

**Report of** Principal Land & Property Officer

**Report to** Chief Officer Resources and Strategy

**Date:** 20/3/18

**Subject:** Waiver of Contract Procedure Rule 8.1 – Intermediate Value Procurement

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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## Summary of main issues

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1. To waive CPR 8.1 – Intermediate Value Procurement to permit the use of CoStar UK Ltd to provide market evidence to accurately assess property Market rentals when dealing with new lettings, rent reviews and lease renewals.

## Recommendations

The Chief Officer Resources and Strategy is requested to approve a waiver covering the Subscription to CoStar.

### 1 Purpose of this report

- 1.1 CoStar UK Ltd, are used by the Asset Management service of City Development as described above, as a comparable database, and is an important tool to support property income growth

on the investment portfolio, and to achieve best consideration in relation to S123 of the Local Government Act.

It is also used to assess Market Value when disposing or acquiring investments.

## **2 Background information**

2.1 CoStar UK is used extensively within City Development in relation to property issues as described above, and also within the Economic Development service, for site searches when helping businesses locate to Leeds.

It is a well established system in the Council, and requires a subscription to the value of £ 12,758.40 in 2018.

## **3 Main issues**

### **Reason for contracts procedure rules waiver**

3.1 CoStar UK also provide free training to the Council on a regular basis, and is the only system of its type, and used by other local agents.

### **Consequences if the proposed action is not approved**

Officers in City Development Asset Management and Economic Development would not be able to carry out their property related work, and income generation would suffer.

## **4 Corporate considerations**

### **Equality and diversity/cohesion and integration**

4.2.1 There are no equality and diversity issues identified with this contract.

### **4.3 Council policies and best council plan**

4.3.1 The following policies and best council plans are likely to be affected by this waiver:

- Best Council Plan
- Income generation

### **4.4 Resources and value for money**

4.4.1 The Head of Service for Asset Management considers the subscription as value for money.

### **4.5 Legal implications, access to information and call-in**

4.5.1 The contents of this report are not subject to a call in.

### **4.6 Risk management**

4.6.1. Failure to subscribe to the CoStar system will severely put at risk the challenging property income budgets within Asset Management.

## **5 Conclusions**

The Head of Service Asset Management, is supportive of the subscription to CoStar .

## **6 Recommendations**

The Chief Officer Resources and Strategy is requested to approve a waiver covering the subscription to Costar.