



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Report Author: Simon Wasteney
Tel: 01480 277180



OFFICER DECISION TITLE: Office Move from Units 3 and 3A The Incubator to First Floor, Incubator 2, Alconbury Weald Enterprise Campus, Alconbury Weald, PE28 4XA
NAME OF OFFICER EXERCISING DELEGATED POWERS: Chief Executive
DATE OF OFFICER DECISION: 16th April 2018

Responsible Director:	<i>Martin Whiteley, Chief Executive</i>
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	NO
Does the report have any annex that contains exempt information?	NO

Decision taken	<p>The Chief Executive agreed:</p> <ul style="list-style-type: none"> (a) That Urban and Civic are instructed to proceed with the fit out of the first floor at Incubator 2 in line with the design proposed by the Combined Authority; (b) That the Heads of Terms and draft lease are further developed in line with the principles outlined in the report; and (c) That the budget for the Accommodation programme of works is agreed. This amounts to one off capital fit-out costs of £247,568.55 and ongoing annual occupation costs of £249,486.12 per annum.
Authorisation (<i>delete as appropriate</i>)	The Chief Executive has delegated authority under the constitution to authorise expenditure up to £500k.
Background Information	<p>The GCGP LEP agreed with Urban and Civic in September last year to move offices from the current space they occupy to the newly designed and built Incubator 2 in May/June 2018. This move was necessitated by the need for extra space for the GCGP LEP due to an increase in staffing numbers over the last year. In December 2018 it was agreed that a merger would take place of GCGP staff and the Combined Authority resulting in a unified organisation namely CPCA from 1st April 2018. As the deal to move had already been brokered and agreed, plus the increase in staff to accommodate all the staff from both organisations coming together the agreement to move was formalised in January 2018.</p>






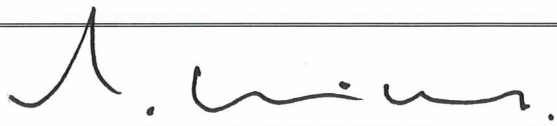
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	<p>Significant work has been undertaken with Urban and Civic to resolve the accommodation needs of the Combined Authority. Whilst construction work has been progressing on Incubator 2 this has now been halted until the Combined Authority instructs Urban and Civic to proceed. Delaying this instruction will mean additional costs will be incurred by Urban and Civic (which will be passed on the Combined Authority) and put back the Practical Completion date of 22 May. However, before proceeding the Combined Authority needs to be comfortable with the proposals and be aware of the capital and revenue cost implications.</p> <p>The actual building fit out costs have been capped at £155,988, the remaining costs in the capital sum include separate fixtures and fittings, equipment and ICT costs which have been procured separately. Please refer to attached reports and Appendices for full details in the supporting documentation section below.</p>
Alternative options considered.	A range of other accommodation options were considered and accommodation in alternative locations, external advice was sought to assess value for money. The GCGP LEP had previously decided to seek a lease rather than freehold accommodation and had agreed with Urban and Civic in September 2017 to move to the newly designed and built Incubator 2 in May/June 2018.
Consultation	The proposed move to Incubator 2 has been discussed between the Chief Executive and the Mayor. Internally discussions have also taken place with staff on the proposals as these have developed through staff briefings, all staff meetings and a dedicated staff forum as well as project group meetings and staff newsletters.
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	None
Supporting documentation	<p>Accommodation Options report 10th April 2018</p>  <p>Accommodation%20report%20for%20Mai</p> <p>Appendix A – First Floor Fit Out Costs</p>  <p>Appendix B – Project Plan</p>



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	 Appendix%20B%20- %20Project%20Plan% Appendix c – Budget Plan  Appendix%20C%20- %20Budget%20Plan% Approval; e-mail from Martin Whiteley  Re Report Office Accommodation at In
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Officer signature		Date 16.4.2018
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		

