



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Friday 29 October 2021. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Monday 01 November 21 if they are not called-in.

Delegated Decisions

I. Councillor Nick Kelly (Leader of the Council):

- I.a Derriford District Centre **(Pages 1 - 48)**
- I.b New Data Centre Migration Costs **(Pages 49 - 62)**

EXECUTIVE DECISION

made by a Cabinet Member




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L17 21/22

Decision				
1	Title of decision: Derriford District Centre			
2	Decision maker (Cabinet member name and portfolio title): Councillor Nick Kelly, Leader			
3	Report author and contact details: Matt Ward, matt.ward@plymouth.gov.uk 07966 717018			
4	Decision to be taken: It is recommended that the Leader of the Council: <ul style="list-style-type: none"> • Approves the Business Case • Allocates £17.86m for the project into the Capital Programme funded by service borrowing • Authorises the procurement process • Delegates the award of the contract to Service Director for Economic Development 			
5	Reasons for decision: In order to allow the development of a new district centre for Derriford on land owned by the Council at Seaton Barracks. The development will create new jobs, safeguard existing jobs, help to deliver Policy PLY38 of the Joint Local Plan and generate income for the Council.			
6	Alternative options considered and rejected: Do nothing, do minimum, viable alternative option - see attached business case.			
7	Financial implications and risks: As set out in detail in the attached business case.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million is significant in terms of its effect on communities living or working in an area comprising two or more wards in the
x				
		x		
	x			

				area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	1 May 2019		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The proposal helps to deliver the aspirations of Policy PLY38 of the Plymouth & South West Devon Joint Local Plan, whilst also creating new jobs, safeguarding existing jobs and providing an income for the Council		
10	Please specify any direct environmental implications of the decision (carbon impact)	The proposal includes various measures to reduce carbon, including minimum of 12 electric vehicle charging points, provision to promote sustainable transport and energy efficient buildings		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management	Name	Anthony Payne	

	Team member has been consulted?	Job title	Strategic Director for Place					
		Date consulted	4 August 2021					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS6I 21/22					
		Finance (mandatory)	pl.21.22.135					
		Legal (mandatory)	LS/37503/SW/22/10/21					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication (Part I)						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:			x				
	Briefing paper Derriford Part 2			x				
	1a Estate Plan			x				
	1b Elevations PH			x				
	1c CGI PHI, 1d CGI PH2			x				
	2 a Business Case			x				

	2 b, 2c Derriford NPV				x			
	3 Derriford Appraisal				x			
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
n/a								
Cabinet Member Signature								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision	22.10.2021			
Print Name	Councillor Nick Kelly, Leader of Plymouth City Council							

EXECUTIVE DECISION

made by a Cabinet Member

Briefing Paper Part I



1.0 Executive summary

1.1 The proposal is for the development of a new district centre for Derriford, including two foodstores and other, smaller retail units. The proposal meets the objectives of the planning policy for the site by providing a mix of uses that will encourage visitors to spend time in the area – for example, a café and gym, as well as high quality outdoor spaces where people can meet and relax. The proposal also delivers strategically important infrastructure for the area, including the first section of the Seaton Arc and a separate pedestrian and cycle route.

1.2 The development would take place on land owned by the Council. The development would be delivered by a private developer but funded by the Council through a Forward Funding Agreement.

1.3 The development will generate employment and business rates and, following completion of the development, the Council will receive the rents from all of the units on site, which will generate a positive net return to the Council.

2.0 Purpose of the report

This report and Business Case (attached as an appendix to the Part II paper) seek approval to enter into a Forward Funding Agreement (FFA) to allow the development of a new district centre for Derriford on land owned by the Council.

3.0 Further information

3.1 It is proposed that the Council will provide funding to develop a new district centre for Derriford.

3.2 The project will see the development and regeneration of the majority of the former Seaton Barracks site, which is one of the last undeveloped plots within Plymouth International Medical & Technology Park. The delivery of a new district centre for Derriford on this site is an important strategic objective for the Council, with the site having been designated as the preferred site for the district centre in the Joint Local Plan, which was adopted in March 2019.

3.3 The project will deliver the following:

- Two new food stores, each of around 20,000ft²;
- A 1,800ft² café and 2,000ft² retail unit, with 12,000ft² gym alongside and above;
- One smaller retail unit of around 1,000ft²;
- 12 electric vehicle charging points;
- The southern section of the “Seaton Arc” – a strategic bus, cycle and pedestrian route connecting the Tavistock Road / William Prance Road junction with Derriford hospital; and
- An east-west pedestrian and cycle route along the site’s northern boundary.

