



## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

Officers have been in dialogue with a potential tenant for a 15,000sqft advanced engineering and manufacturing unit to be constructed on the planned Stallingborough industrial estate, which is part of the wider South Humber Infrastructure Improvement Programme (SHIIP).

At Cabinet on 10<sup>th</sup> April 2019 it was resolved that:

- Authority be delegated to the Director of Economy and Growth, in conjunction with the Portfolio Holder for Regeneration, Skills and Assets to accept the offer of grant funding, if received, from the Humber LEP grant programme to enable the construction of an Advanced Engineering unit on the Stallingborough Enterprise Zone and to finalise the terms of the funding agreements with the Humber LEP.
- That authority be delegated to the Chief Legal and Monitoring Officer to complete and execute all documents arising.

Furthermore, at Cabinet on 10<sup>th</sup> July 2019 it was resolved that:

1. Authority be delegated to the Director of Economy and Growth, in consultation with the Portfolio Holder for Regeneration, Skills and Housing to:
  - Submit a full planning application for the construction of an advanced engineering and manufacturing unit on the Stallingborough Enterprise Zone.
  - Subject to confirmation of grant funding, undertake the procurement of the development of an advanced engineering and manufacturing unit in accordance with the Contract Procedure Rules and Public Contracts Regulations 2015
  - Finalise lease terms with the tenant to take occupation on completion of construction.
  - Deal with all matters arising from and ancillary to the above.
2. Subject to confirmation of funding, that authority be delegated to the Chief Legal and Monitoring Office to settle and execute all documents arising.

The council have subsequently been awarded a maximum of £950k from the Humber Local Enterprise Partnership (LEP), and we request that, in line with Cabinet approvals above, grant funding is accepted, Heads of Terms be finalised, a full planning application be submitted and procurement of a construction contractor is commenced.

<https://www.nelincs.gov.uk/wp-content/uploads/2018/05/Decision-Notice-10th-April-2019.pdf>  
<https://www.nelincs.gov.uk/wp-content/uploads/2019/05/Decision-Notice-10th-July-2019.pdf>

**2. Is it a Key Decision as defined in the Constitution?**

Yes, but these were considered at Cabinet as mentioned in Paragraph 1.

**3. Details of Decision**

To accept grant funding award from the Humber LEP of up to £950,000.

To submit a full planning application for the construction of an advanced engineering and manufacturing unit.

To commence procurement of the development of the advanced engineering and manufacturing unit.

To finalise Heads of Terms with the tenant to take occupation on completion of construction.

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency  
Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.**

No.

**5. Anticipated outcome(s)**

The project will create in the region of 80 new jobs, safeguard a further 21, as well as achieving HumberLEP objectives of creating new floor space and supporting business growth. In addition, the construction of a unit onto the site will secure an anchor tenant, enhancing the potential for further interest and investment to the site.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

We could choose not to progress with the project but this would not fit with the objectives of the wider SHIP programme.

We could choose not to accept the grant funding but in doing so the project would not be able to proceed as it is not financially viable without a grant contribution.

**7. Background documents considered:**

[https://www.nelincs.gov.uk/wp-content/uploads/2016/01/Economic\\_Strategy.pdf](https://www.nelincs.gov.uk/wp-content/uploads/2016/01/Economic_Strategy.pdf)  
<https://www.nelincs.gov.uk/wp-content/uploads/2018/05/20180518-AdoptedLocalPlan2018-WEB.pdf>

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No.

**10. Monitoring Officer Comments  
(Monitoring Officer or Deputy Monitoring Officer)**

10.1 Any grant award will be by way of a conditional offer and likely completion of a

funding agreement.

10.2 Legal Services is available to advise on and support the completion and signature of the funding agreement, and the necessary procurement and property papers and ensure that risk to the Council is fully understood and mitigated through appropriate governance. Further, they will offer support in the delivery of the project as and when required by the anticipated project team.

10.3 The delegations sought are appropriate

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The grant funding award of £0.95M is in accordance with expectations. The total cost of the scheme is estimated to be £2.05M, leaving a balance for the Council to fund of £1.1m.

The lease rental income that the Council will receive once the building is completed and occupied is estimated at £90,000 per annum which is more than required to meet the cost of financing annual borrowing costs on £1.1m.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

There are no direct HR implications contained within this report

**13. Risk Assessment (in accordance with the Report Writing Guide)**

There is a financial and reputational risk to the council if the project is not delivered on time and to budget.

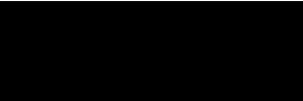
A detailed project plan is in place to ensure key milestones are met, and the project team have extensive knowledge of delivering grant funded projects. The architectural team will be responsible for overseeing the construction of the building, working closely with contractors, and regular reports will be fed back to the project management team, the SHIP Steering Group board and the Humber LEP.

