be funded from Carbon Management Budget, complemented by a grant from the NEY Net Zero Hub.

Budget Code

C20136

Is budget available for full contract/service without causing additional pressure?

This project is funded from capital £178,000 and
External grant £77,000

Total Contract Value

£255,000

Delivering Social Value:

There will be a carbon emissions reduction of 65 tonnes CO₂e, providing cleaner air in the Borough. In addition, there will be a significant reduction in spend on utility bills alleviating Council finances for other spending.

Reasons for Decision:

The reason for the decision is to reduce carbon emissions in the Borough, reduce spend on utility bills and provide a cleaner, healthier environment for our residents.

Details of alternative options considered (if any) and reasons for rejection:

Do nothing.

Defer the work – we would no longer benefit from the grant offered by the NEY Net Zero Hub.

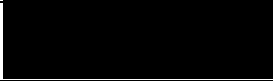

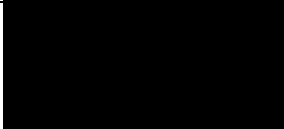
Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:

This must be left blank. Business Support will seek this information from the Cabinet Member.

Details of any dispensation granted in respect of any conflict of interest:

This must be left blank. Business Support will seek this information from the Cabinet Member.

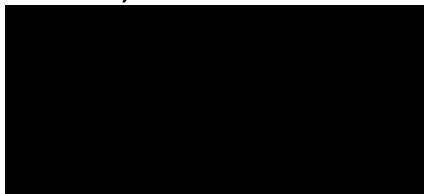

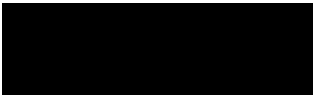
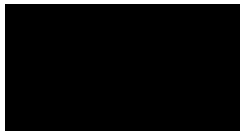
Delegated Power Record

Background Papers:		
Full Business Case was presented to PMG on 12.3.25 and included in the meeting papers.		
Officer Name (Print)	Caroline Hearne	
Officer Signature		
Officer Submission Date	02.04.2025	
Finance Manager Name (Print)	Christine Wood	
Finance Approval Signature		Finance Manager to confirm that budget has been confirmed for the decision
Date of Approval	03/04/2025	
Procurement Officer Name (Print)	Debbie Seaman	
Procurement Approval Signature		Request complies with the Council's Contract Procedure Rules
Date of Approval	03/04/2025	

Delegated Power Record

Reference	GEE-25-101
Delegated Power Forward Plan Reference	
Corporate Plan Priority	Clean and Tidy
Delegation Title	Solar PV Array for Civic Centre
Delegated Power Number	477 - Commence a Procurement Process
Date of Exercise	14/04/2025
Cabinet Member	CLlr Carrie Richardson
Assistant Director	Chris Moon

Signatures

CABINET MEMBER FOR DEPUTY LEADER AND CLIMATE, ENVIRONMENT AND CULTURE 	Date 14/04/2025
CHIEF FINANCE OFFICER 	Date 10/04/2025
CHIEF LEGAL OFFICER 	Date 09/04/2025
EXECUTIVE DIRECTOR FOR GROWTH ENTERPRISE AND ENVIRONMENT 	Date 09/04/2025

Call-In (Key Decisions Only)

Call-In to be dis-applied due to urgency, reasons as follows:

We have been awarded a grant of £77,250 from the North East and Yorkshire Net Zero Hub towards the cost of installing solar PV on the roof of the Civic Centre and Leisure Centre. The deadline for installation and defrayal is 30th September 2025 to comply with the requirements of the grant.

Date Decision will become effective	Click or tap to enter a date. To be completed by Democratic Services – date will be not less than expiry of 5 working days from publication unless urgency applies.
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Delegated Power Record