

EXECUTIVE DECISION

made by a Council Officer




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD22 20/21

Decision				
1	Title of decision: Corporate Estate Condition Surveys			
2	Decision maker (Council Officer name and job title): Kim Brown – Service Director for HR and OD			
3	Report author and contact details: Dan Williams and Ralph Bint Daniel.Williams@plymouth.gov.uk Ralph.Bint@plymouth.gov.uk			
4a	Decision to be taken: <ul style="list-style-type: none"> Approves the Business Case Authorises the procurement process. Delegates the award of the contract to Facilities Manager – Ralph Bint 			
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: N/A			
5	Reasons for decision: To provide reliable data on the condition of the corporate estate.			
6	Alternative options considered and rejected: Do nothing – leaves PCC with lack of data on condition of estate			
7	Financial implications: £180k for the project to be funded by capital receipts. This will require initial funding as the capital receipt will only follow in time. Capital approved by Brendan Arnold – Service Director for Finance			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes 	No X	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

			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.
8b	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:			
	Caring and Fair. Ensuring the corporate estate is well maintained correctly to ensure best value for money for tax payer.			
10	Please specify any direct environmental implications of the decision (carbon impact)			
	No direct implications.			
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 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)		
13c	Date Cabinet member consulted	December 2020		
14	Has any Cabinet member declared a	Yes		If yes, please discuss with the

	conflict of interest in relation to the decision?	No	<input checked="" type="checkbox"/>	Monitoring Officer				
15	Which Corporate Management Team member has been consulted?	Name		Andy Ralphs				
		Job title		Strategic Director Customer and Corporate Services				
		Date consulted		19 Jan 2021				
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)				DS128 20/21		
		Finance (mandatory)				pl.20.21.292.		
		Legal (mandatory)				MS/26.04.21		
		Human Resources (if applicable)				N/A		
		Corporate property (if applicable)				N/A Author		
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	Business Case						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	<input type="checkbox"/>	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.				
		No	<input checked="" type="checkbox"/>					
		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</p>							

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
Council Officer 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		28/04/2021		
Print Name	Kim Brown						