

EXECUTIVE DECISION

made by a Cabinet Member



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


Executive Decision Reference Number – L39 21/22

Decision	
1	<p>Title of decision:</p> <p>Relocation of Staff and Services from Midland House to Ballard House</p>
2	<p>Decision maker (Cabinet member name and portfolio title): Councillor Nick Kelly, the Leader of the Council.</p>
3	<p>Report author and contact details: Heidi Ondrak (heidi.ondrak@plymouth.gov.uk)</p>
4	<p>Decision to be taken:</p> <ul style="list-style-type: none"> • To approve the business case; • To approve the capital borrowing allocation of £850,000 as set out in the business case, funded from service borrowing; • Delegate the contract award for works to Ballard House to The Strategic Director of Customer and Corporate Services.
5	<p>Reasons for decision:</p> <p>This decision seeks approval for the permanent relocation of staff, partners and services from Midland House to Ballard House. The reasons for this proposal are:</p> <p>The poor condition of Midland House and the considerable investment required to make it viable for long term occupancy.</p> <p>Reduced desk requirements across the Council as a result of increased flexible, hybrid and home working. The proposed desk allocation in the Council's core corporate estate reflects the reduced demand for office desks as a result of increased home and flexible working. Disposal of the building would result in a net annual financial benefit to the Council through elimination of running costs.</p> <p>Disposal of Midland House and consolidation of staff into Ballard House will support carbon reduction as this decision will reduce the number of buildings in the corporate estate therefore energy consumption will be reduced.</p>
6	<p>Alternative options considered and rejected:</p> <p>In January 2021 an options appraisals was completed exploring the following options;</p> <ul style="list-style-type: none"> • Option 1: Do Nothing • Option 2: Retain Midland House with the necessary refurbishments completed – this would involve temporarily delivering services from split locations (Ballard House and New George Street were proposed)

	<ul style="list-style-type: none"> Option 3: Dispose of Midland House and relocate services <p>The retention of Midland House represented substantial additional costs and searches for suitable accommodation solutions across the wider estate to meet the needs of CYPF during temporary decant were inconclusive.</p>																				
7	<p>Financial implications and risks:</p> <p>The capital and revenue implications are set out in the Business Case. The key implications are as follows;</p> <p>There is a cost avoidance associated with refurbishing Midland House which if undertaken would have an on-going revenue impact. The revenue impact of this cost would be £174K per annum over a term of 25 years.</p> <p>Works are required at Ballard House and Council House to accommodate this move. The estimated costs of works is £850K or £43K per annum over a period of 25years</p> <p>Taking into account the running costs for Midland House, this move would provide a net financial benefit to the Council.</p> <p>The post COVID market for office space is not yet understood with many organisations considering hybrid working, or working from home as long term option. Therefore it is impossible to accurately value Midland House at this point in time. The business case also gives an indicative date of 2024 for disposal of Midland House, should the building remain in PCC ownership beyond 2024 this will impact financial benefits as the Council will remain responsible for securing Midland House as well as ongoing heating and lighting.</p>																				
8	<table border="1"> <thead> <tr> <th>Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th>Yes</th> <th>No</th> <th>Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>X</td> <td>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</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td>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.</td> </tr> <tr> <td>If yes, date of publication of the notice in the Forward Plan of Key Decisions</td> <td colspan="3"></td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:			X	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.	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:																		
		X	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.																		
If yes, date of publication of the notice in the Forward Plan of Key Decisions																					
9	<p>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:</p>	<p>The decision is linked to the Councils Accommodation Framework 2020-23 - Modern Council (plymouth.gov.uk) as it will enable the disposal of Midland House.</p>																			
10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>Vacating staff from Midland House and consolidating staff and services into Ballard House will reduce carbon impact by reducing the number of buildings and associated energy expenditure across the corporate estate.</p>																			

Urgent decisions			
I1	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 I3a)
I2a	Reason for urgency:		
I2b	Scrutiny Chair Signature:		Date
	Scrutiny Committee name:		
	Print Name:		
Consultation			
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X
		No	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Dave Downie (Cabinet Member for Education, Skills and Children and Young People)	
I3c	Date Cabinet member consulted	30 November 2021	
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 and Corporate Services
		Date consulted	16 Nov 2021
Sign-off			
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS78 21/22
		Finance (mandatory)	Ba.21.22.199

		Legal (mandatory)	LS/37839/AC/17/12/21.						
		Human Resources (if applicable)							
		Corporate property (if applicable)							
		Procurement (if applicable)							
Appendices									
17	Ref.	Title of appendix							
	A	Equalities Impact Assessment Staff and Partners							
	B	Equalities Impact Assessment Relocation of staff and service users to Ballard House							
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. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	<input checked="" type="checkbox"/>						
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:								
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
Midland House Full Business Case					x				

Midland House Capital Investment Business Case			x				
Appendix A – Estimates for Midland House			x				
Appendix C – Requirements based on proposed operating model			x				
Appendix D – Travel and Transport			x				
Appendix E – Midland House Recorded Incidents			x				
Appendix F – Trauma Informed Plymouth			x				
Appendix G Trauma Informed City			x				
Appendix H – Ballard House Existing Floor Plan			x				
Appendix I – Ballard House Proposed Plan			x				
Appendix J – Fleet and Parking			x				
Appendix K – Ballard House GF Estimates			x				
Appendix L – Proposed MASH Area			x				
Appendix M – Options for relocation of Members			x				
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	2 March 2022			
Print Name	Councillor Nick Kelly						