

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: Decision Reference No: RE18 0142

BOX 1

DIRECTORATE: Regeneration and Environment

DATE: 11.01.19

Contact Name: Jordan Butler

Tel. No.: 01302 734892

Subject Matter: Town Centre Welcome and Wayfinding draw down of capital budget.

BOX 2**DECISION TAKEN**

To draw down £250k capital funding for the Welcome and Wayfinding project, approved under the Council's capital programme at 2018/19 budget setting.

BOX 3**REASON FOR THE DECISION**

- Town Centre Welcome and Wayfinding is a project to deliver new wayfinding signage and infrastructure for the Town Centre.
- As the landscape of the town centre changes with an abundance of redevelopment including the regeneration of the train station, markets and high street as well as the changing retail, leisure and entertainment offer, wayfinding is key to our visitor experience.
- As part of the Town Centre Urban Masterplan, wayfinding is crucial to welcoming and showcasing all that Doncaster has to offer, with particular emphasis on areas such as the train station as a key gateway to visitors entering the town, the markets area including the new Wool Market set to open in Spring 2019 and the Civic Quarter area with its cultural offer which is planned to expand even further. All this as well as retail, leisure, events and tourist attractions on offer means Doncaster's signage needs to be adapted to keep up with our direction of travel and deliver the best possible experience for visitors.
- An ODR is required where Financial Procedure Rules require it regardless of value. FPR B9 states: -"Relevant approval is required before a project can commence or commit to capital spend. New additions to the capital programme are approved in either the annual

capital budget setting report or the quarterly monitoring report; which must be followed by a more detailed ODR.”

- This ODR seeks approval to draw down the funding agreed under the Council's capital programme budget 2018/2019 to 2021/22 for the Welcome and Wayfinding project (CR06 R&E 04) on the agreed profile of:
£30k in financial year 2018/19 (design stage)
£220k in financial year 2019/20 (implementation of system).
If the £30k is not used by end of financial year 2018/2019 the remainder will move back to 2019/20.
- In 2017 a report was produced for the Council which reviewed and assessed the existing town centre wayfinding / signage network and make recommendations for changes in light of the existing and changing context within the town centre and urban centre masterplan. The existing wayfinding system has developed incrementally and in a piecemeal way and there is a recognised need to refresh this and the accompanying information it presents to provide visitors and residents with a better experience of the town.
- This report included an estimate for the works to be undertaken, and accordingly a bid for £250K was submitted to the Council's capital programme budget 2018/2019 to 2021/22 (CR06 R&E 04) which was approved. The funding is to be spent on the new system.
- During 2018/2019 we will be developing the design of the new wayfinding system and require consultancy support in enabling this. We require qualified wayfinding consultants to support us in the project management, developing the system design, system procurement and implementation. The £30k will be used for consultancy fees associated with helping deliver the project during 2018/2019 and 2019/2020.
- A brief has been sent out to relevant consultants and tenders / quotes obtained from 3 as required by procurement rules (contracts between £5k-£25k require 3 quotes).
- 3 quotes were received (£15,670 excl VAT), (£20,140 excl VAT), (£16,400 excl VAT). After consideration of the tenders it has been decided to award Streetwise the £15,670 contract, as it was considered best value in terms of the service offer and quotation. Streetwise also provided the initial report to the Council in 2017 so have a good understanding of the town and project requirements.
- Whilst £30k exceeds the quotations given it will provide flexibility in scheme development if further consultancy time is needed this financial year.
- A project steering group is being set up to steer the consultants and the designs of the new system including officers from the town centre BCM group. The options will be presented to management and members for discussion and key decisions in due course.
- The remainder of the £250k budget (£225,000) will be drawn down in 2019/2020 once procurement tenders have been received for purchasing the infrastructure and implementation works within the budget ceiling. The necessary procurement and contract arrangements will be put in place to ensure the delivery of the system represents good value for money and does not go over budget.
- The capital bid was based upon preliminary costings undertaken by the experienced Wayfinding Consultant in their 2017 report which suggested total costs (including project management and implementation) of £156,466 for the new system. This is significantly below the £250k capital budget allocated for the project and the £220k identified for the implementation phase, which provides sufficient flexibility for design development of the system. It suggests that unless the scope of the system changes radically from the 2017

report (which is not envisaged) then the system can be delivered within budget, and as discussed above this will in any case be ensured through the procurement and contracting associated with the works.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Do Nothing- would not deliver the Wayfinding project which is needed and expected under the capital programme.

