**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | To enter into a contract with Benedict Consultant Surveyors Ltd and Wild Property Consultants Ltd to provide marketing and strategic property advice for the Covered Market |
| **Decision date:** | 4 September 2024 |
| **Source of delegation:** | This decision was delegated to officers under Part 4.4 of the Council’s Constitution: all executive functions except those in Part 4.5, 4.6 and 4.7 are delegated to the officers in the senior management structure. |
| **What decision was made?** | To enter into a contract with Benedict Consultant Surveyors Ltd and Wild Property Consultants Ltd to provide marketing and strategic property advice for the Covered Market. The contract is made up of a fixed fee element and a performance fee element payable when a lease or licence is agreed and completes with a new trader. The minimum value of the contract is £42,000. |
| **Purpose:** | Benedict Consultant Surveyors Ltd and Wild Property Consultants Ltd are real estate consultancies specialising in leasing and lettings. They have been selected as part of a tender process to provide marketing and strategic property advice. |
| **Reasons:** | To ensure that the Council is able to widely market the available units within the Covered Market and attract suitable traders to the Market. |
| **Decision made by:** | Jane Winfield, Head of Corporate Property |
| **Other options considered:** | A Request for Quotes was published seeking proposals from independent real estate consultants. This was considered to be the most appropriate way to select a consultant. |
| **Documents considered:** | None |
| **Key or Not Key:** | Not Key |
| **Wards significantly affected:** | None |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Ted Bowler  Corporate Asset Manager  10 September 2024 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Jane Winfield, Head of Corporate Property  C:\Users\jmitchell\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JEVXX3BB\Jane's signature(4).jpg | 4 September 2024 |