



Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

Cabinet on 3 November 2021 approved the following:

1. That the submission of a summary business case to Department for Levelling Up, Housing & Communities (DLUHC) (formerly Ministry of Housing, Communities and Local Government) for the St James House project, be approved.
2. That authority be delegated to the Executive Director for Environment, Economy and Resources, in consultation with the Leader of the Council, and on behalf of the Greater Grimsby Board to take all actions necessary, including
 - a. Acceptance of £1.5m of grant funding from the DLUHC, (or such other sum as may be awarded) to support the St James House project.
 - b. Defrayal of the grant to E-Factor towards the acquisition of St James House.
 - c. Carry out any ancillary activity in support of the above recommendations.

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

St James House is one of the six Grimsby town centre projects which form Grimsby's Town Fund programme. E-factor Group Limited (E-Factor) have an opportunity to acquire this currently vacant building and, subject to planning, retrofit and renovate to create quality business space for offices, retail & leisure space, workshops, and other business led events which will attract footfall into the town centre.

The St James House project has been allocated £1.5m through the Towns Fund and E-Factor will be investing £956k.

In September 2021, Government released an advance payment to NELC of 5% of our total Town Fund offer (£20.9m x 5% = **£1.045m**) to enable early-stage activity in project development.

3. Decision being taken

In accordance with the Cabinet decision dated 3 November 2021:

1. That the Executive Director for Environment, Economy and Resources, in consultation with the Leader of the Council defrays the sum of £300k of the allocated grant to E-Factor towards the acquisition of St James House.

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)/benefits

The proposal will attract a significant amount of private sector investment and create 6,089 sq.ft. of additional floorspace.

The project, subject to planning, would not only bring back into use the upper floors for additional office space, but would also seek to redevelop the ground floor of the building, currently an open space of archways, to create space for retail, workshops, and creative space.

The funding will support the objectives and opportunities identified in the Grimsby Masterplan, Local Plan and Economic Strategy.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

N/A

7. Background documents considered (web links to be included and copies of documents provided for publishing)

3 November 2021 – Cabinet

<https://democracy.nelincs.gov.uk/meetings/cabinet-63/>

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 nominee)

The above decision is consistent with the will of Cabinet and delegations made. The completion of an SLA (outlined below) is prudent and should be regarded as a pre-condition to defrayment.

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

The outlined cost will be funded through external grant and the approved budget within the Council's Capital Investment Programme.

12. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications

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

We are in the process of developing an SLA with E-Factor to ensure that the £300k is utilised only for the purchase of the building. There is a risk that E-Factor will not be able to secure planning approval for the proposed renovations. In mitigation, E-Factor have engaged with the NEL Planning team through the pre-app process and have appointed the services of an architect who will work with the planning team

through the application. If planning approval is not given, the detail surrounding the future ownership of the building will be referred to in the above-mentioned SLA.

14. Has the Cabinet Tracker been updated with details of this decision?

15. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director, Environment,
Economy & Resources

Signed: REDACTED

Dated: 17th May 2022

**16. Consultation carried out with
Leader of the Council :**

Name: Councillor Philip Jackson

Title: Leader of the Council

Signed: REDACTED

Dated: 17th May 2022

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

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A

Key Decisions are defined in the Constitution as:

A decision (whether taken collectively or individually by members) which is likely:

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.

A decision will be considered financially significant if:

- (i) in the case of revenue expenditure, it results in the incurring of expenditure or making savings of £350,000 or greater;
- (ii) in the case of capital expenditure, the capital expenditure/savings are in excess of £350,000 or 20% of the total project cost, whichever is the greater

In determining whether a decision is significant in terms of its effect on an area comprising two or more wards, consideration shall be given to:

- (i) the number of residents/service users that will be affected in the wards concerned;
- (ii) the likely views of those affected (i.e. is the decision likely to result in substantial public interest)
- (iii) whether the decision may incur a significant social, economic or environmental risk.