

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L27 20/21

Decision				
1	Title of decision: Corporate Office Rationalisation (Windsor House)			
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans, Leader of the Council			
3	Report author and contact details: Nathan Sanders, Programme Manager. Nathan.sanders@plymouth.gov.uk ; tel. 01752 307780			
4	Decision to be taken: To allocate an additional £384,000 to the Council's Capital Programme, funded by service borrowing, to fund the vacation of Windsor House and associated relocation of office staff.			
5	<p>Reasons for decision: The Council will no longer need all three of its main corporate office buildings (Ballard House, Windsor House and Midland House) due to a reduction in demand, primarily as a result of increased flexible and home working.</p> <p>Detailed information gathered on future accommodation requirements shows that one building could be vacated and released from the corporate estate. Windsor House has been identified as the most suitable building for vacation and disposal, due to its high running costs, maintenance backlog and significant cost implications in reducing its carbon footprint. The vacation of Windsor House will enable a Surplus Property Declaration to be made and a subsequent decision on its release from the corporate estate.</p>			
6	<p>Alternative options considered and rejected:</p> <ol style="list-style-type: none"> 1. Retain Windsor House as a corporate office building. Rejected due to being financially unviable in the medium and longer term. 2. Vacate Council staff from Windsor House, with partners remaining in the building. Rejected due to being financially unviable and hindering future co-location of Council staff and health partners. 			
7	Financial implications: The vacation of Windsor House will be funded by service borrowing, which will be repaid by savings realised from reduced running costs.			
8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	Yes	No	<p>Per the Constitution, a key decision is one which:</p> <p>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</p>
			X	

			X	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:		The vacation and ultimately the release of Windsor House directly supports the Council's Accommodation Framework 2020-23 to achieve rationalisation of the corporate estate.	
10	Please specify any direct environmental implications of the decision (carbon impact)		The vacation and ultimately the release of Windsor House from the corporate estate will result in carbon savings. Whilst the carbon savings from a direct reduction in the building's energy use can be quantified, it is more difficult to quantify net savings due to the displacement of staff elsewhere, with variable impact in carbon emissions.	
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 Mark Lowry, Cabinet Member for Finance Councillor Peter Smith, Deputy Leader		

13c	Date Cabinet member consulted	11/12/20						
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 & Corporate Services					
		Date consulted	11/12/2020					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS74 20/21					
		Finance (mandatory)	PL.20.21.179					
		Legal (mandatory)	lt/35404/2/091220					
		Human Resources (if applicable)	KB2020101220					
		Corporate property (if applicable)	S0022RB 20201209					
		Procurement (if applicable)	n/a					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report						
	B	Equalities Impact Assessment						
	C	Accommodation Framework 2020-23						
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 1 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: Capital Investment Business Case – Corporate Office Rationalisation			X						
Background Papers										
19	Please list all unpublished, background papers relevant to the decision in the table below. 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.									
Title of background paper(s)				Exemption Paragraph Number						
				1	2	3	4	5	6	7
Cabinet Member Signature										
20	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.									
Signature				Date of decision	5 January 2021					
Print Name	Councillor Tudor Evans OBE (Leader)									