3.4 The completed development is expected to create 102 FTE jobs and safeguard a further 57 FTE jobs. It is also estimated that 120 construction jobs will be generated during the development phase. The consultant team also includes a number of local firms based in Plymouth.

3.5 The expected total maximum commitment will be £17.86m, to be paid in stages throughout the development. The completed scheme will be retained by PCC and held as part of the Property & Regeneration Fund (PRF).

3.6 Various pre-application discussions have taken place, including a review of the proposals by the design review panel. Several changes to the proposals have been made in light of the feedback provided by the local planning authority and statutory consultees.

3.7 The outcomes as a result of this positive intervention align well with the strategic objectives of the PRF of promoting and supporting regeneration in order to stimulate economic and employment growth in the city. Additionally the Council will benefit from the long term revenue income and asset value.

3.8 In addition to the jobs created, the development is also expected to secure an annual business rates income of around £502,000 (of which PCC would retain 50% or £251,000).

3.9 On account of the strong investment rationale, this business case therefore seeks approval to enter into a FFA to facilitate the development at a total maximum commitment of up to £17.86m.

3.10 It is intended that a planning application will be submitted before Christmas 2021, with a start on site planned for August 2022 and completion in September 2023.

4.0 Decision required

4.1 The decision required is approval for the funding required for the development, authorisation of the procurement process and delegation of the contract award.

5.0 Recommendation

5.1 It is recommended that the Leader of the Council:

- Approves the Business Case.
- Allocates £17.86m for the project into the Capital Programme funded by service borrowing.
- Authorises the procurement process.
- Delegates the award of the forward funding agreement and the negotiation of all other contracts associated with the proposal (including *inter alia* all leases, agreements for lease and warranties) to the Service Director for Economic Development.

The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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EQUALITY IMPACT ASSESSMENT

Strategic Development Projects, Economic Development



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Proposal to develop land at Seaton Barracks, Derriford for a new district centre
Author	Matt Ward
Department and service	Strategic Development Projects, Economic Development
Date of assessment	19 October 2021

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	None			
Disability	None			
Religion or belief	None			
Sex - including marriage, pregnancy and maternity	None			
Gender reassignment	None			
Race	None			
Sexual orientation - including civil partnership	None			

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Celebrate diversity and ensure that Plymouth is a welcoming city.	The proposed development will help to promote better access to district centre amenities for local residents. This will help local people from all backgrounds. The district centre will aim to provide an inclusive environment and will include parking for disabled drivers as well as parent and child spaces.	Project team through completion of the district centre.
Pay equality for women, and staff with disabilities in our workforce.	The district centre will provide new opportunities for employment which will be available for all.	Retailers through creation of new employment opportunities.
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	N/A	
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	N/A	
Plymouth is a city where people from different backgrounds get along well.	The district centre will provide access to services for all.	Project team through completion of the district centre.
Human rights Please refer to guidance	N/A	N/A

STAGE 4: PUBLICATION

Matt Ward

Date: 19 October 2021

Head of Service

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EXECUTIVE DECISION

made by a Cabinet Member




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L17 21/22

Decision			
1	Title of decision: New Data Centre Migration Costs		
2	Decision maker (Cabinet member name and portfolio title): Councillor Nick Kelly, Leader of the Council		
3	Report author and contact details: Peter Honeywell, Transformation Architecture Manager – Email peter.honeywell@plymouth.gov.uk		
4	Decision to be taken: It is recommended that the Leader of the Council: <ul style="list-style-type: none"> • Approves the Business Case • Allocates £221k for the project into the Capital Programme funded by service area repayment 		
5	Reasons for decision: DELT have considered options for the replacement of the data centre and concluded that the most cost effective solution is to move to a single new highly resilient data centre. The new capability will offer resilience comparable to that provided by our current setup. However the use of a single vendor operating at scale provides savings to DELT which will be passed through to Plymouth City Council.		
6	Alternative options considered and rejected: Leaving the data centre within Windsor House and attempting to dispose of the building with a sitting tenant		
7	Financial implications and risks: The anticipated cost for this migration is £221k to be repaid over 10 years from the operational savings derived from the new solution.		
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	
		No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million

			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		This is consistent with the Accommodation Framework and ICT Strategy for the Council	
10	Please specify any direct environmental implications of the decision (carbon impact)		Whilst unable to quantify, the data centre solution enabled by this funding will reduce electricity consumption through requiring fewer servers in fewer locations. The new data centre is powered by renewably generated electricity.	
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor John Riley, Cabinet Member for Governance, HR, IT and Community Safety		
13c	Date Cabinet member consulted	21/09/21		

