

**Public Executive Decision Records
Leader**

No	Decision	Reason	Key	Confidential	Date taken
726/16	To approve the Council Tax base for 2017/18: 35,950.33 To approve the allocation of the Local Council Tax Support Grant as per appendix 4 of the report.	The Council Tax Base is the preliminary stage in setting the Council Tax for the new financial year. Without calculating these figures the level of Council Tax for 2017/18 cannot be set.	No	No	07/12/2016
738/16	To appoint Pozzoni Architects to carry out feasibility study of Town Hall as office accommodation. Brief is as follows: The development work is to produce specification and cost envelope to develop, refurbish and modernise the identified areas within the Town Hall for office accommodation for circa 90 workstations in order to go out to market to appoint a suitable contractor to carry out the works.	There have been unprecedented budget pressures on Local Authorities and moving staff from the Maltsters to the Town Hall could save the council in excess of £250,000 per annum. Staff accommodation is included in the efficiency plan for ESBC. There is a considerable time pressure to have this work completed. East Staffordshire Borough Council established its offices at the Maltsters in May 2011 and a 10 year lease agreement was signed with the Landlord on 26th August 2011. A break clause in the agreement, allowing ESBC to terminate this arrangement was triggered in May 2016 effectively giving two years notice to vacate the premises - therefore we would need to vacate the premises by May 2018. Any refurbishment works at the Town Hall are estimated to take 5 - 6 months. Directly appointing Pozzoni Architects rather than going out to retrieve three quotes would save valuable time in the project plan. In addition, Pozzoni are a trusted professional supplier to the council having successfully delivered the recent refurbishment to the Uttometer Leisure Centre and new changing rooms at Shobnall Leisure Complex.	No	No	01/03/2017

Deputy Leader (Cultural Services)

No	Decision	Reason	Key	Confidential	Date taken
738/16	To sign off a service level Agreement with SFRS that will provide support to ESBC for Health and Safety services in the absence of the Corporate Health and Safety Officer.	To provide flexibility and competent Health and Safety Advice available to the Council.	No	No	14/12/2016

Deputy Leader (Planning and Neighbourhood)

No	Decision	Reason	Key	Confidential	Date taken
729/16	Increase search fees on the Con29 element of search requests by 20% (vatable amount), from the 1st January 2017.	HMRC will impose VAT on the Con29 element of search requests from the 1st January 2017	No	No	15/12/2016

Deputy Leader (Programmes and Transformation)

No	Decision	Reason	Key	Confidential	Date taken
731/16	To appoint Comensura as Managed Service Provider for agency staff recruitment via call from MStar2 framework on a 2 year contract with an option of a further year extension.	East Staffordshire Borough Council currently uses a Neutral Service Provider to engage temporary staffing agencies on behalf of the Council. This appointment was made by call-off from the ESPO Temporary Staff framework (ESPO Framework 653F Mstar). This framework has been replaced by the ESPO Framework 653F MStar2, which the Council can now access for this service.	No	No	21/12/2016

Deputy Leader (Enterprise)

No	Decision	Reason	Key	Confidential	Date taken
735/17	To begin the process, in accordance with the Council's constitution, to establish a Council owned company, limited by shares, as a vehicle to deliver the approved self build project.	Delivery of a self-build project on Council owned land was included in the 2016/17 Corporate Plan. With many areas of the United Kingdom facing severe housing shortages, self built housing has become an important element of the Government's housing strategy because self build homes are seen as one of the ways this output can be increased. Government legislation has left the responsibility with local authorities to both access demand for self build and provide land. In February 2016, Cabinet considered a feasibility report into local custom self build at Council Owned Land at Lynwood Road, Branston. A detailed business plan was produced last summer and this identified that in-house delivery of a custom self build scheme was not financially viable due to the impact on our partial exemption VAT position. In any case to the extent that the scheme would be classified as a commercial activity, section 4 of the Localism Act 2011 requires that the Council must carry out that activity through a company. The Council has therefore undertaken exploration of the option to deliver the scheme via a limited company, held at arm's length. This research work included consultant advice from KPMG and Grant Thornton, which indicated that this is the most viable model of delivery. Discussions have also taken place with CIPFA and with a number of local authorities that have already established private trading companies. In order to take this forward additional external legal and financial advice is necessary in order to set out a detailed proposal and business case for future approval, in accordance with the Council's constitution. This will:- a) Ensure the company is established in an appropriate form, including suitable governance arrangements; b) Outline how any transfer of assets from the Council into the Company, such as its land holdings at Lynwood Road will be undertaken; c) Expand the existing business case to detail the tax implications of this delivery model; d) Detail the risks associated with the scheme. The Company will be set up to ensure that, where appropriate and beneficial to the Council, other activities could potentially be added to its area of operation, when a further decision is formally taken to do so.	No	No	01/02/2017