

RECORD OF INDIVIDUAL EXECUTIVE DECISION MADE BY AN OFFICER

Decision Maker	Decision Type	Date
Emma Barton (Deputy Chief Executive)	Administrative Decision	7 November 2023

Corporate Furniture Contract (Initial Order) – Spindles Workspace Project¹

Exempt/Confidential Report		No
Key Decision ²		No

Decision (s) ³

Further to the cabinet report in August delegating the order of new furniture to the Executive Director Place (now Deputy Chief Executive), the council is now required to enter into contract with Jenkinsons to order the desks and task chairs for the new Spindles Workspace. This is a priority order to ensure functionality of the space whilst a value engineering exercise is undertaken on the remainder of the furniture requirement.

Reasons for the decision(s)⁴

The contract order is required to ensure the Spindles workspace can become operational. New desks and task chairs are required to ensure functionality of the workspace before staff transfer in from the Civic Centre to the new workspace in Q4 2023/24. Ordering the furniture is required to complete this element of the Spindles Workspace Project which will be reaching practical completion at the end of the calendar year. A further order is anticipated for other items of furniture that cannot be recycled from the Civic Centre, such as meeting pods, chairs, some meeting room tables, collaborative tables, and meeting pods, however a value engineering exercise is required to meet the remaining budget.

¹ A brief title should be inserted here.

² If the decision is Key Please use Key Decision Template.

³ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information. Please include proposed timescales for commencement and / or completion of implementation as appropriate.

⁴ Reasons for the decision must be given.

Options/Alternatives considered ⁵

Option1: Complete the initial order for the desks and task chairs with Jenkinsons, whilst working on a “value engineering” exercise with the remainder of the furniture order. This will allow the Spindles Workspace project to move forward to completion and staff to transition over to the new workspace early next year. **Recommended.**

Option 2: Complete the full furniture order now. This would lead to a spend of c£1m which would significantly exceed the budget. **Not recommended at this stage.**

Option 3: Do nothing. Without furniture the new workspace project would not complete and the outcomes under CaBP would not be realised. **Not recommended.**

Conflict of Interest declared⁶

None



(Signature of Deputy Chief Executive - Place)

Decision made pursuant to:

- a) **General delegation under the Council’s officer scheme of delegation. Non-contract decisions up to £250k.**
- b) **Delegations set out in Cabinet Report – Corporate Furniture 21st August 2023**

⁵ Options must be given.

⁶ If none, please state none. No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here. This may include other elected Members, officers, stakeholders and the local community.