

**REPORT TO:** PLANNING  
CABINET

**DATE:** 7<sup>th</sup> APRIL 2010 – PLANNING  
15<sup>th</sup> APRIL 2010 – CABINET

**SUBJECT:** RETAINED RETAIL CONSULANTS – APPOINTMENT OF  
NEW CONSULTANTS FOR THE PERIOD TO THE END OF  
2014/15

**WARDS  
AFFECTED:** All

**REPORT OF:** Andy Wallis – Planning and Economic Development Director

**CONTACT  
OFFICER:** Alan Young  
Strategic Planning and Information Manager  
☎ 0151 934 3551

**EXEMPT/  
CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

**REASON WHY DECISION REQUIRED:**

To indicate Council support for this important decision.

**RECOMMENDATION(S):**

That:

(i) Planning Committee note the report and recommend to Cabinet that WYG be appointed as retained retail consultants to the Council for the period 2010/11 to 2014/15; and

(ii) Cabinet agrees Planning Committee's advice and endorse the appointment of WYG as retained retail consultants to the Council for the period indicated above.

(iii) It be noted that the proposal was a Key Decision but, unfortunately, had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Vice Chair of the Overview and Scrutiny Committee (Councillor Byrom) has been consulted under Rule 15 of the Access to Information Procedure Rules of the Constitution, to the decision being made by Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan because of the need to have continuity of advice on retail matters with regard to planning applications and enquiries.

**KEY DECISION:** Yes

**FORWARD PLAN:**

No. Rule 15 authorised by the Vice Chair of the Overview and Scrutiny Committee (Performance and Corporate Services)

**IMPLEMENTATION DATE:**

Following expiry of call in period after Cabinet meeting on 15<sup>TH</sup> April 2010

**ALTERNATIVE OPTIONS:**

None

**IMPLICATIONS:**

None

**Budget/Policy Framework:**

None

**Financial:**

There are no financial consequences as a result of this report. The costs of these consultants will be met from within the Planning Department's budgets over the next 5 years.

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>	<b>2012/ 2013 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

The financial implications of appointing new retained retail consultants until the end of 2014/2015 can be contained within the Planning and Economic Regeneration Department's revenue budget for next five years.

**Legal:** N/A

**Risk Assessment:** N/A

**Asset Management:** N/A

### **CONSULTATION UNDERTAKEN/VIEWS**

The Finance and Information Services Director has been consulted (Ref FD 362) and concludes there are no financial consequences as a result of this report. The costs of these consultants will be met from within the Planning Department's budgets over the next 5 years.

The appointment of consultants has also been approved by the Vacancy Management Panel, 12th January 2010.

### **CORPORATE OBJECTIVE MONITORING:**

<b><u>Corporate Objective</u></b>		<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

### **LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT**

## **RETAINED RETAIL CONSULTANTS – APPOINTMENT OF NEW CONSULTANTS FOR THE PERIOD TO THE END OF 2014/15**

### **1.0 Background**

- 1.1 Members of Planning Committee may recall that they received a report on the arrangements to seek expressions of interest for the appointment of new retail consultants, in succession to WYG, on 16<sup>th</sup> December 2009. It was agreed that Members note the report and agree to receive a further report once the selection process had been concluded.
- 1.2 The selection process has now been concluded. Accordingly, the Director wishes to update Members on the outcome of that process and to seek their endorsement of the preferred consultancy.

### **2.0 The Selection Process and the Preferred Consultancy**

- 2.1 Formal expressions of interest from suitably qualified and experienced retail consultancies were invited via an advertisement in the Planning Magazine and Liverpool Daily Post on Friday 22 January 2010. In this regard consultancies wishing to pursue their interest were required to reply in writing, addressing the requirements of the expressions of interest brief, by Friday 19 February. The outcome of this process was that four consultancies submitted expression of interest. These consultancies were, in alphabetical order, the following:

Colliers CRE  
England and Lyle  
Roger Tym and Partners  
WYG

- 2.2 It was agreed that each of the four consultancies should be interviewed and these interviews all took place on 8<sup>th</sup> March 2010.
- 2.3 Following a rigorous selection process, embracing both the quality of the submission, relevant experience and price, the Director is of the firm view that WYG should be reappointed. Should Planning Committee and Cabinet endorse this recommendation, WYG would be in place from late April 2010 onwards. The appointment will be annually renewable but should run for five years until 31<sup>st</sup> March 2015.

### 3.0 **Director's Comments**

3.1 The need to have robust and timely specialist retail advice from retained retail consultants is well established. Accordingly it is important that we have new retail consultants on board as soon as possible to ensure continuity in this advice.

3.2 After a careful selection process, I am of the firm view that WYG were the consultancy that most closely met the requirements of the expressions of interest brief. Accordingly, subject to Members' endorsement and Cabinet's agreement, I would like to reappoint WYG as the Council's retained retail consultants for the period to the end of 2014/15.

### 4.0 **Recommendation(s):**

That:

(i) Planning Committee note and agree the report and recommend to Cabinet that WYG be appointed as retained retail consultants to the Council for the period 2010/11 to 2014/15; and

(ii) Cabinet agrees Planning Committee's advice and endorses the appointment of WYG as retained retail consultants to the Council for the period indicated above.

(iii) It be noted that the proposal was a Key Decision but, unfortunately, had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Vice Chair of the Overview and Scrutiny Committee (Councillor Byrom) has been consulted under Rule 15 of the Access to Information Procedure Rules of the Constitution, to the decision being made by Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan because of the need to have continuity of advice on retail matters with regards planning applications and enquiries.