

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	2826
Author:	Deborah Millar
Department:	Development
Contact:	Tanya Najuk (Job Title: Programme Manager, Email: tanya.najuk@nottinghamcity.gov.uk, Phone: 63402)
Subject:	One Public Estate (OPE) Projects
Total Value:	£307,050 (Type: Capital)
Decision Being Taken:	<p>(1) Accept the OPE grant of £177,000.</p> <p>(2) Approve use of £130,050 resources already identified as part of the 'Unlocking Loxley' project and that the Capital Programme be amended to reflect this resource allocation.</p> <p>(3) Approve the overall spend of £307,050 capital resources on the basis set out in the finance appendix and including the use of consultants as set out in this decision.</p> <p>(4) Approve the development of 3 x business cases as per paragraph 2 of the Briefing Report and authorise the Director of Strategic Assets and Property to enter into relevant contracts noting that any work beyond this feasibility decision will be subject to separate approval.</p>
Reasons for the Decision(s)	<p>1. Authority is required to accept the Cabinet Office Government Property Unit (GPU) One Public Estate grant and the terms of the grant agreement between Derbyshire County Council, the Cabinet Office GPU and the Local Government Association and Nottingham City Council.</p> <p>2. Approval is required of the funding package as detailed in the appendix.</p> <p>3. Authority is required for the Director of Strategic Assets and Property to enter into contracts on behalf of the Council to support the development of business cases including surveys, designs and cost related works.</p>
Briefing notes documents:	BRIEFING NOTE OPE 170421.docx

**Other Options Considered:** Do nothing - this option was rejected: The Council's Strategic Asset Management Programme aims to rationalise and maximise the utilisation of the operational estate through partnerships and new ways of working. The OPE grant provides the Council and partners with a unique opportunity to undertake feasibility in order to further co locate services that will benefit service delivery and citizens whilst improving space utilisation and reducing costs. The partnership with Department for Work and Pensions (DWP) also provides the Council with the opportunity for additional income generation but also provides mutual benefits in respect to asset rationalisation. This includes providing capacity for the relocation of Revenue and Benefits Services from Angel Row that will complement the DWP offer.

Relocate Council departments only to Loxley House: Although the Council could restrict relocations into Loxley House to internal services, this approach would not be in the spirit of OPE and the grant conditions. This option could also jeopardise the current DWP occupation at Loxley House and associated benefits for both Citizens and the Council from co location of services that includes revenue income and investment opportunities.

Public Sector Hub approach: this option supports the nationally acclaimed partnership approach between the Council and DWP. It will provide opportunities to strengthen this partnership providing opportunities for further service synergies to benefit Citizens as well as increasing revenue generation. It also facilitates a remodelling of Loxley House in order to maximise its use as an asset and potentially reduce revenue costs to maintain other property assets by relocating departments into the building.

**Background Papers:** None.

**Published Works:** None.

**Affected Wards:** Citywide

**Colleague / Councillor Interests:** None.

**Use of Consultants**

<b>Number of Days:</b> 135
<b>Rate per Day:</b> 468.75
<b>Total value:</b> 78600
<b>Start date:</b> 17/04/2017
<b>End date:</b> 29/09/2017

**Reason for using a consultant:** Project Resources to be provided through Major Programmes Framework due to internal capacity, the total value stated is the amount earmarked for this project should additional work be required.

**Other options considered:** No alternative due to capacity

**Name of consultant:** Gleeds

<b>Reason for selection?</b>	<b>A team is being put together to provide project management for this project; however capacity reasons meant that not all of this team can be resourced internally, so given the need to develop this project in a short timescale bringing in external resource from the consultancy framework is the only realistic practical option available to supplement the existing in house resource.</b>
<b>Has the consultant previously completed work for the City Council?</b>	<b>Project Management Framework</b>
<b>Specific activities to be undertaken by the consultant are:</b>	<b>Programme and Project Management</b>
<b>Period of engagement:</b>	<b>6 months</b>
<b>By what process was the consultant selected?</b>	<b>Project Management Framework</b>
<b>Consultations:</b>	<b>Those not consulted are not directly affected by the decision.</b>
<b>Crime and Disorder Implications:</b>	<b>The decision permits the development of feasibility works to support associated business cases. The feasibility work and business case development will consider crime and disorder implications that arise from the proposals including consideration of secure by design principles.</b>
<b>Equality:</b>	<b>EIA not required. Reasons: The decision permits the development of feasibility works to support associated business cases. The feasibility work and business case development will consider and include Equality Impact Assessments and a thorough consideration of equality access implications arising from the proposals.</b>
<b>Social Value Considerations:</b>	<b>The procurement element of this decision falls below the EU threshold.</b>
<b>Major Implications for IT:</b>	<b>Yes</b>
<b>Relates to staffing:</b>	<b>Yes</b>
<b>Relates to Council Property Assets:</b>	<b>Yes</b>
<b>Relates to Building Services:</b>	<b>Yes</b>
<b>Decision Type:</b>	<b>Portfolio Holder</b>

