

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	<b>4078</b>
<b>Author:</b>	<b>Robert Caswell</b>
<b>Department:</b>	<b>Development and Growth</b>
<b>Contact:</b>	<b>Robert Caswell</b> <b>(Job Title: Programme Manager, Email: robert.caswell@nottinghamcity.gov.uk, Phone: 01158763408)</b>
<b>Subject:</b>	<b>Early Design Works for the Creation of a Temporary Sixth Form Base</b>
<b>Total Value:</b>	<b>£100,000 (Type: Capital)</b>
<b>Decision Being Taken:</b>	<b>1) To appoint a Technical Advisor from the Built Environment Consultancy Services (BECS) framework, to support the Project Team.</b> <b>2) To carry out early design works, including surveys, to be undertaken at the preferred site, to allow a robust scheme to be costed for providing additional school provision as a temporary measure.</b>
<b>Reasons for the Decision(s)</b>	<b>The early appointment of Technical Adviser from the BECS' framework, and the ability to commission surveys, will allow a robust scope and cost to be developed, prior to the full approval of the scheme. This in turn will allow for the costs of the scheme to be managed robustly, within the agreed budget. There is continued demand for secondary school places and this planning work supports the delivery of those additional school places. The capital funding is to come from the secured and uncommitted Basic Need grant, with no match funding from the Council being required.</b>
<b>Other Options Considered:</b>	<b>1) To do nothing: not appointing technical advisers and undertaking the early surveys would not provide sufficient information to develop a robust scope of works and costs, so this option is rejected.</b> <b>2) To use in-house capacity for the technical advice: there is not the technical knowledge within the Council to provide this specialist service, so this option is rejected.</b>
<b>Background Papers:</b>	<b>None</b>

**Published Works:** **None**

**Affected Wards:** **Citywide**

**Colleague / Councillor Interests:** **None**

**Any Information Exempt from publication:** **Yes**

**Exempt Information:**

**Description of what is exempt:** **There is an Exempt Appendix that provides further details of the scheme that are currently not in the public domain and relate to the business affairs of third party organisations.**

**An appendix (or appendices) to this decision is exempt from publication under the following paragraph(s) of Schedule 12A of the Local Government Act 1972**

**3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

**The public interest in maintaining the exemption outweighs the public interest in disclosing the information because it includes information related to business affairs of third party organisations that, if published, would compromise their ability to plan and deliver the project effectively.**

**Documents exempt from publication:**

**Exempt Appendix.docx**

**Use of Consultants**

**Number of Days:100**  
**Rate per Day:500**  
**Total value:50000**  
**Start date:02/11/2020**  
**End date:02/09/2021**

**Reason for using a consultant:**

**The consultants selected are already familiar with the expectations of the Council in delivering school projects. There is no longer the internal technical expertise to undertake this project within the Council.**

<b>Other options considered:</b>	To manage this project internally, but without the technical and contractor support, there are risks associated with being able to deliver within the agreed budget and to the required programme.
<b>Name of consultant:</b>	Gleeds / Perfect Circle, via the BEC's framework
<b>Reason for selection?</b>	This consultant has worked successfully on a number of project in conjunction with internal Council teams.
<b>Has the consultant previously completed work for the City Council?</b>	Yes, this consultant was employed as part of the delivery team for the Science Park and Middleton Primary School new build, as well as other Council schemes.
<b>Specific activities to be undertaken by the consultant are:</b>	To advise on the programme and project brief; prepare initial budgets; advise on the contractors' proposals and costs; monitor the cost plan and report on progress, providing the required management information; manage the design works where they are necessary; review the contractors proposals; manage the contractor including issuing instructions; and provide relevant Health and Safety and Construction (Design and Management) Regulations advice.
<b>Period of engagement:</b>	Until September 2021
<b>By what process was the consultant selected?</b>	The consultant was selected from the BECS' framework, which is managed by Scape.
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	While this decision will not have direct implications for Crime and Disorder, due to the presence of additional students within the city centre, there will be consultation with relevant teams.
<b>Equality:</b>	EIA not required. Reasons: This decision does not propose any change to a function, policy or service.
<b>Social Value Considerations:</b>	Not applicable
<b>Relates to staffing:</b>	Yes
<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

**Call In Expiry date:** 31/12/2020

**Advice Sought:** Legal, Finance, Procurement, Human Resources, Property, Building Services

**Legal Advice:** This report seeks authority to appoint technical advisers to undertake early design works. The appointment will be made from the 'Scape' framework and utilises the Basic Need grant to fund it. On that basis, this report raises no significant legal issues.  
Advice provided by Andrew James (Team Leader Contracts and Commercial) on 10/11/2020.

**Finance Advice:** The £100,000 included within this report is funded from secured and uncommitted Basic Need grant, with no match funding being required. It is the project managers responsibility to ensure all costs incurred are capital and comply with the grant conditions. The Council does not have identified resources to cover any costs that are classified as revenue, or abortive. Further approval will be required following this decision to carry out the identified works to the site, and is envisaged to mitigate the potential unbudgeted holding costs for the site once it is transferred to the Council.  
Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 05/11/2020.

**Building Services Advice:** Building Services supports the early engagement of specialist consultants in order to progress this scheme.  
Advice provided by Trevor Bone (Property Maintenance Manager) on 10/11/2020.

**Procurement Advice:** There are no issues with this decision. Using the Scape BECS Framework to appoint Perfect Circle JV as technical advisors on the scheme is compliant with Contract Procedure Rules.  
Advice provided by Jonathan Whitmarsh (Lead Procurement Officer) on 20/10/2020.

**Property Advice:** Property supports the early engagement of specialist consultants in order to progress this scheme.  
Advice provided by Peter Taylor (Senior Surveyor) on 20/10/2020.

**HR Advice:** Building Services have reviewed their existing resources and there are no 'in-house' roles that could be utilised to provide this function.  
Advice provided by Paul Slater (Service Redesign Consultant) on 12/11/2020.

**Signatures:**  
David Mellen (Leader/ PH Regeneration, Schools, Communications)  
SIGNED and Dated: 22/12/2020  
David Mellen (Leader/ PH Regeneration, Schools, Communications)  
NOT SIGNED

**Catherine Underwood (Corporate Director for People)**

**SIGNED and Dated: 15/12/2020**