



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:
1819004

Vacancy: N/A

Box 1

DIRECTORATE:LOCYP

DATE: 12/04/2018

Contact Name: P W Davies

Tel. No.: 07796 336864

Subject Matter: Licence of ensemble rehearsal space including back office support at the Point, 16 South Parade Doncaster.

Box 2

DECISION TAKEN:

To enter into a licence to occupy rehearsal space at the Point, for the delivery of Music Service/Hub ensembles and office space to support the delivery.

Box 3

REASON FOR THE DECISION:

Give relevant background information

In 2012, the music service, as part of a full restructure, was relocated from the Mary Woollett Centre with the majority of its provision, including ensemble delivery, relocated to the Point, home of Doncaster Community Arts (darts) who in 2012 became joint lead partner of Doncaster Music Education Hub along with Doncaster Music Service. The location has worked well for the past five years and the ensembles have thrived in their new location, as too has the partnership between the two lead organisations. This is reflected in feedback from the Arts Council who are responsible for the governance of all Music Hubs throughout England on behalf of the Department of Education.

The rehearsal space at the Point is excellent in terms of its location, accessibility and indeed, quality in terms of acoustics. Facilities for parents are also excellent which is a major consideration when running ensembles with particular reference to safeguarding. Having back office support running in tandem along-side the ensembles is essential in

terms of support for the ensemble leaders, children and indeed parents and supports our safeguarding policy.

A good number of the ensembles delivered at the point do so outside of normal office hours including weekends, which is another major consideration when choosing a suitable location.

The Point also provides us with excellent storage space for our resources which is essential for their smooth efficient delivery.

Note: This licence will not include free parking for music service staff

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

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

A full feasibility has been completed which was referenced in the LOCYP Functional review.

Box 5

LEGAL IMPLICATIONS:

A formal contract would need to be drawn up DMBC legal department

Section 111 of the Local Government Act 1972 provides that without prejudice to any powers exercisable apart from this section but subject to the provisions of this Act and any other enactment passed before or after this Act, a local authority shall have 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.

Section 1 of the Localism Act 2011 provides that a local authority has the power to do anything that individuals generally may do.

Name: Rachel Pritchard__ **Signature:**  **Date:** 1.5.18__
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6

FINANCIAL IMPLICATIONS:

The Music service is fully funded by Arts Council Grant (approx. 40%) and traded income from schools (approx. 60%) and all expenditure is managed within this budget. The service is located in the Point and the cost of office space and rehearsal space in

2017/18 was £25,049; the proposed cost in 2018/19 is £19,569 a reduction of £5,479.

Based on current buy back rates from schools and Arts Council funding this is affordable from with this budget.

Name: Helen Rowlands Signature: [REDACTED] Date: 30/04/18

Signature of Assistant Director of Finance & Performance

(or representative)

Box 7

HUMAN RESOURCE IMPLICATIONS:

There are no HR implications associated to this particular ODR

Name: __Sarah Brown _ Signature: [REDACTED] Date: 02/05/18

Signature of Assistant Director of Human Resources and Communications (or

representative)

Box 8

PROCUREMENT IMPLICATIONS:

There are no direct procurement associated with decision to enter into a licence to occupy rehearsal and office space at the Point, for the delivery of Music Service/Hub services as such requirements are exempt from the Public Contract Regulations 2015.

Name: Shaun Ferron Signature: [REDACTED] Date: 14.05.18

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: [REDACTED] Date: 01/05/18

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

Box 10**ASSET IMPLICATIONS:**

Whilst the music service has been located in The Point since 2012 and there has always been a charging arrangement in place, formal authority to this occupational agreement hasn't ever been obtained.

The Strategic Asset Management Service has recently agreed the following overarching terms for a licence of the premises with the Chief Executive of DARTS, the owning organisation of The Point:-

Term

- The agreement will begin on 1st April 2018 and runs to 31st March 2019
- The agreement will be reviewed and renewed annually

Schedule**Office space including:**

- Spool and Stack
- Occasional meeting spaces around the building
- Rehearsal spaces (term time only):
- Saturdays: Light, Space and Studio to accommodate guitar ensembles and string ensembles – exact timings to be negotiated

Additional facilities:

- Reception service
- First aider
- Permanent sole use of lockable storage room adjacent to Studio
- Permanent storage for upright pianos in Studio and Light.
- Permanent storage for stands and music etc in View
- Car parking for up to 20 in The Point car park Saturdays and evenings.
- Availability of rooms 30 minutes before and after sessions.
- Café, gallery and public areas open for parents and pupils.
- Use of Gallery for concerts and café and public spaces for informal performance
- All utilities, cleaning and maintenance are included

Access

- Access for Doncaster music service staff between 8am and 5pm weekdays. Tuesday, Wednesday and Thursday evenings until 8pm term time, and Saturdays 8.30am until 2pm.
- Other access by agreement.

Charges

- The cost for the year will be a total of £19,569.20 (representing a cost saving of £5,479.48 on 2017/18 charges for the Council's occupation of this property) (On a cost per desk basis, charges break down to £1,596.42 which is comparable with the cost per desk in the Civic Office).

The relocation of the Music Service into the Civic Office has previously been explored and dismissed owing to the unique nature of the service.

The need for rehearsal and performance space and the joint delivery with darts of the Doncaster Music Education Hub are two major barriers to the location of the music service in the Council's own flagship Civic Centre.

The above proposal was presented to the Council's Assets Board (Strategic Decision making Group) on Wednesday 25th April, 2018. Members of the Group are in full support of the arrangements as negotiated.

Name: Gillian Fairbrother (Principal Property Surveyor)

Signature: [REDACTED] **Date:** 27th April, 2018

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

Box 11

RISK IMPLICATIONS:

To be completed by the report author

The risk of moving operations from the current location at the Point could potentially be significant in terms of continuity and quality of service provided. Over the past five years the Music Service/Hub has become well established at the Point and is acknowledged for providing a quality service for all stakeholders.

Any action taken that could potentially impact on the quality of provision offered may well increase the music hubs risk rating with ACE which is currently rated as minimum risk to investment.

(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

Due consideration has been given to the proposal in respect of Doncaster Councils EDI statement in terms of Equality Diversity and Inclusion. The Point is a well-established building which serves a wide range of service users, covering a board range of complex needs.

Name: Paul Davies **Signature:** [REDACTED] **Date:** 12 April 2018
(Report author)

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:

This ODR can be published in full with redacting signatures only.

Name: Paul William Davies Signature: [REDACTED] Date: 17/04/2018
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: [REDACTED] Date: 12/06/2018
Director/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**