

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4087
Author:	Stephen Lindsay Tough
Department:	Development and Growth
Contact:	Stephen Lindsay Tough (Job Title: Team Leader, NET, Email: steve.tough@nottinghamcity.gov.uk , Phone: 64096)
Subject:	Travel Centre Relocation
Total Value:	£37,500 (Type: Capital)
Decision Being Taken:	<ol style="list-style-type: none">1) To approve the appointment of Mark Pearce Contract Interiors Limited to undertake the works for the relocation of the Travel Centre (Victoria Centre bus station) into the Tourist Information Centre (Market Square), at a maximum cost of £17,500.2) To approve additional project-related costs to facilitate the Travel Centre relocation, up to a maximum of £20,000.
Reasons for the Decision(s)	<p>The Travel Centre has as its main functions managing and issuing concessionary travel passes (for elderly people and people with mobility difficulties), and Robin Hood travel cards. The Centre is currently located at the Victoria Centre bus station, but the current premises is temporary in nature. The location is on the periphery of the city centre, and an opportunity has arisen to relocate the Travel Centre into the Tourist Information Centre in the Market Square, making it a very accessible location. There is a high demand for the statutory Concessionary Fare and Robin Hood Card services provided by the Council. There are approximately 40,000 Concessionary and 6,000 Mobility pass holders currently registered in Nottingham and, before the pandemic, there were approximately 9million journeys per annum undertaken on the public transport network using the Robin Hood Card products. The Travel Centre is the available outlet for those who need or prefer to use an over the counter service to apply for and top up products.</p> <p>There are some minor works required to facilitate the move. Three quotes were sought and, following an evaluation of the two responses, it is recommended that Mark Pearce Contract Interiors Limited undertake the works at a maximum cost of £17,500, as the most economically advantageous bid. There are further costs of up to £20,000 relating to project management, designs, and an asbestos survey. All these costs will be funded from the Transforming Cities Tranche 1 grant, funded from an underspend in the data brokerage and smart ticketing workstream. It is anticipated that works will take place early in 2021.</p>

Other Options Considered:	1) For the Travel Centre to stay in its current location: this option was considered, but the current location is temporary in nature and would also require works to upgrade the premises for long-term occupation. The location is also considered less favourable for the majority of users of products available at the Travel Centre arriving by public transport. For these reasons, this option was rejected.
Background Papers:	None
Published Works:	Report to the Executive Board ("Transforming Cities Programme"), 21 May 2019 (https://committee.nottinghamcity.gov.uk/ieListDocuments.aspx?CId=177&MId=7833&Ver=4)
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision. Mobility issues are considered in the Equality Impact Assessment.
Crime and Disorder Implications:	There are no significant crime and disorder implications to the decision.
Equality:	Please login to the system to view the EIA document: 201512 - Travel Centre EIA.docx
Social Value Considerations:	Not applicable
Any implications affecting IT:	Yes
Relates to Council Property Assets:	Yes
Relates to Building Services:	Yes
Decision Type:	Officer

Executive Decision?	Yes
Scheme of Delegation Reference Number or Other Source of Delegation:	Scheme of delegation 7 2(a)(i)
Subject to Call In:	No The call-in procedure does not apply to the decision because the value of the decision is below the call in threshold.
Advice Sought:	Finance, Procurement, Equality and Diversity, IT, Property, Building Services
Finance Advice:	The move to the Tourist Information Centre is part of a restructure to release other savings and improve the service provided. The use of the Transforming Cities Funding (TCF) to ensure a Travel Centre in this new location is appropriate and ensures no pressure on Council finances. Any additional funding for these works must also be contained with the TCF. Advice provided by Susan Tytherleigh (Senior Finance Manager) on 18/12/2020.
Procurement Advice:	There are no significant procurement issues with the decision being sought as £17,500 is below the level at which written quotations are required, in accordance with Contract Procedure Rules 4.2.1. Advice provided by Jonathan Whitmarsh (Lead Procurement Officer) on 07/01/2021.
Equality and Diversity Advice:	There are no impacts to any of the protected characteristics. Advice provided by Rosie Donovan (Equality and Employability Consultant) on 07/01/2021.
IT Advice:	The IT Service support the proposals made in this delegated decision. The relocation of the Travel Centre to the Tourist Information Centre is the type of project often undertaken by the IT Service with other Council services. The proposals made do not seem to include any extraordinary requirements from an IT perspective. The work will be undertaken as a piece of project work by the IT Service in consultation with colleagues from other teams to ensure 'joined up' delivery of the required services. Advice provided by Paul J. Burrows (IT Change, Projects and Strategy Manager) on 22/12/2020.

Property Advice:

The proposals made would improve the service offer to citizens and improve the utilisation of a prominent city centre location that has been under-occupied in the past. Given the current market conditions, this is a sensible use for the premises, and can be achieved for a modest cost, covered by external funding. As such, Property supports this decision.

Advice provided by Jason Tyler (Strategic Assets and Property Business Partner) on 23/12/2020.

Building Services Advice:

Building Services support the proposals made. Building Services will manage and oversee the project, contract and operations, ensuring compliance with statutory functions, including health and safety and procurement.

Advice provided by Ashleigh Warhurst (Design Services Manager) on 05/01/2021.

Signatures:

Chris Henning (Corporate Director for Development and Growth)

SIGNED and Dated: 11/01/2021