

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: AP347
RE17 0113

Box 1

DIRECTORATE: Regeneration and Environment

DATE: 15th August 2017

Contact Name: Anjum Shabir

Tel. No.: (7)36634

Subject Matter: Approval for the sale of St James Court for a sum of £182,500 on an unconditional basis.

Box 2

DECISION TAKEN:

To proceed with the sale of St James Court for the sum of £182,500 on an unconditional basis to the Jamia Mosque Trust.

Box 3

REASON FOR THE DECISION:

The subject property is a former office building located on St James Street, Balby Bridge, Doncaster. The building is comprised in the main of single storey accommodation but extends over two floors in part, and has a flat roof. The general condition of the building is very poor and recently it has been considered as posing a health and safety risk to occupiers. As an outcome, the property has been vacated and subsequently declared surplus to operational requirements.

Longstanding maintenance issues relating to the site range from security issues through to the ingress of water through the flat roof (in multiple locations) which in turn has led to internal ceilings collapsing and the seeping of water into the electrics (which have now been fully isolated)

The site area extends to approximately 1 acre.

Being mindful of the recent demolition projects that have taken place, for example Stanley House, a cost in the excess of £100,000 for demolition and clearance of the St James' Court site is estimated. In addition, it should be borne in mind that the building is served via a district heating system which would need to be disabled prior to any demolition works commencing.

The budget saving will be in the region of £50,000 for this building

With confirmation from the Assets Board the property was advertised by way of an informal tender with a closing date of 11 August 2017.

Two offers were received, offer 1 is for £75,000 conditional upon receiving planning permission and the other offer is for £182,500 which is unconditional. Both are for use as a community centre.

The recent Asset Valuation completed for 2016 was £150,000.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

If other options were considered, please specify and give reasons for recommended option

Option 1 – To do nothing

This is not the preferred option as we are incurring ongoing maintenance costs, in addition this property is part of the Asset Transformation Project so if we do nothing the target will not be met.

Option 2 – To agree to the sale of the property for £182,500.

Option Two is the preferred option as we will be receiving a sum of money and would abolish any maintenance responsibilities to the council.

Box 5

LEGAL IMPLICATIONS

Under S123 Local Government Act 1972 the Council has statutory power to dispose of non-housing/non-HRA land without the Secretary of State's consent for the best consideration reasonably obtained.

Under the Council's Financial Procedure Rules the Council's Property Officer has authority to dispose of land at market value without Cabinet approval where the price being received is less than £1 Million.

Name: Adam Bottomley Signature: By Email Date: 17/08/2017
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The disposal of St James Court (asset reference - 0685) would represent a potential capital receipt of £182k. The building currently has a revenue budget of £48k which could be put towards the appropriate asset saving in full from 2018/19 but costs including repairs of £15k have already been incurred this year so only a part saving will be achieved. The asset is currently part of the disposal programme and any capital receipt would go towards funding current capital schemes.

If the building were retained it would either require demolition or investment to allow it to be utilised. The estimated cost of demolition is approximately £100k.

Name: Marion Berrett **Signature:** _ **Date:** 15th August 2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications.

Name: David Knapp **Signature:** **Date:** 15/08/2017

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

Box 8**PROCUREMENT IMPLICATIONS:**

There are now direct procurement implications associated with the sale of this property as outlined within the body of the report.

Should the sale not follow through then the Council seeks to demolish the building then a suitable procurement process must be followed in commissioning suitable demolition firms.

Name: S Duffield **Signature:** **Date:** 15/08/17

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

Box 9**ICT IMPLICATIONS:**

There are no ICT implications associated with this decision.

Name: Dan Parry **Signature:** **Date:** 15.08.2017

**Signature of Assistant Director of Customer Services and ICT
(or representative)**

Box 10

ASSET IMPLICATIONS:

Asset implications are embodied within the main text of this report.

The recommended option allows the Council to discharge any maintenance liabilities.

Name: Anjum Shabir

Signature: A Shabir

Date: 15th August 2017

**Signature of Assistant Director of Trading Services and Assets
(or representative: Interim Projects Director – Asset Transformation)**

Box 11

RISK IMPLICATIONS:

To be completed by the report author

By not taking this decision, the Council will be left to maintain the property that is in a poor state of repair.

Box 12

EQUALITY IMPLICATIONS:

To be completed by the report author

There are no equality implications associated with this Officer Decision Record

Name: Anjum Shabir
(Report author)

Signature: A SHABIR

Date: 15th August 2017

**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:

None

**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: 15th August 2017
Signature of FOI Lead Officer for service area where ODR originates**

Box 15

Signed: Dave Wilkinson **Date: 22 August 2017**
Dave Wilkinson, Assistant Director Trading Services and Assets

Signed: _____ Date: _____
**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**