

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

3272

Author:

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Department:

Chief Executive's

Contact:

Sushma Fear

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Subject:

Strelley Road Library and Strelley Court

Total Value:

£150,000 (Type: Capital)

Decision Being Taken:

1. To grant approval for dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation 3.29 (on operational grounds) to award a contract to Newenglish Design as detailed in the appendix to provide a consultancy service as the designer for Strelley Road Library and to identify and provide specialist furniture for the Library.

2. To authorise the transfer of funds to NCH as detailed in the appendix to purchase furniture and equipment to fit out the communal rooms and communal areas in Strelley Court.

Further to the Legal advice received, discussion with Newenglish Design has taken place regarding their standard Terms and Conditions, which did not fully conform to the requirements of the Contract Procedure Rules. The Terms and Conditions have since been clarified and agreed. R Caswell - 03/10/2018

**Reasons for the Decision(s)**

**Strelley Road Library and Strelley Court Independent Living Scheme (ILS) are being managed on site by NCH and the development of this scheme forms part of the Building a Better Nottingham: Housing Delivery Programme.**

**As part of the ILS, there are two communal rooms and a communal garden for use by the residents of the 37 flats, the fit out of which is being managed by NCH.**

**Strelley Road Library is located on the ground floor of the development and the fit out is being managed by NCC Libraries. The layout of the library was not integrated into the design of the development of the Strelley Court, therefore it has been necessary to engage with a library designer to provide a design that makes best use of the space available in the Library, and to encourage the local community to engage with the library service.**

**Newenglish Design have been engaged to design the library space and we have agreed an affordable and innovative library design, which is hardwearing and of a high standard. The PC chairs selected have a three-year warranty and have safety casters with an internal break system and height adjustable arms. These chairs are the same price as those purchased for The Dales Centre, February 2017, but have a better specification. The other chairs selected for the library have presented a £1,258 saving on the alternative options available.**

**Newenglish Design have represented value for money in the past and their developed scheme has allowed the library space to be utilised to its full potential. Negotiations with Newenglish Design have enabled the cost of the furniture to be reduced without the specification and the quality being compromised. A saving of £3,500 has been achieved on the reception desk, along with a £1,350 saving on the graphics. Newenglish Design have also allowed for a saving £1,194 on the NCH meeting room furniture to be achieved. In total, Newenglish Design have allowed for a £7,302 saving on the fit out costs. All costs will continue to be monitored and challenged to ensure that further savings are accepted where possible. The request is made to allow Newenglish Design to place the orders for the specialist furniture and equipment.**

**The appointment of Newenglish Design to work on the Strelley Road Library project would allow for consistency across all Nottingham City Libraries and in turn provide a well-designed and planned library layout.**

**The Appendix highlights the budget allocation and identifies the value of the orders. NCH will be placing orders to the value of £38,755 for the fit out of the communal rooms, this will transferred from NCC to NCH. NCC will be placing orders to the value of £111,245, this consists of the order placed with Newenglish Design for their consultancy service and for the library furniture and other miscellaneous orders to be placed for the fit out of the library and the NCH areas. The total value of the order to be placed with Newenglish Design is £67,332.**

**Approval is requested to engage with Newenglish Design and to allow the orders with the specific fit out suppliers to be progressed. The budget allocation was approved within DD 2757 and is monitored through the project governance board with the Director of Sports and Culture and the Director of Housing and Customer Services (NCH).**

**Briefing notes documents:**

**Appendix 20180802.xlsx**

**Other Options Considered:**

- 1. Do nothing. This option was rejected at there is an identified need to fit out the new library and the communal areas of the ILS.**
- 2. The procure the furniture and equipment through an alternative framework, for example ESPO Framework 695. This was rejected as the preference is to purchase the library furniture from The Design Concept, who won the previous tender for The Dales Library. The other furniture is to be purchased from small independent companies where costs have been negotiated by Newenglish Design.**

**Background Papers:**

None.

**Published Works:**

**February 2017: Delegated Decision 2757 - Additional funding for the redevelopment of Stepney Court Independent Living Scheme and Strelley Road Library**  
**June 2014: Executive Board - Redevelopment of Stepney Court Independent Living Scheme and Strelley Road Neighbourhood Joint Service Centre (JSC)**

**Affected Wards:**

Aspley

**Colleague / Councillor Interests:**

None.

**Dispensation from Financial Regulations:**

Yes

**Use of Consultants**

**Number of Days:15**

**Rate per Day:576**

**Total value:8650**

**Start date:23/07/2018**

**End date:30/09/2018**

**Reason for using a consultant:**

**Strelley Road Library is a part of a new development on the site of the old library, the housing office and the independent living scheme on Strelley Road. The layout of the library was not integrated into the design of the development of the Strelley Court. It has been necessary to engage with a library designer to provide a design that makes best use of the space available in the Library and to encourage the local community to engage with the library service.**

**Other options considered:**

**No alternative options were considered. Newenglish Design provide a specialist bespoke service. Their library design service has been used previously and the library designer has designed a number of libraries throughout the City. Newenglish Design has undertaken work to date on library designs to a high standard and have provided value for money. The small scale of this work and their track record mean that we do not believe that a competitive tender exercise would improve value for money.**

