

## 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:  
ODR 1718207

### Box 1

**DIRECTORATE:** Learning &  
Opportunities: Children & Young People

**DATE:** 26 January 2018

**Contact Name:** Bob Allen

**Tel. No.:**736391

**Subject Matter:** Capital spend proposals for Family Hubs and Youth facilities.

### Box 2

**DECISION TAKEN:** To commit to up to £400,000 and undertake improvements of Family Hubs and refurbishment of Adams Ark, a young people's facility.

### Box 3

#### REASON FOR THE DECISION:

The Starting Well Service coordinates and convenes services across the partnership to deliver preventative and early intervention services to children, young people and their families in Family Hubs, including the delivery and commissioning of youth provision.

The proposals will enable better use of space, improved reception areas and upgraded outdoor play facilities in Family Hubs.

The refurbishment of Adam's Ark will enable this residential canal boat to be put back into service in the Spring, to be run by a voluntary sector group which plans to ensure sustainable delivery without further recourse to Council's own resources.

Schools will refer disadvantaged young people, including young people with learning difficulties, fostered children's groups and a wide cross section of voluntary organisations. Day cruises for older and vulnerable adults will fill voids.

The boat gives a unique residential experience to users, who act as crew, assisting with the safe sailing of the boat, negotiating locks, taking responsibility for opening swing bridges, maintaining its cleanliness and preparing meals. Users can gain National Community Boats Association Crew Course accreditation. The vessel is also an accredited centre for the delivery of the Youth Achievement Award to the over 14 age group, and a week's sailing contributes to the Residential Qualification associated with the Duke of Edinburgh's Award Scheme.

The Council's interests will be protected through a Grant Agreement setting out requirements for the refurbishment of the boat, and a lease which contains service standards, insurance etc.

**The following work is proposed:**

<b>Family Hub venue</b>	<b>Work to be done</b>	<b>Cost per item</b>	<b>Total per Family Hub</b>
Rossington	External canopy	£15000	£15000
Bentley	Re configure reception area External Canopy	£40000 £15000	£55000
Moorends	Re configure reception area External Canopy x 2	£40000 £30000	£70000
Balby	External canopy Reconfigure outdoor area	£15000 £30000	£45000
Central	External canopy Reconfigure outdoor area	£15000 £20000	£35000
Wheatley	Refurbish outdoor area and covered area	£50000	£50000
Denaby	Pram shelter Fencing to car park Tarmac & drop kerbs Supply & install play tunnel Soft play area	£9000 £2000 £1000 £18,100 £9355.36	£39,500
Mexborough	Supply and install play tunnel Tarmac for new entrance to nursery New gate and lock New locks on existing doors Build new stud wall & door Remove / secure open glass doors	£11,500 £1500 £3000 £500 £2500 £500	£19500
Adam's Ark	Replace the full floor from stern to bow. Replace inverter. Electrial work required.	£12000 Plus £3,000 contingency	£15000

All venues			£344,000.00	

**Box 4**

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

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

**Do Nothing;** The buildings are tired in places and reception facilities and arrangements are not ideal. Doing nothing will neither help increase registration and participation of families nor support better delivery.

The boat needs to be repaired to be put into service. It could be sold in its current condition for around £30,000. In the event that the refurbished boat does not lead to sustainable provision, it could be re-sold and the investment in refurbishments would be roughly re-couped. Therefore the potential benefits of sale will not be lost by undertaking this work.

**Preferred Option:** Use the capital allocation as proposed to make renovations to the centres and boat in line with the list of works above.

**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 any works and or service must be in accordance with the Councils contract procedure rules and the Public Contract Regulations 2015.

**Name: Rebecca Brookes Signature: [REDACTED] Date: 01/02/18**

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

**Box 6**

**FINANCIAL IMPLICATIONS:**

**Capital**

A capital allocation of £400k currently exists within the LOCYP Capital Programme for work on family hubs and youth facilities.

The work identified within this ODR is to commit £344k of work against various premises and allows £56k of contingency. Small projects can be difficult to manage within planned budgets, as unforeseen costs or difficulties can have a significant

impact on overall costs. The Starting Well Service will manage expenditure within budget by planning outdoor play improvements, but will hold back committing resources, particularly on canopies (which can be erected quickly) until there is more certainty from quotations on the costs of building (and boat) refurbishment work.

These schemes are being funded from the DfE Schools Condition Allocations Grant. This grant although unringfenced is provided for schools and Sure Start Centres capital maintenance issues. These projects are therefore directly in line with the purpose for which the grant is given.

**Revenue**

There are no direct revenue implications of this ODR. If there are any additional revenue costs including maintenance of the buildings then the individual Centre will have to meet these from their existing budgets.

**Name:** Stephen Boldry      **Signature:** [REDACTED]      **Date:** 30<sup>th</sup> January 2018  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 7**

**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications associated with this particular ODR

**Name:** Trish Law      **Signature:** [REDACTED]      **Date:** \_\_\_290118\_\_\_  
**Signature of Assistant Director of Human Resources and Communications (or representative)**

**Box 8**

**PROCUREMENT IMPLICATIONS:**

The procurement of any works and or service associated with this Officer Decision Record must be in accordance with the Councils contract procedure rules.

**Name:** Shaun Ferron **Signature:** [REDACTED]      **Date:** \_05.02.18\_\_\_  
**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 (Governance & Support Manager)

**Signature:** [REDACTED]

**Date:** 29/01/18

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

**Box 10**

**ASSET IMPLICATIONS:**

The family hubs and the Adam's Ark residential canal boat identified in this Officer Decision Record are owned by Doncaster Council. The proposal as outlined therefore represents investment in council owned assets that will enhance their physical appeal, promote increased use, and increase their longevity, hence ensuring the Council is meeting the on-going needs of service users. As such, the proposal is fully supported from an assets perspective.

**Name:** Gillian Fairbrother (Principal Property Surveyor)

**Signature:** [REDACTED]

**Date:** 29<sup>th</sup> January, 2018

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

**Box 11**

**RISK IMPLICATIONS:**

The council and its wider partners are committed to delivering services in and through the Family Hubs. We must ensure we have venues that are fit for purpose to allow joint working of partners and provide the space and facilities family want and deserve. The proposed refurbishments, modest in budget and scale, have been carefully planned to make better use of the space within the family hubs, improve reception areas, and improve the quality and appearance of outdoor play areas.

Time delays will potentially impact on the delivery of these projects as site safety must be considered while works are ongoing. This may have a short term impact on service delivery but this is outweighed by the longer term benefits.

Delays in the commissioning of the refurbishments to Adams Ark would compromise its being ready in time for the spring and the start of the season for services and income to commence.

Financial risks and management are covered in the Finance section above.

**Box 12**

**EQUALITY IMPLICATIONS:**

All of the Family Hub proposals will improve facilities and delivery of services for all families, in some case facilitating services which are likely to be more targeted towards

those who might benefit most. Otherwise there are no equality implications.

Adams Ark does offer residential experiences to those with learning difficulties, and plans to make services available particularly to these groups. However it cannot offer these to those with limited mobility.

**Name: Bob Allen Signature: [REDACTED] Date:**  
**(Report author)**

### **Box 13 CONSULTATION**

#### **Officers**

Informal consultation has been undertaken with partners and service providers, who are supportive of the proposed works in Family Hubs, and indeed some of the proposals have been adapted following this consultation. Partners consulted have included childcare providers and health partners. The proposals for Adams Ark have been developed in partnership with a community group, the Friends of Adams Ark.

#### **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 signatures only.

**Name: Bob Allen \_\_\_\_\_ Signature: [REDACTED] Date: \_\_\_\_\_**  
**Signature of FOI Lead Officer for service area where ODR originates**

Box 15

Signed:  \_\_\_\_\_ Date: 22<sup>nd</sup> February 2018  
Director/Assistant Director

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