



# Doncaster Council

## OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. (See Annex 2 on Intranet.)

Decision Ref. No:  
SAM123

RE18 0078

### Box 1

**DIRECTORATE:** Regeneration and  
Environment

**DATE:** 21<sup>st</sup> May 2018

**Contact Name:** Joanne Chipp-Smith

**Tel. No.:** ext 37764

**Subject Matter:** Denaby Hub café licence

### Box 2

#### DECISION TAKEN:

To provide a licence agreement to allow the café area within Denaby Family Hub to be opened and provide an additional functioning facility for its users.

### Box 3

#### REASON FOR THE DECISION:

Within Denaby Hub, there is a small café area with equipped kitchen which is currently unused. Previously this had been run by volunteers and footfall proved good, however, there was not the staffing capacity to support the service and the volunteers, and consequently it closed.

The opportunity has been marketed twice for both a commercial let at £2,750pax and a community let and although there were a couple of expressions of interests, no applications were forthcoming. As such, in an attempt to have the facility occupied a revised marketing strategy based on a community lettings agreement only was advertised. Two interested parties came forward offering the same terms and a decision was made with the Locality Deputy Manager as to the successful party. Essentially, the licence will be for 12 months, then year to year until determined by either party giving no less than 6 months' notice. The rental will be £1 for the first year, and then either £500pa or 7.5% annual turnover thereafter, whichever shall be the greater figure, and the tenant will be responsible for all, outgoings, repairs and equipment.

**Box 4****OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

1. To do nothing – this would be a waste of the facility and a missed opportunity to support the family hub in trying to reach more families in the local area.
2. To offer a community based licence to open up the facility at no additional cost to the Council and increase opportunities for families to engage with the Hub.  
**This is the recommended option.**

**Box 5****LEGAL IMPLICATIONS:**

Section 1 of the Localism Act 2011 provides the Council with the general power of competence, meaning that “a local authority has power to do anything that individuals generally may do.”

Under S111 Local Government Act 1972 a local authority has the power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions

These powers allow the Council to grant licences to third parties over land it owns and to enter into a legal agreement with the racecourse operator to maintain the land licenced lane.

**Name: Adam Bottomley    Signature: \_\_\_\_\_    Date: 23/05/2018**  
**Signature of Assistant Director of Legal and Democratic Services (or representative)**

**Box 6****FINANCIAL IMPLICATIONS:**

Although no rent will be received initially the tenant will be paying a sum of approximately £4,600 per year towards costs at the Centre, this should cover any additional costs due to their occupation.

**Name: Marion Berrett    Signature: \_\_\_\_\_    Date: 23<sup>rd</sup> May 2018**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 7**

**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications.

**Name: David Knapp**

**Signature:**

**Date: 22/05/2018**

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

**Box 8**

**PROCUREMENT IMPLICATIONS:**

There are no direct procurement implications associated with this report.

**Name: H Donnellan**

**Signature:**

**Date: 24/05/18**

**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:**

**Date: 22/05/18**

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

**Box 10**

**ASSET IMPLICATIONS:**

The asset implications relevant to this decision are contained within the main body of the Officer Decision Record

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

**Signature:**

**Date: 5<sup>th</sup> June 2018**

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

**Box 11**

**RISK IMPLICATIONS:**

N/A

**Box 12**

**EQUALITY IMPLICATIONS:**

There are no equality implications associated with this decision.

**Name: J Chipp-Smith Signature:**  
**(Report author)**

**Date: 21.05.18**

**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:**

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: A J Rowbotham\_ Signature: \_\_\_\_\_ Date: 8/6/18\_\_\_\_\_**  
**Signature of FOI Lead Officer for service area where ODR originates**

**Box 15**

**Signed: \_\_\_\_\_ Date: 11 June 2018**  
**Dave Wilkinson, Assistant Director Trading and Property Services**

**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**