

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: AHWB.023.2019 Urgent fire safety improvement works at Doncaster Museum

BOX 1

**DIRECTORATE: ADULTS, HEALTH
AND WELLBEING**

DATE: 19/03/19

Contact Name: Nick Stopforth

Tel. No.: 01302 862693

Subject Matter: Draw down of allocated capital finance for urgent fire safety improvement works at Doncaster Museum, Chequer Road.

BOX 2

To allocate £100k already within the new build library and museum budget for building improvements for the currently-used Museum on Chequer Road, and a further £150k applied for in the 2019-20 capital finance programme, for improvements which will ensure that the building is fit for future purpose in meeting statutory fire safety obligations and the service's equality duty. £250k is required for the scope of works, which this capital allocation will cover. It ensures the ongoing use of the Museum for service and business use in a safe and equitable way.

The scope of works is:

- The creation of a new fire exit from the galleries on the first floor, with fire exit door and steps to the exterior.
- Improvements to the internal fire exit routes.
- Repairs to the public / goods lift.

The Museum on Chequer Road will be re-purposed in 2019-20 and 2020-21 as 50% Archives Research facility (first floor), and 50% creative industry incubator for microbusiness working in the creative and digital sector (ground floor).

BOX 3

REASON FOR THE DECISION

Following Fire Safety Inspections and in light of strict requirements for fire safety duties in public buildings post-Grenfell disaster, the building is no longer considered safe on the first floor in terms of occupancy levels and distances to fire exits. Some fire doors on the route to fire exist are no longer deemed appropriate. A new fire exit is required from the rear of the first floor, improvements to fire safety systems and fire exit routes, and separately, repairs are required to the public lift, which has a motor which has burnt out.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

1. Do nothing – this would lead to closure of the building as it will otherwise fail future fire safety inspections and be deemed unusable by staff and public. This would lead to a lack of an Archives Research facility complimenting the work of the new build to generate more engagement with and usage of the borough's Archives, in a way that delivers value for money through the re-purposing of the Museum.
2. Complete partial works. If funding is allocated to the fire safety improvements, but not the repairs to the lift, for example, then the first floor would remain unusable to residents and visitors e.g. using a wheelchair or with impaired mobility, which means the service will be defaulting on its equality duty. All works in scope are required to ensure that the building is safe and provides equity of access.
3. Alternative options. The fire safety provisions outlined in the scope in Box 2 are deemed necessary to satisfy the service's fire safety duty. Other options for access to the first floor instead of a lift have been assessed, e.g. stair-lifts, but this would still be at additional cost as the lift is also used for the transportation of goods to and from the ground floor to first floor, and therefore support staff health and safety when managing large heritage objects.

BOX 5

LEGAL IMPLICATIONS

The Council has legal duties to ensure the safety of its staff and visitors and should act to ensure that it meets these obligations.

The procurement of any works should be carried out in accordance with Contract Procedure Rules

Name: Scott Fawcus **Signature:** S. R. Fawcus **Date:** 2/4/19

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

BOX 6**FINANCIAL IMPLICATIONS:**

The £100k for museum building improvements has already been approved within the Regeneration & Environment capital programme & will need transferring to the AHWB capital programme as part of this decision.

The capital scheme for £300k of Heritage improvements, which includes the £150k was approved by Cabinet on 4th March 2019 and is on the capital programme for 2019/20 and 2020/21.

There has not yet been any spend against this scheme. This ODR seeks to approve draw down from this scheme the amount of £150k to fund urgent fire safety improvement works to ensure the building is fit for future purpose. The sub cost centre relating to this scheme from where the funds will need to be drawn down is Q2263.

Name: Ella Postill **Signature:** E Postill/FM AHWB **Date:** 04/04/19

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

BOX 7**OTHER RELEVANT IMPLICATIONS****Procurement**

Following consultation with the author of the report the majority of works identified in this ODR are to be carried out in house provider which is compliant with the Councils Contract Procedure Rules. Where works or services cannot be supplied by the in house these must be procured in accordance with the Councils Contract Procedure Rules

Name: Shaun Ferron **Signature:** S A Ferron **Date:** 05.04.19

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 Service has a responsibility to ensure that heritage artefacts and displays are available as widely as possible to Doncaster's communities and visitors, and that service users are not impaired in their access due to a lack of regard for protected characteristics as set out in the Equalities Act 2010. The Service continues to demonstrate due regard through appropriate programming (e.g. community-led curation of displays, and the Arts Council England-funded

National Portfolio Organisation project *Heritage, Health and Happiness* with its emphasis on community engagement and shaping of services, plus the publication of Due Regard statements, appropriate service planning and business continuity planning. The loss of access to the first floor of the building through a failed lift motor compromises the service's ability to demonstrate due regard effectively.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

If the capital finance is not allocated the risks remain as follows:

- 1/ that the current Museum will be deemed unsafe, and lead to partial or complete closure
- 2/ that in closing the building, there is no plan B for the future home of our Archives capabilities, and there will be a loss of income from the use of spaces by creative industries in future. A different venue sourced for Archives would likely be at greater financial cost.
- 3/ that in closing the building, there is a reputational risk due loss of collections of national significance in Archives, and a reduction in visitor numbers to these heritage assets
- 4/ that by not repairing the lift, the Museum will be at risk of defaulting on its duty to provide equity of service, which could lead to legal challenge, at further cost.

BOX 10

CONSULTATION

Consultation has taken place with colleagues from Facilities Management (corporate landlord), the Council's Health and Safety and Fire Safety Managers, service staff and stakeholders, and the Portfolio Holder.

BOX 11

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:** 04/04/2019

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

(If YES please list and submit these with this form)

BOX 13

AUTHORISATION

redaction

Debbie John-Lewis Signature:

Date: **_08/04/2019**

Assistant Director of Communities

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

YES

If yes please authorise below:

Name: Robert Smith

Signature: FM – FP&C

Date: 09.04.19

On behalf of Chief Financial Officer & Assistant Director of Finance

Consultation with Relevant Member(s)

Name: _____ **Signature:** _____ **Date:** _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/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.