

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:

RE17 0055

Box 1

DIRECTORATE: Regeneration and Environment **DATE:** 18th April 2017

Contact Name: Richard Gibbons **Tel. No.:** 01302 736281

Subject Matter: Funding of the appointment of Quarterbridge to undertake the Strategic Review of Doncaster Market and progress the designs for the SCRIF Development.

Box 2

DECISION TAKEN:

To allocate £98k from the Service Transformation Fund to meet the costs of the appointment of Quarterbridge to undertake a strategic review of Doncaster Market as required to support the SCRIF development funding application.

Box 3

REASON FOR THE DECISION:

As part of the application to Sheffield City Region for investment funding which would see the development of both the Irish Middle Market and Wool Market areas, it was a requirement that a strategic review of the Market along with viability review and projections be undertaken and submitted to support the application. Quarterbridge were appointed in October 2016 through a Tender Process as being the preferred bidder to undertake this work for the Markets Department at a cost of £19,900. Following the announcement that the bid to Sheffield City Region had been successful, it was determined that time scales around the project as a whole would be very tight, and it was identified that specialist support would be required to ensure that the project met these time scales to ensure that the possibility of claw-back of monies would be limited. It was agreed that Quarterbridge would be best placed to provide the specialist Markets advice due to the work already undertaken by them in undertaking the strategic review of the Market, and so Quarterbridge were engaged from 1st March 2017 to provide support to the project for a period of 6 months, at a further cost of £78,500.

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

Option 1: Do nothing and attempt to progress the project with existing resources with the risk of not meeting the deadlines set by Sheffield City Region.

Option 2: Appoint Quarterbridge to provide advice and assistance to ensure that the project progresses sufficiently to reduce slippage of the project.

It is recommended that Option 2 is pursued to ensure that slippage of the project is reduced as much as possible.

Box 5**LEGAL IMPLICATIONS:**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.

The appointment of Quarterbridge is a direct award for the purposes of the Council's contract procedure rules. The cost of this service and services previously provided fall below the threshold for the purposes of Public Contracts Regulations 2015.

Despite the under threshold value, the general EC Treaty principles still apply where there may be cross-border interest and in theory this contract should therefore, be subject to some form of advertising and competitive tendering process proportionate to the size and nature of the contract in question. Bearing in mind the low value, then the risk of challenge is low.

Legal Services should be consulted at the earliest opportunity to provide the contractual documentation.

Name: Nicky Dobson

Signature:

Date: 20th April 2017

Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The total cost of employing the Quarterbridge consultants is £98.4k and the breakdown of costs relating the work to be undertaken is as follows:

Work undertaken by Quarterbridge	Amount £k
Review/report of Doncaster Market	19.9
Monthly management charge (£8250x6) plus site planner (£3500x4)	63.5
Produce computer generated images	5.0
Produce Doncaster Market Brand (Logo)	2.5
Produce Public facing website	6.0
Produce Letting brochures (5000)	1.5
TOTAL COST	98.4

The Market service's overspend for 16/17 is expected to be in the region of £440k and as such no budget is available to cover any of the cost of the Quarterbridge consultants.

It is envisaged that the cost will be covered from the Service Transformation Fund, £28k in 16/17 and £70.4k in 17/18 and approval will need to be sought from both the Mayor and the Chief Finance Officer.

Name: Lynn Morrison Signature: Date: 18/04/17
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no direct implications arising from the appointment of Quarterbridge. However, should any changes emerge from the review that impact on the workforce this will require HR engagement and would require separate approval.

Name: Angela Cotton Signature: Date: 18/04/2017
Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

The appointment of Quarterbridge to undertake this piece of work by direct award is in breach of the Councils Contract Procedure Rules and has been reported to the audit committee on the 6th April 2017.

The cost of the service falls below the EU thresholds for a 6mth appointment however the Council is at risk of challenge from aggrieved suppliers due to no formal tender process being carried out.

To save future breaches of procurement rules it is imperative that the Strategic Procurement Team is consulted at project inception.

Name: S Duffield Signature: Date: 19/04/17
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9**ICT IMPLICATIONS:**

There are no direct ICT implications in implementing the recommended option detailed within this ODR.

The Responsible Officer/Contract Manager must ensure that if any network access/new users or ICT equipment is required, these are submitted timely via the ICT Service Portal and ensure that users are adhering to the required mandatory eLearning and policies in relation to acceptable usage and data protection. These obligations apply to any authorised user who is provided access to the Council's network and the Responsible Officer must also ensure timely notification when such access is no longer required.

The Responsible Officer/Contract Manager must ensure that any ICT requirements that arise as a result of this work (other than those discussed above) are submitted to the ICT Governance Board, allowing for the consideration of ICT & Technical implications to ensure they comply with the statutory and legislative requirements of the Council in respect of information & data security as well as ensure the standards of the organisation's PSN compliance are adhered to.

The Markets Service has worked closely with ICT and Digital Council in the implementation of online functionality and back-office system to ensure efficiencies in processing. Throughout this strategic review, where/if appropriate, consideration should be given to technology and infrastructure already in place to ensure the Council is and continues to achieve best value.

Name: Dan Parry (Head of Digital) Signature: D.Parry Date: 20.04.17
Signature of Assistant Director of Customers, Digital & ICT (or representative)

Box 10**ASSET IMPLICATIONS:**

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets beyond those noted in the body of the report..

Name: David Stimpson, Property Manager

Signature: **Date:** 18 April 2017

Property Manager – on behalf of Assistant Director of Trading Services and Assets

Box 11**RISK IMPLICATIONS:**

By not taking the recommended decision, this would mean that Market Development Project would be likely to slip beyond the timescales specified by Sheffield City Region, which in turn could result in the claw-back of the investment funding.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12**EQUALITY IMPLICATIONS:**

To be completed by the report author

There are no equality implications directly linked to the decision detailed within this report.

Name:
Richard Gibbons

Signature:
R. Gibbons

Date:
18th April 2017

Box 13**CONSULTATION****Officers**

Consultation has taken place with the Senior Management Team linked to Doncaster's Markets function

Members

Consultation has taken place with the Mayor and Portfolio-holder for the Markets Function who are both supportive of the appointment of Quarterbridge

Box 14**INFORMATION NOT FOR PUBLICATION:**

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures

**Name: Joan L'Amie Signature: Date: 18th April 2017
Signature of FOI Lead Officer for service area where ODR originates**

Box 15

**Signed: Dave Wilkinson Date: 26 April 2017
Director/Assistant Director**

**Signed: F Tyas Date: 21 April 2017
Additional Signature of Chief Financial Officer or nominated
representative for Capital decisions (if required)**

**Signed: R Jones Date: 21 April 2017
Signature of Mayor or relevant Cabinet Member consulted on the above
decision (if required).**

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**