<b>Subject to Call In:</b>	<b>Yes</b>
<b>Call In Expiry date:</b>	<b>10/05/2017</b>
<b>Advice Sought:</b>	<b>Legal, Finance, Procurement, Human Resources, IT, Property, Building Services</b>
<b>Legal Advice:</b>	<p><b>This decision seeks approval to spend capital resources, which includes an OPE grant award, for the development of feasibility works to support associated business cases for the Public Sector Hub. It should be noted that separate authority will be required to progress this project to the next stage and that there will need to be adherence to the OPE grant conditions.</b></p> <p><b>The Director of Strategic Assets and Property is also seeking authority to enter into contracts that enable the feasibility works to be carried out. Legal Services will support the Project where necessary.</b></p> <p><b>The decision is supported.</b></p> <p><b>Advice provided by Connie Green (Solicitor) on 28/04/2017.</b></p>
<b>Finance Advice:</b>	<p><b>Please refer to attachment for finance comments. Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 27/04/2017.</b></p> <p><b>Advice documents: 270411 OPE Finance Comments.docx</b></p>
<b>Procurement Advice:</b>	<p><b>There are no significant concerns with the decision being sought. Where any elements of the project require quotations or tenders to be obtained, Procurement will support the client to undertake these in accordance with Contract Procedure Rules.</b></p> <p><b>Advice provided by Jonathan Whitmarsh (Lead Procurement Officer) on 14/03/2017.</b></p>
<b>HR Advice:</b>	<p><b>There are significant staffing implications to the role out and success of this project. The Change resource has been agreed as needing to consist of a Business Change Manager and two Change consultants, who will be managed by the change manager within Transformation. All appointments to posts should consider internal resource capacity in the first instance, including those who are at risk of redundancy. All contracts will be fixed term extensions or fixed time secondments. A representative panel interview will take place, as relevant, during the process. Advice provided in conjunction with Kelsey Hill. Advice provided by Hannah Gemmill (HR Business Partner) on 15/03/2017.</b></p>

**IT Advice:**

The IT Service supports the proposals outlined in this decision.  
 IT underpins working across many public sector services and agreed standards have improved levels of interoperability between organisations. This has enabled the Council to develop shared services with other public sector bodies, particularly with Health and the Police. The Council's IT Service will contribute to OPE projects and initiatives requirements gathering and will continue to implement technologies that will support agile working across multiple organisations, e.g. Microsoft Office-365, increased Wi-Fi capacity. Depending upon the opportunities identified and choices made following the feasibility work of OPE projects and initiatives it may be necessary to seek additional IT funding for both projects and subsequent business as usual operations. This is though dependent upon the business decisions made by those organisations participating in the OPE approach.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 06/03/2017.

**Property Advice:**

Property support this initiative to improve building use efficiencies and develop new appropriate capacity to consolidate service delivery Advice provided by Peter Carroll (Head of Portfolio Investment & Development) on 07/03/2017.

**Building Services Advice:**

There are no significant concerns with the decision being sought. Reference item 4 (Reasons), please note;  
 The Council are seeking to balance the accountability for buildings sitting with building managers alongside the technical and professional input of the Building Services team and all Building Managers (and Budget Holders) are asked to procure works through the Building Services team.

Building Services will support projects with technical skills as well as undertaking the make or buy assessment. Projects that involve architectural design, quantity surveying, CDM, structural or construction project management services - should be discussed as early as possible, and where the choice is to buy, Building Services will advise as necessary and access contractors/consultants via approved routes on your behalf.

This will help ensure that the service and project information from providers is robustly challenged against design, cost and technical content as necessary, and will help offer the Council greater value for money in the services and performance received.

Advice provided by Asaad Raof (Design Services Manager, C&O Dept on 170317).  
 Advice provided by Asaad Raof (Design Services Manager) on 20/04/2017.

**Signatures:**

Jon Collins (Leader of the Council)
SIGNED and Dated: 03/05/2017
Jon Collins (Leader & PH Strategic Regeneration)
SIGNED and Dated: 03/05/2017
David Bishop (Deputy CE, CD for Development and Growth)
SIGNED and Dated: 03/05/2017