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	x					
15	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs					
		Job title	Strategic Director of Customer and Corporate Services					
		Date consulted	01/09/21					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS52 21/22					
		Finance (mandatory)	ba.21.22.121					
		Legal (mandatory)	LS/37353/AC/7/10/21					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	N/A					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Business Case						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							

Background Papers							
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>						
Title of background paper(s)		Exemption Paragraph Number					
		1	2	3	4	5	6
Cabinet Member Signature							
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>						
Signature			Date of decision	20 October 2021			
Print Name	Councillor Nick Kelly, Leader of Plymouth City Council						

BRIEFING REPORT

New Data Centre Migration Costs



SUMMARY

This investment proposal covers the one off costs of migration between the Delt operated existing data centre in Windsor House and the new data centre. The move has been necessitated by the decision to decant services from Windsor House in preparation for disposal. The new data centre will operate at lower costs than those we are currently able to reach with our current configuration, the savings in operating cost will be used to pay back the cost of migration.

PROJECT DETAIL

Project Value (indicate capital or revenue)	£0.221m capital	Contingency (show as £ and % of project value)	£44k – 25%
Programme	Transforming Council Services	Directorate	Transformation & Change
Portfolio Holder	Cllr Kelly	Service Director	Andy Ralphs
Senior Responsible Officer (client)	Peter Honeywell	Project Manager	John Finch
Address and Post Code	Ballard House PL1 2AA	Ward	Citywide

Current Situation:

Delt support PCCs requirement for resilient data centre services through operating across 2 sites in the city. One of these sites is in the basement at Windsor House and the other is in the Plymouth Science Park. The sites are linked by networks and managed for resilience such that if one site suffers a failure the other can pick up the work load.

The commitment to move services from Windsor House in order to allow the building to be commercially disposed of requires that the data centre operating from this site is moved.

Proposal:

Delt have considered options for the replacement of the data centre and concluded that the most cost effective solution is to move to a single new highly resilient data centre. The new capability will offer resilience comparable to that provided by our current set up. However the use a single vendor operating at scale provides savings to Delt which will be passed through to PCC.

The work to procure the new service and manage the transition will be the responsibility of Delt to complete. PCC are being asked to confirm the capital contribution required to deliver the savings.

The ongoing costs for the provision of the data centre are covered in existing budgets and are therefore excluded from this case.

One off migration costs to set up new data centre		0.221						0.221
Total capital spend		0.221						0.221

Provide details of proposed funding: <i>Funding to match with Project Value</i>								
Breakdown of proposed funding	Prev. Yr. £m	21/22 £m	22/23 £m	23/24 £m	24/25 £m	25/26 £m	Future Yrs. £m	Total £m
ICT Revenue budget (code 4050)			0.024	0.024	0.024	0.024	0.144	0.240
Total funding			0.024	0.024	0.024	0.024	0.144	0.240

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CAPITAL INVESTMENT BUSINESS CASE

New Data Centre Migration Costs



EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

key notes

This investment proposal covers the one off costs of migration between the Delt operated existing data centre in Windsor House and the new data centre to replace this. The move has been necessitated by the decision to decant services from Windsor House in preparation for disposal. The new data centre will operate at lower costs than those we are currently able to reach with our current configuration, the savings in operating cost will be used to pay back the cost of migration.

key risks

The most significant risk to this proposal is the prospect of the cost to migrate increasing.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£0.221m capital	Contingency (show as £ and % of project value)	£44k – 25%
Programme	Transforming Council Services	Directorate	Transformation & Change
Portfolio Holder	Cllr Kelly	Service Director	Andy Ralphs
Senior Responsible Officer (client)	Peter Honeywell	Project Manager	John Finch
Address and Post Code	Ballard House PL1 2AA	Ward	Citywide

Current Situation: *(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)*

Delt support PCCs requirement for resilient data centre services through operating across 2 sites in the city. One of these sites is in the basement at Windsor House and the other is in the Plymouth Science Park. The sites are linked by networks and managed for resilience such that if one site suffers a failure the other can pick up the work load.

The commitment to move services from Windsor House in order to allow the building to be commercially disposed of requires that the data centre operating from this site is moved.

Proposal: *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)*

Delt have considered options for the replacement of the data centre and concluded that the most cost effective solution is to move to a single new highly resilient data centre. The new capability will offer resilience comparable to that provided by our current set up. However the use a single vendor operating at scale provides savings to Delt which will be passed through to PCC.

The work to procure the new service and manage the transition will be the responsibility of Delt to complete. PCC are being asked to confirm the capital contribution required to deliver the savings.

