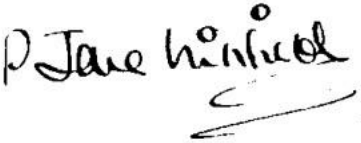


DECISIONS DELEGATED TO OFFICERS

Decision title:	Entering into a contract to appoint a consultant to provide legal services for Council owned land in the City Centre following a compliant procurement exercise
Decision date:	03.05.22
Source of delegation:	This decision was delegated to officers under Part 4.4 of the Council's Constitution: all executive functions except the ones in Parts 4.5, 4.6 and 4.7 are delegated to officers in the senior management structure.
What decision was made?	<p>The decision has been made to appoint Browne Jacobsen to undertake legal services for this City Centre land project.</p> <p>Requests for quotes were invited from four companies on the EA Lawshare Framework on 11th April 2022.</p> <p>Browne Jacobsen submitted a quotation return on 26th April, 2022. This was evaluated 60% on quality and 40% against the price in order to ensure it met the minimum requirements.</p> <p>Through this process the consultants were selected. The contract has a value of £98,340.00 for Work Stages 1-7. Work requirements will be reviewed at the end of Stage 4.</p>
Purpose:	The consultant will provide legal advice to support procurement processes in relation to the site. This will ensure that all legal requirements are complied with as the Council seeks to attract market sharp, occupier and developer interest to meet Council objectives. Browne Jacobsen have been appointed to carry out the work.
Reasons:	The decision was made so as to enable the work on legal services which is required in order for the Council to be a good landlord and seek to sustain income from this site. The work is time critical to be able to progress good decision making on the site in advance of key lease expiry dates.

Decision made by:	Jane Winfield, Head of Corporate Property
Other options considered:	<p>Alternative routes to procuring a legal advisor were considered but the use of the EA Lawshare framework of experienced legal advisors to procure a competent team to undertake the work was considered by the Head of Property and the project team to be the most expedient way to secure the consultants required.</p> <p>The option not to procure a legal advisor was rejected because it would not have enabled the Council to progress in using its assets in the best way to support the vitality of the city centre and generate income to deliver core services.</p>
Documents considered:	None
Key or Not Key:	Not Key
Wards significantly affected:	Jericho Carfax
Declared conflict of interest:	None
This form was completed by: Name & title: Date:	<p>Carri Unwin, Regeneration Manager</p> <p>26.05.22</p>

Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Decision maker	<p>Jane Winfield Head of Property</p> 	03.05.22

Consultee checklist

Cabinet Member	Cllr Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management	29.04.22
Ward Member	Cllr Alex Hollingsworth	28.04.22

