

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/041/2018
strengthen community facilities and support the June 2018 re-provision of Adwick Hub wheel chair users

Box 1

DIRECTORATE: AHWB

DATE: 12/06/18

Contact Name: Debra Smith

Tel. No.: 01302 35349

Subject Matter: There is £250k Capital bid funding to support community group development.

This ODR is to support a bid application for £5k to strengthen community facilities and support the June 2018 re-provision of Adwick Hub wheel chair users

Box 2

DECISION TAKEN:

Capital Bid Application for up to £5000 to:

Purchase and Install Evaccess evacuation equipment (stair climber) in Bentley Library, to give wheelchair users access to toilet facilities and activities on the 1st floor. The equipment is required to make Bentley Library, Doncaster Council Fire Safety compliance

(Paul Wraith Fire officer inspection report: Bentley Library, the Ground Floor is fine, open plan, two exits with level access/egress, audio visual fire alarm. The First Floor could be problematic for people with mobility problems, access is provided via a stairway or lift. The lift is identified as suitable for wheelchair users; however, it cannot be used in an emergency or in the event of a power failure. There is a refuge area identified on the stair landing area and an emergency voice system linked to the Ground Floor entrance; however, there are no means to evacuate wheelchair users down the stairs e.g. Evacuation Chair.)

Box 3

REASON FOR THE DECISION:

Adwick Hub is one of the remaining large traditional centres operated by the Council's Adult Services In-House Provision.

The centre at Adwick provides support and daytime activities to adults who have been assessed under the Care Act as having an eligible social care need. This includes adults with a learning or physical disability and older people. Transformation of day opportunities has included the re-provision of services in local areas closer to where people live: enhance people's community participation and inclusion.

Bentley library is a community run facility that can accommodate people from Adwick who live in the Bentley and neighbouring areas. The community facility supports the key principles of day opportunities improvement programme.

Community partnerships

Co-production

Community Inclusion and participation

Increasing independence

Improving health and wellbeing

Increasing choice and control

Bentley library supports Intergenerational Practices promoting all age shared learning.

The building is on 2 floors, with toilet facilities on the first floor. There is a small lift to support one wheel chair user. Doncaster Fire Safety compliance requires evacuation equipment to support more than one wheelchair user to access the toilet facilities and first floor activities. Four people per day who use wheel chairs living in Bentley or surrounding neighbourhoods have been identified and keen to access the first floor rooms and activities

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

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

Bentley library was the only community building that could accommodate people from Adwick who live in the Bentley and neighbouring areas. Extensive research has been done to find a suitable building. A number of buildings looked at were not available or could not accommodate the needs of the service. (Who we contacted: Facilities management, St Ledgers, NDDT, PSU, MANNA, local scout group, family hub, local churches, youth centre)

The option to retain the service at Adwick hub did not fit in with the transformation of day opportunities. The building is in disrepair, isolated attracting vandalism, theft and did not support transformation key principles.

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.

Any procurement and installation of the Evaccess evacuation equipment (stair climber) should be in compliance with the Council contract procedure rules.

There are no specific legal implications in agreeing the draw down from the capital scheme for Community Led Support. This ODR will approve the drawdown for £5k.

Name: Nicky Dobson Signature: by email Date: 18th June 2018
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The capital scheme for Community Led Support was approved by Cabinet on 20th February 2018 and is on the capital programme for 2018/19 and 2019/20, £250K in each year. There has not yet been any spend against this scheme. This ODR seeks to approve draw down from this scheme the amount of £5K to fund this urgent equipment to ensure the building will be compliant with Fire Regulations prior to re-locating the service at Adwick. The sub cost centre relating to this scheme from where the funds will need to be drawn down is Q1934.

Name: Heather Waddingham **Signature:** [redaction]

Date: 14th June 2018

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

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no human resources implications.

Name: Paula Monk **Signature:** P S Monk **Date:** 12 June 2018

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

Box 8**PROCUREMENT IMPLICATIONS:**

The equipment required must be procured in accordance with the Councils Contract Procedure Rules.

Name: Shaun Ferron **Signature:** ___ via email **Date:** 26.06.18

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 (Technology Governance & Support Manager)

Signature: [redaction]

Date: 12/06/18

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

Box 10**ASSET IMPLICATIONS:**

Bentley Library is a Council owned property that is leased to a voluntary/community group to run and manage.

A proposal to relocate services from the Adwick hub to Bentley Library (and Bullcroft Memorial Hall, providing a two-centre solution) was presented to the Council's Assets

Board (Strategic Decision making Group) on 25th April 2018, where it received full support.

The Strategic Asset Management Service are currently finalising terms for a formal agreement to cover the Council's occupation of the library building. In effect, we will be licencing back the use of space within our own 'leased out' property.

The submission of a bid to purchase and install Evaccess evacuation equipment (a stair climber) in Bentley Library therefore represents investment in a Council owned asset that will ensure the building is accessible to service users moving forwards. As such, the proposal as presented is fully supported from an assets perspective.

Name: Gillian Fairbrother (Principal Property Surveyor)

Signature: By email **Date:** 12th June, 2018

Signature of Assistant Director of Trading & Property Services (or representative)

Box 11

RISK IMPLICATIONS:

To be completed by the report author

If the equipment purchase is not agreed, there is a risk of Doncaster Council could be accused of not supporting DDA compliance. Adwick wheel chair users will require relocation to an alternative service. This will require additional transportation putting further pressure on budgets and omissions. People will be separated from their friends, having effect on people's health and wellbeing. There will be an implication regarding consistency of staff which could cause the service user and carer anxiety. This will put pressure on the timing of the re-provision of the Adwick Hub. Carers may seek political support with complaints.

Staff and Bentley Library members will receive training in the safe use and maintenance of the equipment

Fire safety procedure incorporating the equipment at Bentley Library will be in place.

The equipment will be checked and maintained in partnership with: SMILE day opportunities and Bentley Library management committee.

(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

Disability Discrimination Act

Statutory: Compliance with the Equality Act 2010. Provide for ease of access to the premises and ease of movement within the premises for all users of the premises (including wheelchair users).

Statutory: There should be adequate fire precautions, including provision for safe exit from the premises, designed in accordance with the Building Regulations agreed with the local fire authority.

Equality Act 2010; Approved Document M; BS 8300; HBN 00- 04; HBN 40 Vol. 1

[redaction]

**Name: Debra Smith Signature
(Report author)**

: Date: 12/6/18

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, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

Name: Gillian Parker Signature: by email Date: 27/06/2018
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: _____ [redaction] _____ Date: 28/06/2018
Debbie John-Lewis Assistant Director

Signed: _____ Date: _____
Additional Signature of Chief Financial Officer or nominated representative for Capital decisions.

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