

Operational Decision Record

Publication Date 27 September 2022	Decision Reference Number 4728
Decision Title Review of the Council's Administrative Office Accommodation	
Decision Value £60,000	
Revenue or Capital Spend? Revenue	
Department Growth and City Development	
Contact Officer (Name, job title, and contact details) Steve Sprason, Interim Head of Property steve.sprason@nottinghamcity.gov.uk	
Decision Taken To appoint an external consultant to undertake a review of the Council's administrative office accommodation in accordance with an agreed brief.	
Reasons for Decision and Background Information The Council wishes to develop an understanding of the opportunities to achieve: 1) short-term reductions in the operating and holding costs of its administrative offices portfolio, and: b) medium-term opportunities to reduce permanently its operating footprint with a view to achieving further sustainable cost savings. The commission is required to be undertaken within a short timeframe and the Council does not have the capacity to undertake the work in-house. The proposal is to appoint an external consultant through a competitive process.	
Other Options Considered and why these were rejected To undertake the work internally: this option is rejected, as the Council does not currently have the available skills and capacity available to undertake this work in the required timescales.	
Reasons why this decision is classified as operational The ongoing review of the Council's operational assets is a 'business as usual' activity for which budget provision exists.	
Additional Information Finance comments: The cost of this piece of work can be managed within Strategic Assets and Property resources, utilising funding earmarked for managing revenue pressures arising from asset sales. A review of the timings of sales has identified that not all of this funding will be required this financial year.	

Comments provided by Sarah Baker, Senior Commercial Business Partner, on 15 September 2022.

Procurement comments: Procurement can proceed by way of seeking three quotes, providing that the contract value does not exceed £100,000.

Comments provided by Steve Oakley, Head of Contracting and Procurement, on 2 September 2022.

Decision Maker (Name and Job Title)

Sajeeda Rose, Corporate Director for Growth and City Development

Scheme of Delegation Reference Number

7

Date Decision Taken

20 September 2022