

## Record of officer decision

<b>Decision title:</b>	Appointment of external agents on Short Term Contract in respect of new lettings of the Council's Commercial Portfolio
<b>Date of decision:</b>	28 <sup>th</sup> September 2023
<b>Decision maker:</b>	Strategic Assets Delivery Director
<b>Authority for delegated decision:</b>	Corporate Services' scheme of delegation dated 23 December 2021 updated August 2023 (line 48) gives the Strategic Assets Delivery Director the authority to take the decision <i>To procure, engage and instruct consultants and agents to act on behalf of Property Services.</i>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	None, this is an operational decision
<b>Decision made:</b>	To appoint JNA Property Services to act on the council's behalf in respect of new lettings of vacant units in the council's commercial property portfolio
<b>Reasons for decision:</b>	Property within the council's commercial property portfolio is held to provide revenue to support delivery of council services. Commercial property agents are experienced in finding and negotiating lettings with prospective tenants on open market terms and is considered to be the most appropriate and efficient way of fulfilling the Council's obligations to achieve best value from its Commercial Investment portfolio. Following the council's procurement process for the award of contracts below £25,000 JNA Property Ltd has been evaluated as providing the required service at the best value for money
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	The procurement of the agents was carried out in accordance with the council's contract procedure rules and procurement regulations and in consultation with the council's procurement team. The contract awarded is in accordance with the council's standard terms and conditions. The fees for the services procured will be financed from the rental income received into the portfolio.
<b>Details of any alternative options considered and rejected:</b>	Undertaking the work in house – rejected as this was considered not the most efficient use of staffing resource
<b>Details of any declarations of interest made:</b>	None

Signed..... Date: 28/09/2023

Print Name: Sarah Jowett  
Job Title: Strategic Assets Delivery Director