

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	<b>3391</b>
<b>Author:</b>	<b>Bevis Robert Andrew Mackie</b>
<b>Department:</b>	<b>Development and Growth</b>
<b>Contact:</b>	<b>Bevis Robert Andrew Mackie</b> <b>(Job Title: Estates Surveyor, Email: bevis.mackie@nottinghamcity.gov.uk, Phone: 01158763635)</b>
<b>Subject:</b>	<b>Appointment of Managing and Letting Agent for Premises at Nottingham Science Park, Nottingham</b>
<b>Total Value:</b>	<b>Exempt (Type: Revenue)</b>
<b>Decision Being Taken:</b>	<b>To approve the procurement of a commercial property agent for the management and letting of premises at the Nottingham Science Park.</b> <b>To delegate authority to the Director for Development/Director for Strategic Assets and Property to negotiate and award the contract to the successful commercial property agent following the competitive procurement procedure.</b>
<b>Reasons for the Decision(s)</b>	<b>The premises form part of the City Council's Chamber Estate investment property portfolio with the management and letting of the subject premises undertaken by a commercial property agent. The existing arrangements are to be terminated and a managing and letting agent to be appointed through a formal tender process which will be required to conduct the aforementioned services on the Council's behalf as part of a larger contract.</b>
<b>Other Options Considered:</b>	<b>Continue with the existing arrangements. This was rejected as the Council requires the services provided in respect of the subject premises to form part of a larger property contract.</b> <b>Disinstruct the property agent and undertake managing and letting services in-house. This was rejected as the Council does not possess the capacity or expertise with which to fulfill the requirements.</b>
<b>Background Papers:</b>	<b>None.</b>

<b>Published Works:</b>	None.
<b>Affected Wards:</b>	Dunkirk and Lenton
<b>Colleague / Councillor Interests:</b>	None.
<b>Any Information Exempt from publication:</b>	Yes
<b>Exempt Information:</b>	
<b>Description of what is exempt:</b>	Background to Decision and Supporting Approval - Appendix 1 and 1a
	An appendix (or appendices) to this decision is exempt from publication under the following paragraph(s) of Schedule 12A of the Local Government Act 1972
<b>3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).</b>	The public interest in maintaining the exemption outweighs the public interest in disclosing the information because it would reveal current commercial arrangements and prejudice the Council's position in procuring a managing and letting agent on competitive terms.
<b>Documents exempt from publication:</b>	Exempt Appendix 1a.doc, Exempt Appendix 1.docx
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	There are no Crime or Disorder implications included in this decision.
<b>Equality:</b>	EIA not required. Reasons: This is not a new or changing policy, service or function. The decision adheres to all Council Equality policies.

<b>Relates to Council Property Assets:</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>06/02/2019</b>
<b>Advice Sought:</b>	<b>Legal, Finance, Procurement, Property</b>
<b>Legal Advice:</b>	<b>This report does not raise any significant legal issues. The City Council will appoint the commercial managing agent following a competitive procurement procedure in accordance with the Public Contracts Regulations 2015. The contract with the successful commercial managing agent will need to specify the property management duties to be undertaken which are the responsibility of the City Council as landlord of the premises. The contract must also set out the extent of the agent's authority to negotiate new lettings on behalf of the City Council. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 22/01/2019.</b>
<b>Finance Advice:</b>	<b>This proposal will save on-going rent collection fees by the external agent, the net costs due to service charge void costs and letting agent fees will be covered by Property Trading Account. Advice provided by Mandy Bryce (Finance Analyst) on 14/01/2019.</b>
<b>Property Advice:</b>	<b>The decision will result in a saving to the Council as fees paid to an external agent will be reduced. Advice provided by Pippa Hall (Portfolio and Investment Manager) on 14/01/2019.</b>
<b>Procurement Advice:</b>	<b>The report author has already engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. A tender will be conducted in order to secure best value for the Council and the citizens it represents. On this basis there are no procurement concerns with the approach. Advice provided by Lauren Wheatcroft (Procurement Officer) on 16/01/2019.</b>
<b>Signatures</b>	<b>Jon Collins (Leader of the Council)</b>
	<b>SIGNED and Dated: 30/01/2019</b>
	<b>Chris Henning (Corporate Director for Development and Growth)</b>
	<b>SIGNED and Dated: 30/01/2019</b>