Drawdown all funding in 2019/2020 financial year- would not allow any design development and preliminary work to be undertaken in 2018/2019 which would delay programme and risk system not being delivered until 2020-2021.

BOX 5

LEGAL IMPLICATIONS

There are no specific legal implications in agreeing the draw-down of capital funding from the Welcome and Wayfinding Project, approved under the Council's capital programme at 2018/19 budget setting.

This ODR is to document the final expenditure and is a requirement of section B9 of the Council's Financial Procedure Rules

Name: Paula Coleman Signature: By e-mail Date: 06.09.18

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

BOX 6

FINANCIAL IMPLICATIONS:

Funding for this scheme was approved by Full Council as part of the Budget Setting Report 2018/19 on the 20th February 2018, with £250k of Corporate Resources identified. The original profile was approved for £250k in 2019/20 but there is sufficient flexibility in Corporate Resources to allow up to £30k to be brought forward into 2018/19. The change to the profile will be reflected in the Finance and Performance Improvement Report Quarter 2.

To adhere to FPR rules B9 (Relevant approval is required before a project can commence or commit to capital spend. New additions to the capital programme are approved in either the annual capital budget setting report or the quarterly monitoring report; which must be followed by a more detailed ODR. Therefore this ODR seeks approval to draw down the funding to deliver the Welcome and Wayfinding scheme.

Once the scheme design is completed with tenders received, the scheme must be tailored and

delivered within the approved funding.

Any further changes to the scheme funding profile will be monitored and reported through the quarterly reports to Cabinet.

Name: Jeanette Inkson Signature: 

Date: 10/09/2018

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7

OTHER RELEVANT IMPLICATIONS

Not relevant to this ODR / Decision

Name: Scott Cardwell Signature: _____ Date: _____

Signature of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS: (To be completed by the author).

The design of the wayfinding system will be subject to equality assessment and inclusive design principles will be at the heart of the design approach. Being located in the public realm, it is important to deliver a wayfinding system which is accessible and easily understood by a wide range of people from different backgrounds and abilities, including those with mobility or sight issues, and those with limited reading ability or understanding of English.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

The risk of not approving the budget drawdown will mean the Wayfinding project as agreed in the Capital Funding Programme cannot be undertaken or delivered. Delaying the drawdown of funding until 2019/2020 would likely mean the project cannot be delivered until 2020/2021.

The risks associated with delivery of the project include financial risks that the project may go over budget. However it is considered this will be low risk as explained in box 3.

BOX 10**CONSULTATION**

The capital programme budget including this project was subject to Member agreement. Jane Stimpson and Jordan Butler have briefed councillor Bill Mordue Portfolio Holder for Business, Skills and Economic Development on the background and progress on the wayfinding project twice. There will be further consultation with the portfolio holder and relevant members at key stages in the project to agree the final system design.

BOX 11**INFORMATION NOT FOR PUBLICATION**

There is a requirement for all Officer decisions to be published on the Council website. However, where the decision or background papers include confidential or exempt information this information should be redacted or withheld from publication. Report authors should seek advice from the lead FOI Officer to identify any information included within this decision record that may need to be redacted.

It is in the public 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: __Jenna Rumley__ Signature  Date: _14/01/19__

Signature of FOI Lead Officer for service area where ODR originates

BOX 12**BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR **NO**

**BOX 13
AUTHORISATION**

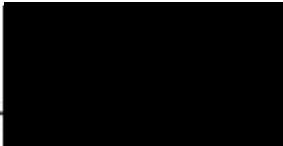
Name: Scott Cardwell Signature :  Date: 14.01.2019

Director/Assistant Director of Development

Does this decision require authorisation by the Chief Financial Officer or other Officer

YES/NO

If yes please authorise below:

Name: Matthew Smith Signature:  Date: 4 Oct 2018

Directorate Finance Manager for R&E

Consultation with Relevant Member(s)

Name: _____ Signature: _____ Date: _____

Designation _____

Declaration of Interest NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.