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EXECUTIVE DECISION RECORD

A1 Service Area	Facilities Management
A2 Title	To appoint Pozzoni Architects to carry out feasibility study of Town Hall as office accommodation.
A3 Decision Taken By	Leader of the Council
A4 Chief Officer	Please print name: Mark Rizk Please sign name: 
A5 Leader / Deputy Leader	Please print name:  Please sign name: 
A6 Date of Decision	1st March 2017

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	
Scrutiny (Promoting Local Economic Growth) Committee	<input type="checkbox"/>
Scrutiny (Value for Money Council Services) Committee	<input checked="" type="checkbox"/>
Scrutiny (Protecting and Strengthening Communities) Committee	<input type="checkbox"/>
Scrutiny (East Staffordshire Health) Committee	<input type="checkbox"/>

<p>B1 What is the Decision?</p>	<p>To appoint Pozzoni Architects to carry out feasibility study of Town Hall as office accommodation.</p> <p>Brief is as follows:</p> <p>The development work is to produce a specification and cost envelope to develop, refurbish and modernise the identified areas within the Town Hall for office accommodation for circa 90 workstations in order to go out to market to appoint a suitable contractor to carry out the works.</p>
<p>B2 What are the reasons for the Decision?</p>	<p>There have been unprecedented budget pressures on Local Authorities and moving staff from the Maltsters to the Town Hall could save the council in excess of £250,000 per annum. Staff accommodation is included in the efficiency plan for ESBC.</p> <p>There is a considerable time pressure to have this work completed.</p> <p>East Staffordshire Borough Council established its offices at the Maltsters in May 2011 and a 10 year lease agreement was signed with the Landlord on 26th August 2011.</p> <p>A break clause in the agreement, allowing ESBC to terminate this arrangement was triggered in May 2016 effectively giving two years notice to vacate the premises – therefore we would need to vacate the premises by May 2018. Any refurbishment works at the Town Hall are estimated to take 5-6 months.</p> <p>Directly appointing Pozzoni Architects rather going out to retrieve three quotes would save valuable time in the project plan. In addition, Pozzoni are a trusted professional supplier to the council having successfully delivered the recent refurbishment to the Uttoxeter Leisure Centre and new changing rooms at Shobnall Leisure Complex.</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>Value for Money Council Services</p>
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

B5 What are the financial implications?	The main financial issues arising from this decision are as follows:
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Revenue	2016/17	2017/18	2018/19
Professional Fees (To be funded from within existing resources with virement from Community and Open Spaces budget)			
Pozzoni – Architect (Lead Consultant) All RIBA stages 0 to 4	£18,000		
Pozzoni – Principal Designer (with Green PM as CDM sub consultant)	£3,000		
Patrick Parsons– M&E Feasibility Report and Performance Design	£11,100		
RS Asbestos – Refurbishment and Demolition Survey	£695		
Appleyard and Trew – Quantity Surveyor. Cost plan and tender documents	£7,250		
On site valuations, cost reports and final account	£6,250		
Survey Operations – Measured Building Survey	£1,750		
	£48,045		

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: <div style="text-align: center; color: blue; font-family: cursive;">LUA TURNER</div> Please sign name: <div style="background-color: #e0ffff; width: 100px; height: 20px; margin-top: 5px;"></div>
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA

B7.2 Has it got the appropriate approvals under those provisions?	
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Equalities Implications


B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits): None
B8.2 Negative (Threats): None
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 N/A

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): Appointment of a qualified and trusted professional supplier provides assurance that the project will be delivered on time and to budget.
B9.2 Negative (Threats): None
B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:
B10.1 There are no significant legal issues arising from this decision.

<p>This section has been approved by the following member of the Legal Team:</p>	<p>Please print name: ANGELA WAKEFIELD</p> <p>Please sign: </p>
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Sustainability Implications

<p>B11 What are the Sustainability implications:</p> <p>None.</p>
<p>B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures).</p>
<p>B11.2 Positive (Opportunities/Benefits):</p> <p>None</p>
<p>B11.3 Negative (Threats):</p> <p>None</p>

Health & Safety Implications

<p>B12 What are the Health & Safety implications:</p>
<p>B12.1 A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.</p>
<p>B12.2</p>
<p>B12.3</p>
<p>B12.3.1 Positive (Benefits)</p> <p>None</p>
<p>B12.3.2 Negative (Threats)</p> <p>None</p>

Key Decision

B13 Is this a Key Decision?	No
<p>Note: A Key Executive Decision is one where:</p> <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would seriously prejudice the public interest?	N/A
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	N/A

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk