

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:
AHWB/089/2017Leisure
Facilities Review

Box 1

DIRECTORATE: AH&WB

DATE: 31/8/17

Contact Name: Andy Maddox

Tel. No.:737377

Subject Matter: Leisure Facilities Review

Box 2

DECISION TAKEN:

To commit [redaction] + VAT to commission building condition surveys for the 9 x leisure facilities which will enable the full business case to be developed (specifically full costings of improvements and future capital requirements for maintenance of the buildings) using the Service Transformation Fund (STF 105).

Box 3

REASON FOR THE DECISION:

In addition, to the development of a full business case we are required to undertake full condition surveys of the 9 x leisure facilities to provide quantified costs of the potential works. According to procurement rules, 3 x quotes have been obtained on a priced basis, with the quote from Pick Everard being the cheapest at: [redaction] + VAT.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

Up-to-date condition surveys are required to support the development a full and comprehensive business case for the leisure 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 do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

In accordance with S19(1) Local Government (Miscellaneous Provisions) Act 1976, local authority may provide, such recreational facilities as it thinks fit.

The appointment of any consultants to provide this piece of work or the building surveys must be carried out in line with Contract Procedure Rules.

Name: Scott Fawcus Signature: S.R. Fawcus Date: 07/09/2017
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6

FINANCIAL IMPLICATIONS:

It is proposed to undertake full condition surveys of the 9 leisure facilities at a **cost of** ^[redaction] + VAT. It is intended that this cost will be met from the corporate Service Transformation Fund.

The approval of the Chief Financial Officer & Assistant Director – Finance and Mayor is needed to allocate funding from the Service Transformation Fund.

Name: Olivia Brown Signature: via e-mail Date: 31/08/17

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

Box 7

HUMAN RESOURCE IMPLICATIONS:

There are no apparent HR Implications contained within this ODR.

Name: Kelly Wilks Signature: By Email

Date: 20th June 2017

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

Box 8

PROCUREMENT IMPLICATIONS:

The commissioning and procurement of suitable consultants to carry out condition surveying services must be carried out in line with the Council's Contract Procedure Rules in obtaining 3 written quotations, which has been concluded with Pick Everard being the successful bidder.

The Author must complete a contract award notice to record the decision and be returned to the SPT team as soon as practicably possible.

[redaction]

Name: S Duffield Signature:

Date: 17/08/17 _____

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

Box 9

ICT IMPLICATIONS:

There are no anticipated ICT implications in relation to this decision.

Name: Peter Ward (ICT Strategy Programme Manager)

Signature: [redaction]

Date: 21/06/17

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

Box 10

ASSET IMPLICATIONS:

The initial undertaking of condition surveys to enable an appropriate business plan to be developed to access potential funding and make improvements to the leisure facility stock will immediately enhance the Council's retained property data.

In the longer term, the delivery of any subsequent improvement works which might be commissioned across the leisure portfolio represents investment in council owned assets that are to be retained in the longer term (albeit assets that are currently leased to the DCLT). Such investment will assist in ensuring the buildings identified as priorities for investment are 'fit for purpose' to meet the on-going needs of service users. As such, the proposal as outlined is fully supported from an assets perspective.

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: By email

Date: 20th June, 2017

**Signature of Assistant Director of Trading Services and Assets
(or representative)**

Box 11

RISK IMPLICATIONS:

To be completed by the report author

Not to commission a relevant specialist to undertake the appropriate due diligence will place DMBC at risk of not ensuring that the development of our future leisure facility stock is appropriate and that the business plan is unachievable.

This would potentially place both DCLT and DMBC at risk of not meeting its obligations in relation to the proposed business plan.

(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

Affordable and accessible sport and fitness facilities are important to increasing participation. A reduction in the rates of obesity and continued increases in activity levels in the general population is very important. More people will remain independent and healthier for longer and there will be a sustained reduction in health inequalities.

Greater opportunities will be afforded to residents, leading to improvements in their quality of life. Children and young people will be healthier and have access to good advice and services to make appropriate lifestyle choices. Children and young people will have the opportunity to engage in positive activities and there will be more young people in employment and training.

**Name: A.Maddox Signature: by email Date: 30-6-17
(Report author)**

Box 13

CONSULTATION

Officers

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult

with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from Members below:

Box 14

INFORMATION NOT FOR PUBLICATION:

In accordance with the Freedom of Information Act 2000 section 43 allows for commercially sensitive information to be redacted. The signatures will also be redacted.

Name: Gillian Parker Signature: by email Date: 11/09/2017
Signature of FOI Lead Officer for service area where ODR originates

[redaction]

Box 15

Signed: _____ Date: 25/9/17
Director/Assistant Director OF PEOPLE DAMIAN ALLEN

[redaction]

Signed: _____ Date: 26/9/17
Additional Signature of Chief Financial Officer or nominated representative for Capital decisions. STEVE MAWSON

[redaction]

Signed: _____ Date: 26/9/17
Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required). MAYOR ROS JONES.

- **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**