

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L05 22/23


Decision	
1	Title of decision: Crownhill Court fit-out
2	Decision maker: Councillor Richard Bingley, Leader of the Council
3	Report author and contact details: Nathan Sanders, Programme Manager: nathan.sanders@plymouth.gov.uk ; tel: 01752 307780.
4	<p>Decision to be taken:</p> <ul style="list-style-type: none"> • Approves the Business Case (attached as Part II confidential document) • Approves the Capital Programme allocation for £687,000 funded by service borrowing, partner contributions and loan repayments from NHS Devon • Authorises the procurement process • Delegates the award of the contract(s) to the Strategic Director of Customer & Corporate Services, where they don't already have the authority to do so
5	<p>Reasons for decision:</p> <p>The vacation of one of the Council's three main corporate office buildings, Windsor House, was approved through an Executive Decision in January 2021. It is proposed that a number of Plymouth City Council, Livewell SW and NHS Devon staff are relocated to Crownhill Court, a building within the Council's commercial estate.</p> <p>This funding is required to fit out the area of Crownhill Court ready for occupation of the above staff in autumn 2022.</p>
6	<p>Alternative options considered and rejected:</p> <ol style="list-style-type: none"> 1. Ballard House was considered as an alternative location but does not have enough capacity. 2. The relocation of Plymouth City Council staff only was considered but rejected because of the importance of physical co-location with Livewell and NHS Devon staff.
7	<p>Financial implications and risks:</p> <p>The majority of the total funding requested will be secured from Livewell and NHS Devon as their staff will occupy the majority of the area in Crownhill Court. The remainder will be funded from service borrowing as detailed in the accompanying Part II business case.</p> <p>The risk of the fit-out cost exceeding the estimate is being mitigated by the level of contingency included in the funding requested. This is detailed in the accompanying Part II business case.</p>

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:
			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 £1million
		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 supports the Accommodation Framework 2020-23 as approved by Cabinet in October 2020		
10	Please specify any direct environmental implications of the decision (carbon impact)	The occupation of Crownhill Court by a significant cohort of staff and partners will directly enable the vacation and ultimate release of Windsor House from the corporate estate. This is a large energy-inefficient building and its vacation will enable a reduction 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 Shayer, Deputy Leader of the Council		
13c	Date Cabinet member consulted	22 June 2022		
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	22 June 2022	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS22 22/23	
		Finance (mandatory)	ba.22.23.75	
		Legal (mandatory)	LS/38893/AC/6/7/22	
		Human Resources (if applicable)	-	
		Corporate property (if applicable)	JW 0114 28/06/22	
		Procurement (if applicable)	GA/PS/641/ED/0722	
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication		
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

		No	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)					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Crownhill Court capital investment 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 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	19 July 2022			
Print Name	Councillor Richard Bingley, Leader of Plymouth City Council							