

# EXECUTIVE DECISION

made by a Council Officer



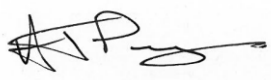
## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD 01 23/24

Decision	
<b>1</b>	<p><b>Title of decision:</b> Relocation of Staff and Services from Midland House to Ballard House – Contract Award</p>
<b>2</b>	<p><b>Decision maker:</b> Anthony Payne, Strategic Director for Place</p>
<b>3</b>	<p><b>Report author and contact details:</b> John London: Tel 01752 307781, john.london@plymouth.gov.uk</p>
<b>4a</b>	<p><b>Decision to be taken:</b> To appoint Ryearch Ltd. as the main contractor to undertake works to Ballard House Ground Floor to enable the move of staff from Midland House, for the contract sum of £620,138.</p>
<b>4b</b>	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> <a href="#">L39 21/22</a></p>
<b>5</b>	<p><b>Reasons for decision:</b> This decision seeks approval to award the contract to undertake essential works to Ballard House to enable the permanent relocation of staff, partners and services from Midland House to Ballard House. The decision to relocate staff, partners and services from Midland House to Ballard House was taken by the Leader of the Council on 2 March 2022 and can be viewed in the link in 4b above.  Note: It was approved in the business case for this scheme that the delegated decision for the contract award was delegated to the Strategic Director of Customer and Corporate Services. Following the deletion of this post, this delegation now falls to the Strategic Director for Place.</p>
<b>6</b>	<p><b>Alternative options considered and rejected:</b> Alternative options considered and rejected: Not to award the contract.  This would mean that the alterations to Ballard House could not proceed and staff / functions from Midland House could not relocate, leaving the Council with an ongoing maintenance liability.</p>
<b>7</b>	<p><b>Financial implications and risks:</b> The contract sum is to be paid for from the approved capital budget as agreed and approved in the previous business case. All other associated costs are to be paid from the same budget.</p>

8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
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 decision supports the Council's <a href="#">Accommodation Framework 2020-23</a> as it will enable the vacation and disposal of Midland House.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The vacation and disposal of Midland House will reduce the size of the Council's corporate estate, with associated carbon reduction.		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)

<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Chris Penberthy						
<b>I3c</b>	<b>Date Cabinet member consulted</b>	18/5/23						
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>						If yes, please discuss with the Monitoring Officer
		<b>No</b>	X					
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne					
		<b>Job title</b>	Strategic Director for Place					
		<b>Date consulted</b>	10/5/23					
<b>Sign-off</b>								
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>						DS 03 23/24
		<b>Finance (mandatory)</b>						DJN.23.24.17
		<b>Legal (mandatory)</b>						MS/00001643
		<b>Human Resources (if applicable)</b>						
		<b>Corporate property (if applicable)</b>						
		<b>Procurement (if applicable)</b>						HG/PS681/ED/0523
<b>Appendices</b>								
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Contract Award Report briefing note Part I						
	B	Equalities Impact Assessment						
<b>Confidential/exempt information</b>								
<b>I8a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	X					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 <b>I8b</b> below.
		<b>No</b>						
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>I8b</b>	<b>Confidential/exempt briefing report title:</b> Contract Award Report briefing note Part II				X			

Background Papers							
<b>19</b>	<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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>						
Title of background paper(s)		Exemption Paragraph Number					
		1	2	3	4	5	6
Council Officer Signature							
<b>20</b>	<p>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 (2010) and those who do not. For further details please see the EIA attached.</p>						
<b>Signature</b>				<b>Date of decision</b>	16/5/23		
<b>Print Name</b>	Anthony Payne						