

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	5204
Author:	Richard Hawkes
Department:	Growth and City Development
Contact:	Richard Hawkes (Job Title: Interim Strategic Asset Manager, Email: richard.hawkes@nottinghamcity.gov.uk, Phone: 07925034591)
Subject:	Loxley House, Station Street, Nottingham NG2 3NG - Procurement of Landlord works
Total Value:	£398,000 (Type: Capital and Revenue)
Decision Being Taken:	1. To approve the Council entering into contracts to undertake Landlord works to Loxley House to facilitate third party lettings. 2. To delegate authority to the Corporate Director of Growth and City Development, to procure and to enter into contracts relating to the landlord works at Loxley House.
Reasons for the Decision(s)	Leaders Key Decision 5154 was approved on 2/8/2024 to enter into a lease with Government Property Agency (GPA) for subletting of a part of the 4th floor Loxley House, Nottingham. To enable the letting to be progressed a series of works need to be completed which broadly include additional Paxton door entry systems to stair wells, electrical works to allow monitoring of energy usage to 4th floor, CDM and QS input, project management and amendments to IT where required. The works were approved by Capital Board on the 4th September. The approved works will ensure Loxley House functions as a multi-occupied building and remains secure for both staff and tenant and that appropriate re-charging for utilities etc can be completed. Without these works being implemented the letting of the 4th and eventually 3rd floors will not be possible and significant revenue streams would be lost. To undertake these works the Council needs to enter into appropriate contracts with contractors and approval is sought to facilitate this. Details of the costs and associated risks/benefits are contained in the background document attached.

**Other Options Considered:** Not to enter into contracts to procure Landlords works - this option has been rejected as the works are required to facilitate the letting of the 3rd and 4th floors. The works will ensure the floors are self contained and separate to space occupied by the Council. If the works are not completed both NCC as Landlord and the tenant will have potential security risks in terms of physical security and GDPR security. Not to delegate authority to the Corporate Director for Growth & City Development - this option has been rejected as the project will need to move at speed to ensure the works are completed in time for the third party occupation and a delegation to Corporate Director level will facilitate this.

**Background Papers:** Background information

**Unpublished background papers:** 2024.10.11 Background Information - Loxley House Procurement of Landlord Works.docx

**Published Works:** None

**Affected Wards:** Castle

**Colleague / Councillor Interests:** None

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

**Crime and Disorder Implications:** There are no Crime or disorder implications included in this decision.

**Equality:** EIA not required. Reasons: EIA not required. Reasons: This is not a new or changing policy, service or function. The decision adheres to all Council Equality policies

**Relates to Council Property Assets:** Yes

**Relates to Building Services:** Yes

**Decision Type:** Portfolio Holder

**Subject to Call In:** Yes

**Call In Expiry date:** 06/11/2024

**Advice Sought:** Legal, Finance, Property, Building Services

**Commissioner Comments:** The Commissioners are content with this decision

**Legal Advice:**

This decision relates to the procurement and appointment of a contractor to carry out enabling/separation works necessary for the letting of part of Loxley House and ensuring access and security of the respective occupiers within the building.

The procurement exercise will need to comply with the Council's standing orders and all relevant legislation.

The timing and content of the works agreement should align with any agreement for lease with the proposed tenant.

Legal will work with procurement and other relevant colleagues to ensure such compliance and alignment. Advice provided by Tom Button (Team Leader Contracts and Commercial) on 25/09/2024.

**Finance Advice:**

The Loxley House project has been endorsed by the Capital Board and was added to the Capital Programme following its formal approval detailed in LKD5154. This decision does not change the capital budget and / or capital programme and therefore this decision does not require endorsement by the Capital Board.

Following the approval of this decision the project manager will be able to commit resources as earmarked within LKD5154.

Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 09/09/2024.

**Property Advice:**

The letting of part of the 4th floor has been approved by a Leaders Key Decision and the letting will deliver significant revenue to the Council. To ensure the letting is implemented correctly the Council needs to undertake Landlord works to ensure the lettable space is secured from NCC occupied space. The works will include security improvements to prevent unauthorised access to both Landlord and Tenant spaces and changes to security systems including the badge security system. The works are being procured through relevant frameworks and have been approved by the Capital Board. Strategic Assets & Property will work with Major Projects to ensure timely completion of these works.

Advice provided by Beverley Gouveia (Head of Property) on 11/09/2024.

**Building Services Advice:**

This project is supported and LL works are being funded from FMP budget. I am aware there are opportunities within the LL works to improve security of LH and these need to be considered with FM and the design team before final designs are approved. All works CDM files and O&M manuals to be in electronic version and sent to Building Services once project is completed. Advice provided by Trevor Bone (Property Maintenance Manager) on 02/09/2024.

**Signatures**

<b>Ethan Radford (Exec Member - Skills, Growth, Economic Development)</b>
<b>SIGNED and Dated: 30/10/2024</b>
<b>Nicki Jenkins (Corporate Director of Growth and City Development)</b>
<b>SIGNED and Dated: 29/10/2024</b>