**Name of consultant:**

**Newenglish Design Ltd**

Reason for selection?	<p>Newenglish Design will design the layout of the library and provide a unique identity for the library through the specification of the furniture and specially designed graphics.</p> <p>They have completed design work to a very high quality in the majority of the Nottinghamshire County Council (Inspire) Libraries and were recommended.</p> <p>Positive feedback has been received from customers regarding the work completed and specified by Newenglish Design. Their work is innovative and specific to the local communities as well as hardwearing and of a high standard.</p> <p>The appointment of Newenglish Design to work on the Strelley Road Library project would allow for the consistency across all Nottingham City Libraries and in turn provide a well designed and planned library layout.</p>
Has the consultant previously completed work for the City Council?	<p>Yes, all work was completed to a high professional standard and addressed the requirements requested. The Company has been involved in the design, supply and fit out of Nottingham City Libraries since 2015.</p> <p>Hyson Green Library, August 2015, provision of graphics and signage, £5,450          Bilborough Library, August 2016, provision of graphics and signage, £15,320          The Dales Centre, August 2016, library design, graphics and signage, £18,820          HMP Library, December 2017, provision of graphics and signage, £6,971</p> <p>Newenglish Design have also provided graphics for Victoria Leisure Centre and Southglade Leisure Centre based the recommendation from Libraries.</p>
Specific activities to be undertaken by the consultant are:	<p>Library design and specification of furniture and equipment. Design artwork, graphics and signage.</p>
Period of engagement:	<p>9 weeks</p>
By what process was the consultant selected?	<p>Newenglish Design had been used previously for graphics signage, furniture specification and library layout design. The outcome of which has been successful.</p>
Consultations:	<p>Those not consulted are not directly affected by the decision.</p>
Crime and Disorder Implications:	<p>There are no crime and disorder implications.</p>
Equality:	<p>EIA not required. Reasons: Not required - EIA was part of the original approval DD.</p>
Relates to staffing:	<p>Yes</p>
Decision Type:	<p>Portfolio Holder</p>
Subject to Call In:	<p>Yes</p>
Call In Expiry date:	<p>11/10/2018</p>

**Advice Sought:**

**Legal, Finance, Procurement, Human Resources**

**Legal Advice:**

**There appear to be no significant legal problems as far as procurement process is concerned.**

**However, the terms and conditions of the contract with Newenglish Design need to be negotiated and reviewed by legal before further commissioning and any purchase because the standard terms and conditions of Newenglish Design do not fully conform to the requirements of the Contract Procedure Rules.**

**Advice provided by Malcolm Townroe (Solicitor) on 08/08/2018**

**Finance Advice:**

**Within DD2757 the Council agreed a programme of capital works for Stepney Court Independent Living Scheme and Strelley Library, the spend within this decision paper is included in the approved budget.**

**This decision seeks approval to commission Newenglish Design to deliver works up to the value of £0.067m. In commissioning Newenglish Design, dispensation from contract procedure rule 5.1.2 is required under financial regulation 3.29 for operational reasons.**

**Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 08/08/2018.**

**Procurement Advice:**

**The proposal to award directly for Newenglish Design is a request for a dispensation from contract procedure rule 5.1.2. The dispensation is requested in order to maintain continuity with The Dales library re-fit. Given the reasons for the dispensation and the associated value which falls below OJEU thresholds, there are no significant procurement concerns with this proposal providing suitable terms and conditions can be agreed with the supplier. Any future procurement requirements relating to the purchase of furniture associated with this project and its latter phases will be tendered and the Procurement Team will support this process. Advice provided by Lauren Wheatcroft (Procurement Officer) on 08/08/2018.**

**HR Advice:**

**There are no direct HR implications as a result of this decision.**

**Advice provided by Joanne Hill (Service Redesign Consultant) on 02/08/2018.**

**Signatures:**

**Jon Collins (Leader of the Council)**

**SIGNED and Dated: 26/09/2018**

**David Trimble (Portfolio Holder for Leisure and Localities)**

**SIGNED and Dated: 05/09/2018**

**Chris Henning (Corporate Director for Development and Growth)**

**SIGNED and Dated: 03/09/2018**

**Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations**

**SIGNED and Dated: 21/08/2018**

**Chief Finance Officer's Comments:**

## Appendix

### Approval of the suppliers for the fit out of Strelley Road Library and Strelley Court

#### Fit Out Orders for Strelley Road Library and Strelley Court

<i>Item</i>	<i>Supplier</i>	<i>Order Placed By</i>	<i>Value</i>
<b>Strelley Road Library</b>			
Library Designer (design, source and order furniture, site visits and meetings and over the fit out process)	Newenglish Design	NCC	£8,650
Library Furniture (tables, desks, seating, design features, graphics)	Newenglish Design	NCC	£58,682
Bookcases	The Design Concept	NCC	£43,536
Miscellaneous (IT, signage)	NCC	NCC	£377
<b>Strelley Court</b>			
Fit out of the communal rooms	Various	NCH	<u>£38,755</u>
			<u>£150,000</u>