

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L27 21/22

Decision				
1	Title of decision: Purchase of the freehold interest in a currently leased-in property in Plymouth			
2	Decision maker (Cabinet member name and portfolio title): Councillor Nick Kelly, Leader of the Council			
3	Report author and contact details: Nathan Sanders, Programme Manager: Nathan.sanders@plymouth.gov.uk ; 01752 307780			
4	Decision to be taken: <ul style="list-style-type: none"> To approve the business case; To approve the Capital Programme allocation for the sum set out in the business case, funded from service borrowing; To purchase the freehold interest in a property in Plymouth currently partly occupied by the Council and undertake fit-out and condition works as necessary; To delegate the award of the works contract(s) to the Strategic Director of Customer & Corporate Services. 			
5	Reasons for decision: To provide a long-term and secure solution for the Council's storage and management of corporate records, libraries storage requirements and as a base for other Council services as necessary.			
6	Alternative options considered and rejected: To refurbish and change use of the Council-owned former Camels Head skills centre to a bespoke records storage facility.			
7	Financial implications and risks: The capital and revenue implications of the acquisition are set out in the Part 2 confidential business case. The acquisition and associated costs will be funded from service borrowing.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes		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
		No	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:		This decision is linked to the Council's Accommodation Framework 2020-2023 , as it will enable the relocation of its corporate records to a single purpose-designed site.	
10	Please specify any direct environmental implications of the decision (carbon impact)		No direct impact as building is already occupied by Plymouth City Council. However, decision will help to enable the vacation of Windsor House and associated carbon reduction.	
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
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

I3b	Which other Cabinet member's portfolio is affected by the decision?			
I3c	Date Cabinet member consulted			
I4	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	
I5	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs	
		Job title	Strategic Director of Customer & Corporate Services	
		Date consulted	29 November 2021	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS62 21/22	
		Finance (mandatory)	ba.21.22.214	
		Legal (mandatory)	LS/37732/AC/8/12/21	
		Human Resources (if applicable)		
		Corporate property (if applicable)	S2137.RB.20211203	
		Procurement (if applicable)	SN/PS/612/ED/1221	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report for publication		
	B	Equalities Impact Assessment		
Confidential/exempt information				
I8a	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

		No	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)					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Freehold acquisition business case			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 I 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	22 December 2021				
Print Name	Cllr Nick Kelly, Leader of Plymouth City Council							