



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

Freshney Place Cabinet Sub Committee – 19th July 2023 – DN.SC.5 – Update on management Arrangements at Freshney Place Shopping Centre.

RESOLVED –

1. That the progress made since acquisition of Freshney Place Shopping Centre be noted.
2. That the Executive Director, Place & Resources, in consultation with the Leader of the Council be delegated authority to commence a procurement exercise to appoint professional asset management and property management providers and to carry out all activity reasonably arising, including award, implementation and mobilisation.
3. That the Assistant Director Law and Governance (Monitoring Officer) be authorised to execute and complete all requisite legal documentation in relation to the matters outlined above.

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

Approval to award the contract for the Freshney Place Shopping Centre Asset Manager.

The whole life contract value is £495,000

The maximum duration is 60 months.

A single stage, open procedure was used.

Following conclusion of the evaluation process, Queensberry Real Estate (UK) Ltd have been identified as the most advantageous tenderer, and so approval is sought to award the contract for the Freshney Place Shopping Centre Asset Manager to Queensberry Real Estate (UK) Ltd.

3. Decision being taken

The Interim Chief Executive in consultation with the Leader of the Council awards the contract for the Freshney Place Shopping Centre Asset Manager to Queensberry Real Estate (UK) Ltd and to take all actions to facilitate implementation and mobilisation.

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 contract for the Freshney Place Shopping Centre Asset Manager is awarded via a single stage open procedure to Queensberry Real Estate (UK) Ltd.

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

1. Continue with current appointments - The Council could choose to extend the current appointments. The performance of the current Asset and Property Management providers is not in question, and both have provided good service. However, the initial appointments were made due to the short time available at the time of acquisition on the basis that a wider procurement exercise would be undertaken to fully test the market for these services, which this report proposes.
2. Bring in-house – The Council could choose to end the current appointments and bring both the Asset and Property management functions in-house. These are specialist services that the Council does not currently employ, plus this approach would counter the agreed position of operating Freshney Place at arms-length.

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

Cabinet Report - DN.SC.5 – Update on management Arrangements at Freshney Place Shopping Centre.

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 conflicts of interest were identified.

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will and expectation of Cabinet. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations and supported by relevant officers.

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

The costs associated with delivery of the contract will be met from retained income generated from the Shopping Centre itself. The contract value is in line with expectations and the procurement process has provided assurance in relation to value for money with Queensbury Real Estate (UK) Ltd being the most advantageous tenderer.

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

There are no direct HR implications arising from the contents of this report.

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

Since acquisition, the Council has implemented robust management to oversee the centre. Not procuring both Asset and Property management support would result in a variety of risks around health and safety, financial management and reputation. As

highlighted within this report, it is intended that the Council will procure specialist management support, who would run the centre as an arm's length operation, reporting into the Council. This will ensure appropriate management expertise is in place to continue the successful operation of the centre.

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

Yes

Name: Sharon Wroot

Title: Interim Chief Executive

15. Decision Maker(s):

Signed: REDACTED

Dated: 05.09.25

16. Consultation carried out with Portfolio Holder(s):

Name: Councillor Phillip Jackson

Title: Leader of the Council

Signed: REDACTED

Dated: 5th September 2025

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

Name:

Title:

Signed:

Dated: