

# 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 0061

## Box 1

**DIRECTORATE:** Regeneration and Environment

**DATE:** 4<sup>th</sup> April 2017

**Contact Name:** Chris Dungworth

**Tel. No.:** 01302 737857

**Subject Matter:** Doncaster Growing Together Project -Town Centre Activity Fund

## Box 2

### DECISION TAKEN:

This ODR seeks to initially draw down £100,000 from the Council Service Transformation Fund as a flexible pot of money to fund activity taking place as part of the Doncaster Growing Together (formally DN21) Town Centre project. This fund will be focus on pump prime and kick start activities that have been initially identified as quick wins with the aim of brightening up the town centre and making it more attractive to residents and visitors.

## Box 3

### REASON FOR THE DECISION:

Doncaster Growing Together is a transformational project delivered by 'Team Doncaster' partners looking at a different way of working to deliver change on a set of crucial issues, and at key moments in the lives of Doncaster people that will ensure growth for them as well as boosting our economic fortunes and is fundamentally linked to the new corporate plan and borough strategy.

A significant and priority part of this work is the development and future positioning of the Town Centre to make it a place where residents and visitors want to visit, work and spend their leisure time. A cross council team working with a range of external partners has been brought together under a new operating model to deliver this change across all aspects of the town centre under the following 5 themes

- Complex Lives
- Enterprise and Creativity
- Events and Animation
- Welcome and Wayfinding
- Delivery of Town Centre Masterplan

**All 5 themes are led by Business Change Managers and cross council teams who have put plans in place to deliver activity across all the above themes. Included in these plans are a range of activities which will start to deliver real change in the town centre.**

**In order to deliver these activities particularly around the themes of Enterprise and Creativity and Events and Animation a certain amount of funding needs to be in place to make these events and activities happen. There is the need to look at drawing down a sum of money from the Council Service Transformational fund in order to pump prime and kick start activities that have been initially identified as quick wins with the aim of brightening up the town centre and making it more attractive to residents and visitors.**

**It is envisaged that the initial request for £100,000 will be kept in a separate Town Centre DGT Project budget that Business Continuity Managers can apply for and draw down as necessary to fund activity. It will be a flexible fund that it is hoped will allow projects to happen quickly and efficiently without the need for complex procurement and decision making processes with delegated powers to award the funding. The fund will be held by the Director of Regeneration and Environment who has overall responsibility for delivery of this town centre project. Spend costs under £5000 can be direct award notice if only one quote is available. Single contractor spend above £5000 will be subject to a signed contract waiver notice**

**Part of the project, particularly around events and animation will involve activity and support delivered through and by the local creative sector which may include a single supplier selection process where activity will be stalled or delayed through the usual procurement channels and it is important the project has the freedom to engage with delivery partners quickly and efficiently.**

**It is hoped that this flexible fund will be supplemented by additional revenue from sponsorship and other private sector contributions which will go back into the pot for use on other activities which will have a more long term benefit for the town centre.**

**There are a number of projects already underway where the project teams have plans in place and need to confirm funding as soon as possible for activity to take place**

**These include:**

**Delicious Doncaster Food and Drink festival taking place in Doncaster Market Place on the 12<sup>th</sup> to 14<sup>th</sup> May which requires a budget of £17,000**

**Using local creatives to decoratively wrap the wooden hoardings surrounding the Corn Exchange to make the area more vibrant, attractive and a positive talking point. Work to be completed in Summer 2017 which requires a budget of £20,000**

**New urban growing scheme in the town centre which has an initial start-up cost of £10,000 to purchase equipment, plants, training and external resources. It is expected some of the cost of this project will be offset by donations and sponsorship**

**Box 4**

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

In order for this project to have real traction and tangible evidence of activity taking place that will start to improve the town centre it is recommended that this ODR is approved and the budget of £100,000 created initially to kick start activity as outlined above. A priority for the Council and the Town Centre group is the development and future positioning of the Town Centre to make it a place where residents and visitors want to visit, work and spend their leisure time. A number of quick wins, some of which have been identified above to start the project and show business and residents that we are serious about improving the town centre. This funding is needed to get these quick wins underway Failure to do so may result in activity being curtailed or not taking place at all and funding would have to be found from alternative sources which would significantly delay progress in this Doncaster Growing Together Priority.

**Box 5**

**LEGAL IMPLICATIONS:**

There are no specific legal implications in agreeing the draw down from Service Transformation Fund to support the Street Scene Transformation Programme.

This ODR is to document the final expenditure and is a requirement of the Councils 2017/2018 budget setting report dated 2<sup>nd</sup> March 2017

Name: Nicky Dobson Signature: \_\_\_\_\_ Date: 26<sup>th</sup> April  
2017 \_\_\_\_\_

**Box 6**

**FINANCIAL IMPLICATIONS:**

As set out and agreed in the Council's 2017/18 Budget Setting report 2nd March 2017, para 39a, Service Transformation Fund – the majority of this fund has been allocated to help DMBC achieve savings in a timely and well managed way e.g. Adults, Health & Wellbeing transformation, and fund any shortfall on the programmes. The Chief Financial Officer in consultation with the Mayor must approve any request for Service Transformation Funding, before any approved funds can be drawdown.

The Director of Regeneration & Environment and his team need to put in place controls to ensure commitments against the £100k fund are managed effectively.

Name: Matthew Smith Signature: M Smith Date: 20 April 2017  
Signature of Assistant Director of Finance & Performance  
(or representative)

**Box 7**

**HUMAN RESOURCE IMPLICATIONS:**

**There are no HR implications specific to this report.**

**Name: Angela Cotton      Signature: A Cotton      Date: 20/04/2017**  
**Signature of Assistant Director of Human Resources and Communications (or representative)Box 7**

**Box 8**

**PROCUREMENT IMPLICATIONS:**

The contract procedure rules are clear on the thresholds at which certain procurement procedures must be adhered to and within this report the author has stipulated the routes which will be adopted.

Consideration is needed towards the type of activities and commissions made as part of this project so as not to deliberately disaggregate spend to utilise the up to £5k threshold.

Where spend with similar activities exceeds the £5k threshold then a suitable quotation exercise must be carried out.

It is also advised to ensure all appointments made under this project are recorded with a contract award notice

**Name: S Duffield      Signature: S Duffield      Date: 07/04/17\_**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 9**

**ICT IMPLICATIONS:**

There are no direct ICT implications in implementing the recommended option detailed in this ODR. If ICT requirements are identified as the work themes detailed in this ODR progress, then these requirements should be submitted in advance to the ICT Governance Board.

**Name: Dan Parry      Signature: D.Parry      Date: 28.04.17**  
**Signature of Assistant Director of Customer Services and 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 those noted in the body of the report.

**Name:** David Stimpson, Property Manager

**Signature:** D Stimpson

**Date:** 20 April 2017

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

**Box 11**

**RISK IMPLICATIONS:**

**To be completed by the report author**

**The development of the town centre is a key priority for the Council and partners. A range of activities have been identified to kick start project activity that will improve the town centre and will clearly be seen by residents and businesses. The funding is required to get some of these quick wins underway. Failure to receive funding will delay or possibly postpone the project timescales meaning a delay in showing improvements in the town centre which may lead to criticism and disengagement by the public and businesses**

**(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:**

There are no equality implications as this funding pot is open for all involved in Doncaster Growing Together to bid in for and secure the money for projects

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Report author)**

**Box 13**

**CONSULTATION**

**Officers**

Investment and Tourism Team DGT Officers  
Assistant Director of Development  
Head of Commercial Services  
Head of Finance

**(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:**

**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:** 2nd May 17

**Signature of FOI Lead Officer for service area where ODR originates**

