

Operational Decision Record

Publication Date 21/07/2022	Decision Reference Number 4680
Decision Title	
Use of the Perfect Circle framework to appoint agents to undertake Professional Services work.	
Decision Value	
£149,999	
Revenue or Capital Spend?	
Revenue	
Department	
Property Services – Growth and City Development	
Contact Officer (Name, job title, and contact details)	
Beverley Gouveia, Head of Disposals & Development, beverley.gouveia@nottinghamcity.gov.uk	
Decision Taken	
To approve the use of the Perfect Circle framework to appoint commercial property agents to undertake professional services work.	
Reasons for Decision and Background Information	
<p>The Council has an extensive investment portfolio which generates significant income for the Council, in order to maintain this income professional services work such as lease renewals, lettings and rent reviews need to be undertaken. Use of the Perfect Circle framework alongside other frameworks such as the Crown Commercial Framework gives Property Services quick access to professional agents who can undertake this work on our behalf.</p> <p>The requirement to have external agents undertake this work is twofold, at present there is not the capacity in house to complete this work and in some cases the properties are located outside the area of the surveying staff's expertise. Additionally many of the investment properties to which this work relates are located outside of Nottingham. Under such circumstances it is entirely prudent for professional work of this nature to be undertaken by agents who are fully conversant with the local property markets.</p> <p>The use of the Perfect Circle framework will allow professional work to be undertaken in a timely manner to ensure revenue to the Council is maintained.</p>	

Other Options Considered and why these were rejected

To undertake the work in house – at present the Property Services team does not have the capacity to undertake this work in house and in many cases it is outside of the geographical area of expertise. .

Reasons why this decision is classified as operational

The work forming part of this decision is part of the day to day management of the investment portfolio and directly relates to income to the Property Trading Account. The expenditure is revenue expenditure and therefore has a budget.

Additional Information

Revenue Finance Comments:

External agents are used for lease renewals, lettings and rent reviews in certain circumstances. When they are used for work to a property, the expenditure is coded to that specific property and the cost is managed within the Property Trading Account as a whole. The cost of this decision can therefore be managed within Strategic Assets & Property budgets.

Advice provided by Sarah Baker, Senior Commercial Business Partner (Strategic Assets & Property).

Legal – Contracts & Commercial Comments:

There are no significant issues arising from the proposal to use the Scape framework agreement to appoint Perfect Circle. Any appointment should be done in consultation with the Procurement Team to ensure compliance with the framework provisions.

Naomi Vass – Team Leader, Contracts and Commercial 21/6/22

Procurement Comments

The use of Scape's National Consultancy Framework poses no significant procurement risks and provides the Council with a compliant route to undertake these services.

Sue Oliver – Procurement Category Manager 22/06/2022

Decision Maker (Name and Job Title)

Mel Barrett, Chief Executive.

Scheme of Delegation Reference Number

1

Date Decision Taken

20/07/2022
