

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3159
Author:	Robert Adkin
Department:	Commercial and Operations
Contact:	Robert Adkin (Job Title: Senior Project Manager, Email: robert.adkin@nottinghamcity.gov.uk, Phone: 01158763407)
Subject:	Nottingham Castle specialist collections/art handlers
Total Value:	£120,000 (Type: Revenue)
Decision Being Taken:	To grant dispensation from Financial Regulation 3.29, in accordance with Contract Procedure Rule 5.1.2, to enable orders to be placed with insurance approved companies for the specialist collections and arts handling removals in connection with the Nottingham Castle Heritage Lottery funded refurbishment project. To delegate authority to the Head of Culture and Libraries to place the orders with the successful companies.
Reasons for the Decision(s)	<p>In order to maintain their safety and security, valuable collections and art needs to be packed up and decanted from the Nottingham Castle/Ducal Palace to other identified and agreed City Council locations/sites in order to enable building and refurbishment works to take place.</p> <p>Companies approached or asked to carry out the works need to and have been approved by the Nottingham City Councils (NCC's) insurer.</p> <p>The total estimated value of the works is believed to be in excess of the £50,000 where tenders would normally be required to comply with Financial Regulations and Contract Procedure Rules. However, in order to save time and money and comply with the requirements of NCC's insurer, quotes rather than tenders will be obtained from four insurance approved companies (Cadogen Tate, C'Art, Constantine and Crown).</p> <p>The costs for this work are included in the transition budget which was detailed within the approved Nottingham Castle Transformation Executive Board report 22 November 2016.</p>

Other Options Considered: 1. Do nothing - this is not an option because the proposed building and refurbishment work would not be able to take place.
2. Use a framework - no frameworks for this type of specialist work currently exist.
3. Tender the works - This would involve more officer time, cost more money and not necessarily result in the selection of company that we are comfortable with and that would be approved by NCC's own insurance provider.

Background Papers: None

Published Works: Executive Board Report 22 November 2016 - Nottingham Castle Transformation

Affected Wards: Citywide

Colleague / Councillor Interests: None

Dispensation from Financial Regulations: Yes

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

Crime and Disorder Implications: None.

Equality: EIA not required. Reasons: This decision is not relating to any new or changing policies.

Social Value Considerations: N/A

Relates to Council Property Assets: Yes

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 30/05/2018

Advice Sought: Legal, Finance, Procurement, Property, Other: Mark Baguley(mark.baguley@nottinghamcity.gov.uk)

Legal Advice: This report does not raise any significant legal issues as the estimate of the value of the specialist services to be supplied is below the applicable value for the purposes of the Public Contracts Regulations 2015. If the costs include a contribution from HLF then the terms of the HLF grant must be complied with.

Advice provided by Andrew James (Team Leader Contracts and Commercial) on 22/03/2018.

Finance Advice: This decision seeks dispensation via Financial Regulation 3.29 from the requirements of Contract Procedure 5.1.2 that at least three written tenders be obtained where values exceed £50,000. It is instead proposed that quotations be sought from four insurance approved companies for the removal of the collections from the Ducal Palace. Advice already provided by Procurement and Insurance colleagues supports this proposal.

The movement of the collections/art forms part of the project enabling works, which is funded from within the £28.783m Build Phase budget, previously approved by Executive Board on 22 November 2016 in the report 'Nottingham Castle Transformation'.

Advice provided by Sarah Baker (Commercial Business Partner - Projects, Technical Accounting) on 12/04/2018.

Other Advice: As proposed providers are approved by insurers, further endorsements will not be required

Advice provided by Mark Baguley (Principal Risk Specialist - Insurance & Risk) on 13/04/2018

Property Advice: The proposals set out in this report due not raise any significant property issues.

Advice provided by Richard Cox (Property Projects Manager) on 04/05/2018.

Procurement Advice: Due to the specialist nature of the service required and the requirements of our insurers, if the dispensation is approved then there are no significant procurement concerns with the recommendations set out in the report. The quotation exercise will still need to be carried out in line with Council processes and following the requirement to achieve best value; the Procurement Team will assist the client to ensure this happens.

Advice provided by Sue Oliver (Category Manager - Procurement) on 16/03/2018.

Signatures

David Trimble (Portfolio Holder for Leisure and Localities)
SIGNED and Dated: 21/05/2018
Andrew Vaughan (Corporate Director Commercial and Operations)
SIGNED and Dated: 18/05/2018
Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 17/05/2018
Chief Finance Officer's Comments: