

Record of operational decision

Decision title:	Appointment of agents on short term Professional Services contract in respect of the Commercial and Investment property portfolio
Date of decision:	29 th January 2026
Decision maker:	Commercial and Investment Manager
Authority for delegated decision:	Corporate Services' scheme of delegation dated April 2025 (line 48) gives the Commercial and Investment Manager the authority to take the decision
Ward:	Countywide
Consultation:	Advice has been obtained from Procurement team
Decision made:	To appoint JNA Property Ltd on a Low value contract to undertake outstanding rent reviews and other lease negotiations in respect of the Commercial and Investment property portfolio
Reasons for decision:	<p>Rent reviews and lease renewals are either currently outstanding or will become due prior to the award of a new longer-term contract for Estate Professional Services to be procured later in 2026. It had been hoped the most recent provider of these services to the Council would be able to agree an extension of their original contract to deal with the identified cases whilst the longer-term procurement process was running, but due to changes to their own business model, this has not been possible. Delaying the implementation of these for inclusion within the longer-term contract will delay the receipt of enhanced income to the council and result in some tenants falling into rent arrears.</p> <p>The quote provided by JNA has been benchmarked favorably against prices quoted by other providers within relevant frameworks and for a similar portfolio of work procured in 2025 following competitive tendering. JNA Property have held previous contracts to provide these services to the council and so have recent detailed knowledge of several of the properties, the locations and relevant markets.</p> <p>The appointment of JNA Property is therefore more likely to achieve a speedier resolution than another provider so minimizing the delay in the council receiving enhanced rents and additional backdated rent debt being accrued by tenants</p>
Equality Considerations	The council's procurement rules have been followed
Highlight any associated risks/finance/legal/equality considerations:	Financial and other risks will be mitigated by the use of the council's Terms and Conditions for the Supply of Low Value Goods and Services
Details of any alternative options considered and rejected:	None, as best value has been demonstrated by comparison to similar recent competitive tender
Details of any declarations of interest made:	None

Signed..... Date: 29th January 2026

Print Name: David Micah

Job Title: Commercial and Investment Officer