

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	3166
Author:	Matt Gregory
Department:	Development and Growth
Contact:	Matt Gregory (Job Title: Planning Policy and Research Manager, Email: matt.gregory@nottinghamcity.gov.uk, Phone: 0115 876 3981)
Subject:	Planning Delivery Fund
Total Value:	£193,00 (Type: Revenue)
Decision Being Taken:	<p>(1) Approve acceptance of Ministry of Housing Communities and Local Government (MHCLG) grant funding received pursuant to two bids for the Joint Planning Fund (£73,000) and Design Quality Fund (£120,000); and</p> <p>(2) Delegate authority to the Chief Planner to enter into contracts with third parties to spend in accordance with the terms of the grant.</p>
Reasons for the Decision(s)	<p>The funding is the result of a competitive bidding process. The Homes and Communities Agency invited bids from local planning authorities to apply for revenue funding.</p> <p>Two bids were submitted on a partnership basis. These are attached to this decision, together with the Fund Prospectus. The first for the 'Joint Planning Fund' strand of the fund £73,000 was awarded to the Greater Nottingham Joint Planning Advisory Board (the City Council is the Accountable Body). The funding is to be used to undertake a study of the Housing Market Area boundaries (£20,000) and to employ a Project Manager/Planner for a temporary period of one year to coordinate the review of the Aligned Core Strategies (£53,000).</p> <p>The second was for the 'Design Quality Fund' strand, and £120,000 was awarded to Nottingham City with additional partners being Derby City Council, RIBA East Midlands, University of Nottingham and Nottingham Trent University. The funding is to be used to fund consultants to develop a 'Housing Design Guide' (£65,000) and to roll out and extend the work of the 'Design Review Panel', including workshops and individual housing scheme reviews across Derby and Nottingham. (£55,000).</p> <p>The Fund will be paid over two financial years, 2017/18 and 2018/19.</p>
Briefing notes documents:	20180111 Design Quality Nottingham City Council EOI.pdf, Draft PDF Bid - Jan 2018 (Final).pdf

<b>Other Options Considered:</b>	The only alternative option considered was to not bid for the funding, this would be a loss of resources to the City Council. Therefore this option was rejected.
<b>Background Papers:</b>	Letters of award from MHLG.
<b>Unpublished background papers:</b>	PDF Award (Joint Planning).docx, PDF Award (Design Quality).docx
<b>Published Works:</b>	'Planning Delivery Fund Prospectus' (2017) Department for Communities and Local Government
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	
<b>Use of Consultants</b>	<p><b>Number of Days:100</b></p> <p><b>Rate per Day:850</b></p> <p><b>Total value:85000</b></p> <p><b>Start date:02/04/2018</b></p> <p><b>End date:28/09/2018</b></p>
<b>Reason for using a consultant:</b>	<p>Two elements of the bid rely on consultants (a) the Housing Market Area Boundaries Study (£20,000) and (b) the Housing Design Guide (£65,000).</p> <p>For the Housing Market Area Boundaries Study, the technical nature of the work, the lack of in-house expertise, and the need for an independent review mean that a consultant is best placed to undertake the work. An independent view is required to add credibility to the study and to ensure it is sufficiently robust to stand up to scrutiny at the Public Examination of the review of the Core Strategy. The Study will look at data and evidence to recommend the most appropriate boundaries for strategic planning in Greater Nottingham.</p> <p>For the Housing Design Guide, there is not sufficient capacity within the Department to undertake this work at the present time, but it will ensure planning applications for housing meet the Council's aspirations in terms of housing quality</p>
<b>Other options considered:</b>	Given the lack of expertise, the need for independence and the lack of in house capacity the only alternative would be to not undertake the work. As far as the HMA Boundary work is concerned, this would leave a significant gap in the evidence base required to support the review of the Core Strategy, and for the Housing Design Guide, the lack of guidance will mean poorer quality planning applications, with the risk of new housing development not meeting the aspirations of the City Council.
<b>Name of consultant:</b>	Not yet known - quotes/tenders to be sought.
<b>Reason for selection?</b>	Not yet selected.

Has the consultant previously completed work for the City Council?	Not known.
Specific activities to be undertaken by the consultant are:	(a) preparation of a Housing Market Area Boundary Study.  (b) preparation of a Housing Design Guide.
Period of engagement:	Two months and six months respectively.
By what process was the consultant selected?	Not yet selected, quotes/tenders to be sought.
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	None.
Equality:	EIA not required. Reasons: EIA not required. Reasons: Not a policy decision.
Social Value Considerations:	The purpose of the funding allocated to Nottingham City is to procure a Housing Design Guide from consultants, which will maintain and/or increase the quality of new housing in the City, which will bring additional social value.
Relates to staffing:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	04/06/2018
Advice Sought:	Legal, Finance, Procurement, Human Resources
Legal Advice:	<p>1. The decision is within the remit of the Portfolio Holder for Planning, Housing and Heritage since the grant funding awarded is to be utilised in developing planning policy.</p> <p>2. There are no legal concerns arising from the decision. As indicated in the Finance Advice, compliance with the terms and conditions of the grant will be required to avoid any liability to repay it to the MHCLG.</p> <p>Advice provided by Judith Irwin (Senior Solicitor) on 10/04/2018.</p>

**Finance Advice:**

**This decision seeks approval to receive and spend £0.193m revenue grant receivable from the Housing Communities Association via the Ministry of Housing Communities and Local Government. The grant will spent on the Joint Planning Fund £0.073m and the Design Quality Fund £0.120m**

**Of the grant award £0.085m is required to be spent on the use of consultants due to technical nature of the work and the lack of in-house expertise.**

**There isn't any requirement for NCC match funding but the department will need to make sure the terms and conditions of the grant are met to ensure compliance and to mitigate any risks of grant claw back.**

**Advice provided by Chanelle Poyser (Commercial Business Partner) on 02/03/2018.**

**HR Advice:**

**In this case, use of a consultant is required for a number of reasons. Specialist skills and capacity which we currently don't have in-house in and the need for an independent view to add credibility. Therefore this is supported by HR. Advice provided by Hannah Gemmill (HR Business Partner) on 01/03/2018.**

**Procurement Advice:**

**Procurement has no significant concerns with the recommendations set out in the report and will support the client through the procurement phase to ensure that value for money is achieved. Advice provided by Sue Oliver (Category Manager - Procurement) on 16/03/2018.**

**Signatures:**

<b>Jon Collins (Leader of the Council)</b>
<b>SIGNED and Dated: 25/05/2018</b>
<b>Jane Urquhart (PH for Housing and Planning)</b>
<b>SIGNED and Dated: 23/04/2018</b>
<b>David Bishop (Deputy CE, CD for Development and Growth)</b>
<b>SIGNED and Dated: 20/04/2018</b>