

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	4033
<b>Author:</b>	Norman England
<b>Department:</b>	Commercial and Operations
<b>Contact:</b>	Norman England (Job Title: Passenger Transport Manager, Email: norman.england@nottinghamcity.gov.uk, Phone: 8761771)
<b>Subject:</b>	Refurbishment of Building 2 at Woolsthorpe Depot to allow Meals at Home to vacate Willow Road for it to be sold
<b>Total Value:</b>	£107,760 (Type: Capital)
<b>Decision Being Taken:</b>	To authorise the refurbishment of Building 2 at Woolsthorpe Depot at a cost of £107,760, to be met from the sale of Willow Road
<b>Reasons for the Decision(s)</b>	The sale of Willow Road Depot has previously been authorised via the DD3933 - Sale of Council Depot at Willow Road Lenton and, in order for this to take place it must be vacated by Meals at Home. Building 2 at Woolsthorpe has been selected as the preferred location for Meals at Home to relocate to, but it needs building work to convert it to a food preparation unit. The cost of this refurbishment is to be met from the proceeds of the sale and with the surplus remaining with Strategic Assets
<b>Briefing notes documents:</b>	200907 Briefing note Meals At Home relocation to Woolsthorpe Depot V3.docx
<b>Other Options Considered:</b>	Retain Willow Road and refurbish: this was rejected as it would not be cost effective and doesn't provide a solution where Meals at Home is managed on the same site as Passenger Transport Services (PTS). Move Meals at Home to Eastcroft Depot, this was not considered feasible to meet food preparation standards and didn't co-locate the service with PTS.
<b>Background Papers:</b>	None
<b>Published Works:</b>	DD3933 - Sale of Council Depot at Willow Road Lenton .

<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	None.
<b>Equality:</b>	EIA not required. Reasons: Service will continue to operate just from a different base. No impact on citizens
<b>Social Value Considerations:</b>	N/A
<b>Relates to Council Property Assets:</b>	Yes
<b>Relates to Building Services:</b>	Yes
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	04/11/2020
<b>Advice Sought:</b>	Legal, Finance, Procurement, Property, Building Services
<b>Legal Advice:</b>	The proposed decision raises no significant legal issues. The cost of the refurbishment will be met from the sale proceeds of Willow Rd depot as detailed by the report author. Advice provided by Sarah O'Bradaigh (senior solicitor) on 29/09/2020.

**Finance Advice:**

The expenditure as detailed in the body of the decision is to be funded from the receipt realised from Willow Road. This expenditure is considered essential to enable the Willow Road capital receipt to be secured.

The Council currently has an over committed capital receipt commitment of c£48m and the Willow Road site is included in the forecast receipts to mitigate this pressure. If the expenditure to relocate Meals at Home is incurred in a financial year prior to the receipt being realised this will create an in year capital funding pressure. If this funding pressure risk occurs an interim funding solution will have to be identified until the Willow Road capital receipt is realised, this temporary funding solution may mean any costs incurred in relocating Meals at Home are initially funded by other sources.

Following the approval of this decision the capital programme will be amended accordingly.  
Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 10/09/2020.

**Building Services Advice:**

We support this project and are engaged in the design and refurbishment of it and understand the budget is £110k and deadline to complete is early Dec 20. Advice provided by Trevor Bone (Property Maintenance Manager) on 30/09/2020.

**Procurement Advice:**

There are no direct procurement issues with the decision being sought. At the estimated value of the refurbishment either three written tenders will be required or an existing compliant framework used, in satisfaction of Contract Procedure Rule 4.1.2. The Procurement Team will work with the client to ensure that the contractor is appointed in accordance with Contract Procedure Rules and where applicable the Public Contracts Regulations. Advice provided by Jonathan Whitmarsh (Lead Procurement Officer) on 09/09/2020.

**Property Advice:**

Willow Road has been declared surplus and is currently on the market. To enable a sale Meals at Home need to relocate to Woolsthorpe Depot, the cost of relocation is £110. property support the decision to approve the spend to enable the capital receipt to be realised. Advice provided by Christine Read (Property Business Partner) on 17/09/2020.

**Signatures**

Adele Williams (Portfolio Holder for Adult Care & Local Transport)
SIGNED and Dated: 28/10/2020
Dave Halstead (Strategic Director of Neighbourhood Services)
SIGNED and Dated: 23/10/2020