

## OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:  
RE17 0091

### Box 1

**DIRECTORATE:** Regeneration and Environment

**DATE:** 16<sup>th</sup> May 2017

**Contact Name:** Richard Gibbons

**Tel. No.:** 01302 736281

**Subject Matter:** Mexborough Public and Market Trader Toilets upgrade

### Box 2

#### DECISION TAKEN:

Approval to use the existing £100,000 allocation in the approved Capital Programme to progress the upgrade of the public and market trader toilets at Mexborough Market.

### Box 3

#### REASON FOR THE DECISION:

The scheme will refurbish the existing public toilet facilities at the rear of Mexborough Market Hall, and the existing market trader facilities located in the Market Hall basement. The current toilet facilities for the public and the market traders are in need of refurbishment due to their age.

Despite a regular cleaning contract being in place, maintaining adequate levels of hygiene is a challenge due to the facilities currently installed. The public facility at the Market is also the only public toilet in the town since the closure of the main toilet block near the Fish Market.

The existing toilets have been identified as not fit for purpose, do not meet current standards and require full electrical, mechanical and fabric upgrades. The toilets are not DDA compliant, and the hot water temperature does not comply with current building regulations, standard BS 7671. It is a statutory requirement to provide toilets within the workplace (for traders). If the toilets are not refurbished, the market will not close but we face continued complaints from customers and on-going repairs and maintenance bills.

**Box 4****OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

The only options are to progress the scheme or not. It is recommended the scheme is progressed to ensure the council meets its obligations to the tenants/users of these facilities.

**Box 5****LEGAL IMPLICATIONS:**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.

The procurement of the works must be procured in accordance with the Council's contract procedure rules.

Legal Services should be consulted at the earliest opportunity to provide the contractual documentation.

**Name: Nicky Dobson Signature:**

**Date: 19<sup>th</sup> May 2017**

**Signature of Assistant Director of Legal and Democratic Services (or representative)**

**Box 6****FINANCIAL IMPLICATIONS:**

The capital programme for 2017/18 includes a budget of £100k for the upgrading of Mexborough public and market trader's toilets. If this ODR is approved the project will be represented by: -

	2017/18 £k
Actual/Estimated Cost	100

and financed by Corporate Resources

Any underspend due to reduced costs will be added back to the Corporate Resources pot and any overspends would need to be covered from within the Markets revenue budget.

**Name: Lynn Morrison Signature: Date: 16/05/17**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 7****HUMAN RESOURCE IMPLICATIONS:**

No HR implications.

**Name: Julie Carter    Signature:            Date: 16/05/17**

**Signature of Assistant Director of Human Resources and Communications (or representative)**

**Box 8****PROCUREMENT IMPLICATIONS:**

In line with The Councils Contract Procedure Rules (CPRS') an In House Supplier is to be sought in the first instance to determine if the requirements can be delivered in house – Public Buildings Maintenance.

If PBM cannot deliver this work, investigations into possible Council Wide Contracts or suitable national Frameworks should be undertaken.

If it is proven that the above rules have been followed to no avail, the options available would be to carry out a DMBC procurement process for tendering. It is imperative that Strategic Procurement are engaged with at an early stage in the commissioning process to ensure that the best commercial option is undertaken in any resulting tendering exercise and that best value for the Council is obtained at all times.

**Name: H.Donnellan    Signature:            Date: 16/05/17**

**Signature of Assistant Director of Finance & Performance (or representative)**

**Box 9****ICT IMPLICATIONS:**

There are no ICT implications associated with this decision.

**Name: Peter Ward (ICT Strategy Programme Manager)**

**Signature: Date: 20/06/17**

**Signature of Assistant Director of Customers, Digital & ICT (or representative)**

**Signature of Assistant Director of Customers, Digital & ICT (or representative)**

**Box 10****ASSET IMPLICATIONS:**

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets beyond Mexborough Markets and immediate environs in support of the wider local town centre.

**Name:** David Stimpson, Property Manager

**Signature:** **Date:** 16 May 2017

**Property Manager – on behalf of Assistant Director of Trading Services and Assets**

**Box 11**

**RISK IMPLICATIONS:**

**To be completed by the report author**

If the schemes are not progressed the Council could be at risk of not meeting its obligations to the users of these facilities.

**(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)**

**Box 12**

**EQUALITY IMPLICATIONS:**

**To be completed by the report author**

There are no equality implications directly linked to the decision detailed within this report.

**Name:**  
Richard Gibbons

**Signature:**  
R. Gibbons

**Date:**  
16/05/2017

**Box 13**

**CONSULTATION**

**Officers**

Consultation has been undertaken with Directorate Leadership Team, Town Centre & Markets Team and has also included officers from the relevant departments within Construction Services. The project has also been discussed with the local NMTF branch to outline the work that will be undertaken.

**Members**

Consultation has been undertaken with the Mayor and relevant portfolio holders regarding the requirements and implications of undertaking this project.

The overall allocation for this scheme was included in the Capital Programme and approved by Cabinet and Full Council.

**Box 14**

**INFORMATION NOT FOR PUBLICATION:**

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures

**Name: Joan L'Amie Signature Joan L'Amie: Date: 16<sup>th</sup> May 2017**  
**Signature of FOI Lead Officer for service area where ODR originates**

**Box 15**

**Signed: Dave Wilkinson** **Date: 20 June 2017**  
**Dave Wilkinson, Assistant Director Trading Services and Assets**

**Signed: Matthew Smith** **Date: 22 June 2017**  
**Additional Signature of Chief Financial Officer or nominated representative for Capital decisions (if required)**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required).**

- This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.
- A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.
- A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.
- A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox