

Record of individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Andrew Crawford
Key decision?	Yes – value over £75k
Date of decision (same as date form signed)	15 July 2022
Name and job title of officer requesting the decision	Mark Foster Property Assets Manager
Officer contact details	Mark.foster@southandvale.gov.uk 07510 921696
Decision	<p>1) To approve the budget for funding of the works and move the council's main office to Abbey House, Abingdon. The council's share of the costs is £121,300 (Capital £110,226 & Rev £11,074)</p> <p>The full value of the project budget is £242,600, and each council is being asked to be responsible for 50 per cent of the costs</p> <p>2) To approve the virement of £86,684 from essential capital works budget to Operational Property Assets – essential works budget to fund the capital requirements of this project.</p>
Reasons for decision	<p>South Oxfordshire District Council has served notice on the existing leased office at 135 Milton Park which is jointly occupied and shared with the Vale and the lease ends on 18 October 2022.</p> <p>After a search and review of alternative locations, Abbey House, Abingdon has been selected as an interim location. Abbey House is owned by Vale of White Horse, and there is available space to accommodate both councils' hybrid office needs on an interim/business continuity basis.</p> <p>South Oxfordshire District Council has taken a decision to develop a new office at Didcot Gateway, for the intended shared occupation of both councils in the future, a decision that is unaffected by these interim arrangements.</p> <p>The council does need to make some alterations to the building at Abbey House, for its own purposes, and to align with the needs of the existing tenant (Oxfordshire County Council).</p> <p>The move from 135 to Abbey House comes with associated costs in</p>

	terms of removals and clearance.
Alternative options rejected	Staying at 135 Milton Park was expensive (Circa £1m p.a.) and post Covid the space is too big for the hybrid model office requirements. A search of the local office market did not produce any viable alternative options.
Climate and ecological implications	Leaving 135 Milton Park will reduce the Councils energy consumption, as a smaller space is to be occupied in Abbey House. Part of the schedule of works is the replacement of existing fluorescent lighting in Abbey House with new LED fittings and motion sensor control, which will reduce energy consumption.
Legal implications	Notice has been served for the Break Clause at 135 Milton Park, and the councils therefore have to vacate by the 18 October 2022 in compliance with the terms of the Notice. Legal agreements are being negotiated to amend the lease of OCC at Abbey House and the related facilities management agreement to accommodate occupation by both councils. This is ongoing
Financial implications	The cost of the project is proposed to be shared equally 50:50 by SODC and VOWH. Full cost estimate: - Capital expenditure for minor fitout and building works £220,452 Revenue expenditure for moves and IT costs £22,148 TOTAL £242,600 Proportion funded by either council 50 per cent = £121,300 (Capital £110,226 & Rev £11,074) The Council currently has £89k available in the Operational Property Assets – capital works budget, but it is anticipated that other property projects will require some of this allocation. It is proposed to allocate £40,000 from this budget, and approval is sought to vire the required balance of £86,684 from the £500,000 Essential capital works budget for this project. This virement, together with the contribution from SODC, will cover the full cost of all the capital works required. As Abbey House is a VOWH building the works contract is proposed to be awarded by VOWH. A separate ICMD accompanies this paper for the approval to the Tender award.
Other implications	This Proposal is a joint proposal to South Oxfordshire DC, as well as Vale of White Horse DC.

Background papers considered	None			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	None			
List consultees		Name	Outcome	Date
	Legal legal@southandvale.gov.uk	Pat Connell	Comments incorporated	13/07/22
	Finance Finance@southandvale.gov.uk	Simon Hewings	Comments incorporated	13/07/22
	Procurement Procurement@southandvale.gov.uk	Angela Cox	Comments incorporated	13/07/22
	Climate and biodiversity climateaction@southandvale.gov.uk	Chloe Bunting	Supportive. Comments to be included in project delivery about promoting public transport and reducing car use to staff.	11/07/22
	Diversity and equality equalities@southandvale.gov.uk	Lynne Mitchell	Agree with proposals	07/07/22
	Risk and insurance risk@southandvale.gov.uk	Allison Holliday	Agreed	13/07/22
	Communications communications@southandvale.gov.uk	Andy Roberts	Noted for information	13/07/22
	Senior	SMT	Agreed	15/07/22

	Management Team ExecutiveSupportSAV@southandvale.gov.uk			
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	Request to Waive to be put to chair of Scrutiny Committee			
Has this been discussed by Cabinet members?				
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature Cllr Andy Crawford Date 15 July 2022			

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 15 July 2022	Time: 15:06
Date published to all councillors	Date: 15 July 2022	
Call-in deadline	Date: 22 July 2022 @ 17:00, subject to potential call-in waiver.	