

# Nottingham City Council Delegated Decision



Reference Number:	4225
Author:	Pippa Hall
Department:	Development and Growth
Contact:	Pippa Hall (Job Title: Portfolio and Investment Manager, Email: pippa.hall@nottinghamcity.gov.uk, Phone: 0115 8763602)
Subject:	To appoint Nottingham Revenue and Benefits to provide support to the billing and collection service of the property department
Total Value:	£55,499.28 (Type: Revenue)
Decision Being Taken:	To agree that Nottingham Revenues and Benefits (NRB) Ltd provide two full time employees to carry out billing and collection services for the Estate Rents Team. The two employees shall remain employees of NRB and will return to their substantive posts once the workload is complete. To seek dispensation from Contract Procedure Rule 4.1.2. under Finance Procedure Rule 3.29 to allow the direct appointment of Nottingham Revenues and Benefits.
Reasons for the Decision(s)	Due to voluntary redundancy and staff turnover it is necessary to ensure cover for both the Income Management Assistant and Debt Recovery Assistant vacancies to maintain income billing and debt management functions of the Council.
Other Options Considered:	1. To source the relevant skillset from the existing team, this was discounted due to lack of technical skills and capacity. 2. To not recruit, this was discounted as without the two assistants the team would not have the ability to manage debt and manage income billing

Background Papers:

Published Works:

**Affected Wards:** Citywide

**Colleague / Councillor Interests:**

**Any Information Exempt from publication:** Yes

**Dispensation from Financial Regulations:** Yes

**Exempt Information:**

**Description of what is exempt:** Paper on the background to the decision which contains detail of financial and business affairs of the City Council

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 contains information relating to the financial and business affairs of the City Council which if disclosed could prejudice future negotiations with external providers.

**Documents exempt from publication:** Exempt Appendix Estates Rents.docx

**Consultations:** Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** There are no crime and disorder implications

**Equality:** EIA not required. Reasons: This decision does not relate to any changing policies or functions, so there are no implications that necessitate an EIA

<b>Social Value Considerations:</b>	Not applicable
<b>Relates to staffing:</b>	Yes
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	04/06/2021
<b>Advice Sought:</b>	Legal, Finance, Procurement, Human Resources, Property
<b>Legal Advice:</b>	<b>This report seeks authority to contract with NRB Ltd for the provision of two employees. It is understood that this is not a recruitment of staff and therefore the City Council should put in place an agreement with NRB to ensure the status of the arrangements is clear to all parties involved including the two NRB employees. Either the agreement should be for the provision of the services commissioned or if considered more appropriate because NRB is 'lending' their employees then a secondment agreement for a fixed term between the City Council and NRB. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 15/04/2021.</b>
<b>Finance Advice:</b>	<b>The funding is available for the costs outlined in the decision from vacant posts within Property which will be held vacant as long as this arrangement is in place and therefore this does not create additional financial pressures on the service. The support required to Estates Rents is crucial in ensuring the collection of rental income from the PTA and correct and efficient billing is maintained with the loss of knowledgeable colleagues from the team recently.  The dispensation from Financial Regulations is deemed appropriate as there is the appropriate support within NRB which can support Estates Rents with minimal disruption to the Estates Rents service, immediate start options and recognized support already provided to NCC. Advice provided by Susan Tytherleigh (Senior Finance Manager) on 31/03/2021.</b>
<b>Procurement Advice:</b>	<b>Dispensation from Contract Procedure Rule 4.1.2. under Finance Procedure Rule 3.29 to allow the direct appointment of Nottingham Revenues and Benefits is required for this decision to be implemented.. Advice provided by Paul Ritchie (Lead Procurement Officer) on 28/04/2021.</b>
<b>HR Advice:</b>	<b>Management are seeking to use 2.0FTE from Nottingham Rents and Benefits to supply expertise and capacity to aid and assist the workload of the team around billing collections, due to current lack of capacity and until such time as the new IT system is implemented. The two employees shall remain employees of NRB and will return to their substantive posts once the workload is complete. It is not envisioned that the two employees will transfer to NCC on a permanent basis. The new IT system will then increase the capacity within the current team. Advice provided by Labeeb Aslam (HR Consultant) on 31/03/2021.</b>

**Property Advice:**

**This is a property department related decision no further comment is required Advice provided by Beverley Gouveia (Portfolio and Investment Manager) on 04/05/2021.**

**Signatures**

<b>David Mellen (Leader/ PH Strategic Regeneration Communications)</b>
<b>SIGNED and Dated: 26/05/2021</b>
<b>Michael Wayne Bexton (Interim CD for Growth &amp; City Development)</b>
<b>SIGNED and Dated: 26/05/2021</b>
<b>Clive Heaphy (Chief Finance Officer/CD for Finance &amp; Resources) - Dispensation from Financial Regulations</b>
<b>SIGNED and Dated: 04/05/2021</b>
<b>Chief Finance Officer's Comments:</b>