The ongoing costs for the provision of the data centre are covered in existing budgets and are therefore excluded from this case.

Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date
15 October 2021 Dates to be managed by Delt	29 October 2021	25 March 2022

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: *The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).*

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	The costs estimated increase as the project progresses from design to implementation	Medium	Low	Low
Mitigation	Maintain a contingency (at 25%) for costs to increase	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	C£100k			

Outcomes and Benefits

List the outcomes and benefits expected from this project.

*(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)*

*(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)*

Financial outcomes and benefits:	Non-financial outcomes and benefits:
By comparison to continuing to operate 2 sites within Plymouth this proposal will save £137k per year.	The benefit of not having to facilities manage a data centre contained within a regular office building will reduce the risk of power and temperature management creating a failure in the data centre.

Low Carbon

What is the anticipated impact of the proposal on carbon emissions	The project lacks the technical expertise to calculate the carbon emission impact but this solution will operate few racks of servers in a more efficient environment which should reduce the carbon consumption compared to our current operations.
---	--

How does it contribute to the Council becoming Carbon neutral by 2030	The migration from Windsor House will reduce the Councils carbon footprint as this building is energy inefficient. Whilst the new data centre operation is not carbon neutral it will help reduce the overall level of emissions by 2022	
Have you engaged with Procurement Service?	No	
Procurement route options considered for goods, services or works	This is a procurement responsibility undertaken by Delt	
Procurements Recommended route.		
Who is your Procurement Lead?		
Is this business case a purchase of a commercial property	No	
If yes then provide evidence to show that it is not 'primarily for yield'		
Which Members have you engaged with and how have they been consulted (including the Leader, Portfolio Holders and Ward Members)	Portfolio Holder (Cllr Kelly)	

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.*

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr. £m	21/22 £m	22/23 £m	23/24 £m	24/25 £m	25/26 £m	Future Yrs. £m	Total £m
One off migration costs to set up new data centre		0.221						0.221
Total capital spend		0.221						0.221

Provide details of proposed funding: *Funding to match with Project Value*

Breakdown of proposed funding	Prev. Yr. £m	21/22 £m	22/23 £m	23/24 £m	24/25 £m	25/26 £m	Future Yrs. £m	Total £m
Budget code 4050			0.024	0.024	0.024	0.024	0.144	0.240
Total funding			0.024	0.024	0.024	0.024	0.144	0.240

Which external funding sources been explored	N/A
---	-----

Are there any bidding constraints and/or any restrictions or conditions attached to your funding	N/A
Tax and VAT implications	The Council has opted to tax Windsor House and as this cost would be as a result of making Windsor House ready to sell, any VAT incurred is recoverable.
Tax and VAT reviewed by	Julliet Russell

REVENUE COSTS AND IMPLICATIONS

Cost of Developing the Capital Project (To be incurred at risk to Service area)

Total Cost of developing the project	Project costs covered by Delt
Revenue cost code for the development costs	N/A
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	N
Budget Managers Name	N/A

Ongoing Revenue Implications for Service Area

	Prev. Yr.	21/22 £	22/23 £	23/24 £	23/24 £	25/25 £m	Future Yrs.
Service area revenue cost							
Other (eg: maintenance, utilities, etc)							
Loan repayment (terms agreed with Treasury Management)			0.024	0.024	0.024	0.024	0.144
Total Revenue Cost (A)							
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)							
Total Revenue Income (B)							
Service area net (benefit) cost (B-A)							
Has the revenue cost been budgeted for or would this make a revenue pressure							
Which cost centre would the revenue pressure be shown	4050	Has this been reviewed by the budget manager				Y	
Name of budget manager	Peter Honeywell						

Loan value	£221k	Interest Rate	1.5%	Term Years	10	Annual Repayment	£23,964k
Revenue code for annual repayments			4050				
Service area or corporate borrowing			Service area				
Revenue implications reviewed by							

Version Control: (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)

Author of Business Case	Date	Document Version	Reviewed By	Date
Peter Honeywell	08/09/21	v 1.0		00/00/2021
	00/00/2021	v 2.0		00/00/2021

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates £221k for the project into the Capital Programme funded by service area repayment

Councillor Nick Kelly, Leader of the Council		Service Director	
Either email dated:	Date: 20 October 2021	Either email dated:	date
Or signed:		Signed:	
Date:		Date:	
Service Director			
Andy Ralphs, Service Director of Customer and Corporate Services			
Either email dated:		Date:01/09/2021	
Signed:		Signed:	
Date:		Date:	

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