As the proposed build is located on the Stallingborough Strategic Employment site, there is already outline planning permission approved on the site, pre planning advice has been obtained and the full planning process will be aligned to the tender process and lease agreement, with all three being completed simultaneously.

**14. Decision maker(s)**

Name: Clive Tritton

Title: Interim Director, Economy and Growth

Signed: 

Dated: 10/9/19

<p><b>15. Consultation carried out with Portfolio Holder(s):</b></p>	<p>Name: Cllr John Fenty</p> <p>Title: Councillor Fenty - Portfolio Holder Regeneration, Skills and Housing</p> <p>[Redacted Signature]</p> <p><u>13.9.19</u></p> <p>Signed and Dated</p>
<p><b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b></p>	<p>Name:</p> <p>Title:</p> <p>_____</p> <p>Signed and Dated</p>



Working in Partnership



### Officer Decision Record

<b>1. Subject and details of the matter</b>
Condition building works at Laceby Stanford School to the sum of £113,600.00
<b>2. Is it a Key Decision as defined in the Constitution?</b>
No
<b>3. Details of Decision</b>
1. To award a contract following a competitive and compliant tender process to KES Building Maintenance Limited for works at Laceby Stanford School, being refurbishment of toilets and circulation associated works.
<b>4. Is it an Urgent Decision ? If yes, specify the reasons for urgency</b>
Yes it is, as the works have been tendered and the contractor appointment is pending this approval
<b>5. Anticipated outcome(s)</b>
Condition improvements to a prioritised school site within the schools capital programme
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
None
<b>7. Background documents considered:</b>
None
<b>8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons</b>
no
<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)</b>
<b>10. Monitoring Officer Comments</b>

Leave

<i>(Monitoring Officer or Deputy Monitoring Officer)</i>	
This is an operational matter with routine works being funded through the schools capital program. The quantum of the works is between £100,000 and £350,000 falling within the delegations and authority of the Director for Resources and Governance. It is the relevant Budget Holder's responsibility to ensure the availability of budget and the authority to commit to the expenditure.	
<b>11. Section 151 Officer Comments</b> <i>(Deputy S151 Officer or nominee)</i>	
The Council receives an annual capital grant allocation in respect of condition surveys to be spent on its maintained schools. The capital allocation available for 2019-20 is £429k. The amount of £114k in respect of this work will be charged against this allocation.	
<b>12. Human Resource Comments</b> <i>(Strategic Workforce Lead or nominee)</i>	
There are no HR implications relevant to this works.	
<b>13. Risk Assessment (in accordance with the Report Writing Guide)</b>	
Risk Assessment is identified as part of the Council's risk process under the capital programme. Further risk assessments will be picked up by Engie and the Contractor	
<b>14. Decision maker(s)</b>	Name: Sharon Wroot  Title: Director for Resources and Governance  Signed: <u>SWROOT</u> Dated: <u>8/10/19</u>
<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: <u>IAN LINDLEY</u> Title: <u>PORTFOLIO HOLDER FOR CHILDREN EDUCATION &amp; YOUNG PEOPLE</u> <u>IRLINDLEY</u> <u>8.10.19</u> Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name:  Title:   Signed and Dated



### Officer Decision Record

<b>1. Subject and details of the matter</b>
Condition building works at Laceby Stanford School to the sum of £113,600.00
<b>2. Is it a Key Decision as defined in the Constitution?</b>
No
<b>3. Details of Decision</b>
1. To award a contract following a competitive and compliant tender process to KES Building Maintenance Limited for works at Laceby Stanford School, being refurbishment of toilets and circulation associated works.
<b>4. Is it an Urgent Decision ? If yes, specify the reasons for urgency</b>
Yes it is, as the works have been tendered and the contractor appointment is pending this approval
<b>5. Anticipated outcome(s)</b>
Condition improvements to a prioritised school site within the schools capital programme
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
None
<b>7. Background documents considered:</b>
None
<b>8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons</b>
no
<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)</b>
<b>10. Monitoring Officer Comments</b>

*Leave*  
(Monitoring Officer or Deputy Monitoring Officer)

This is an operational matter with routine works being funded through the schools capital program. The quantum of the works is between £100,000 and £350,000 falling within the delegations and authority of the Director for Resources and Governance. It is the relevant Budget Holder's responsibility to ensure the availability of budget and the authority to commit to the expenditure.

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The Council receives an annual capital grant allocation in respect of condition surveys to be spent on its maintained schools. The capital allocation available for 2019-20 is £429k. The amount of £114k in respect of this work will be charged against this allocation.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

There are no HR implications relevant to this works.

**13. Risk Assessment (in accordance with the Report Writing Guide)**

Risk Assessment is identified as part of the Council's risk process under the capital programme. Further risk assessments will be picked up by Engie and the Contractor

**14. Decision maker(s)**

Name: Sharon Wroot

Title: Director for Resources and Governance

Signed: \_\_\_\_\_

Dated: 8/10/19

**15. Consultation carried out with Portfolio Holder(s):**

Name: IAN LINDLEY

Title: PORTFOLIO HOLDER FOR CHILDREN  
EDUCATION & YOUNG PEOPLE

8.10.19

Signed and Dated

**16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor**

Name:

Title:

Signed and Dated



## Officer Decision Record

<p><b>1. Subject and details of the matter (to include reasons for the decision)</b></p>
<p>This Officer Decision Record relates to four required decisions regarding the Cabinet instruction to upgrade the junction of Littlecoates Road and Cambridge Road.</p> <p>The decision is to approve taking receipt of the grant funding from Greater Lincolnshire Local Enterprise Partnership (GLLEP) to fund the majority of works. GLLEP funding will cover £1,802,109 of the total project cost. A contract has been drawn up by GLLEP and sent to NELC for consideration and approval. The contract has been considered by NELC's legal team and has been deemed acceptable.</p>
<p><b>2. Is it a Key Decision as defined in the Constitution?</b></p>
<p>Yes</p>
<p><b>3. Details of Decision</b></p>
<p>At its meeting on 18<sup>th</sup> January 2017, Cabinet resolved that</p> <p><i>“the Littlecoates Road/Cambridge Road roundabout be enlarged with appropriate integrated pedestrian and cycle safety measures.”</i></p> <p>and also that</p> <p><i>“the Director for Economy and Growth be authorised, in consultation with the Portfolio Holder for Energy and Environment and the Portfolio Holder for Regeneration, Skills and Housing to instruct the Council’s Regeneration Partner, ENGIE to:</i></p> <ul style="list-style-type: none"> <li>• <i>finalise the infrastructure design for each of Cabinet’s preferred options;</i></li> <li>• <i>commence a procurement exercise for the award of contracts for the construction of each of these preferred options;</i></li> <li>• <i>manage the risks relating to, and arising from these preferred options prior to final tender prices being available for the works;</i></li> <li>• <i>oversee and monitor the construction of each scheme by the appointed contractor.”</i></li> </ul> <p>The grant funding agreement with GLLEP is the result of a competitive bidding process, in which the junction upgrade proposal was successful against a number of other competing schemes from other Local Authorities. The junction upgrade will</p>

provide excellent value for money and help the Council, and GLLEP, to achieve regeneration targets.

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency**  
**Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.**

No.

**5. Anticipated outcome(s)**

The anticipated outcome is the successful delivery of the project, with delivery commencing in November 2019.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

The Council could have chosen to do nothing in respect of the proposed junction programme, and refuse the funding. This option has not been pursued because:

- not improving the capacity of the existing highway network would, if current levels of traffic growth are sustained, lead to unacceptable congestion; impact on the future adoption and delivery of the Local Plan; and place the Council at risk of failing to exercise its statutory duties under the Traffic Management Act 2004
- not implementing road safety measures could place the Council at risk of failing to exercise its statutory duties under the Road Traffic Act 1988
- failure to deliver the proposed improvement schemes could jeopardise the availability of the Local Growth Fund grant for the programme and potentially create reputational risks for the Council in respect of future bids for funding.

In making its Cabinet decision, the Council considered an alternative option which consisted of removal of the existing roundabout and replacement with a signalised crossroads junction with appropriate, integrated pedestrian/cycle safety measures. This would have met both highways capacity and road safety objectives, but was rejected in favour of a roundabout-based solution.

**7. Background documents considered:**

Cabinet Decision Notice 18<sup>th</sup> January 2017

**8. Does the taking of the decision include consideration of Exempt information?**  
**If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

N/A

**10. Monitoring Officer Comments**  
*(Monitoring Officer or Deputy Monitoring Officer)*

**11. Section 151 Officer Comments***(Deputy S151 Officer or nominee)*

The GLLEP funding and proposed overall scheme are incorporated into the current approved Capital Investment Programme and budgeted for accordingly.

Spend against the scheme will be monitored as part of the Council's budget monitoring and reporting procedures.

**12. Human Resource Comments***(Strategic Workforce Lead or nominee)*

There are no HR implications

**13. Risk Assessment (in accordance with the Report Writing Guide)**

N/A

**14. Decision maker(s)**

Name: [REDACTED]

Title: Director of Economy and Growth

Signed: [REDACTED]

Dated: 14/11/19

**15. Consultation carried out with Portfolio Holder(s):**

Name: [REDACTED]

Title: Portfolio Holder for Environment and Transport

Signed: [REDACTED]

Dated: 14/11/2019

**16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor**

Name:

Title:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_