

# 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: AP317  
RE16 0087

## Box 1

**DIRECTORATE:** Regeneration & Env'

**DATE:** 11<sup>th</sup> October 2016

**Contact Name:** J Chipp-Smith

**Tel. No.:** 34476

**Subject Matter:** Retained Buildings Capital allocation - Mexborough Youth Club and Denaby, Old Road Pavilion

## Box 2

### DECISION TAKEN:

To approve the allocation of £35,000 from the Retained Buildings Capital Budget to assist in covering the cost of a new boiler and associated essential maintenance works at Mexborough Youth Club (£19,500) and upgrade to electrical distribution board at Denaby Old Road Pavilion (£15,000).

## Box 3

### REASON FOR THE DECISION:

#### Mexborough Youth Club

Further to the approval to transfer the subject building to the Mexborough Miners Welfare Institute following the Youth Services team vacating the property, the Council agreed to a schedule of works to ensure that we are handing the building back in a safe condition which is fit for purpose.

The property has a repairs and maintenance budget of £20,580 and several repairs and maintenance jobs have been completed. However, there is a large issue with the boiler. The Council's investigations have found that the boiler cannot be repaired and as such a new boiler is required. A direct replacement boiler is no longer available and the only options the manufacturer can supply as direct replacements are either not adequate for the demand or may require a new external gas supply upgrade. Our Design Engineers have been out to look at the issue and we have now received a quote of £33,472.92 – this includes taking care of asbestos related issues inside the boiler house to permit the works to be carried out. The works must be done in order for the Council to hand the building over and as such, the purpose of this ODR is to try and secure the shortfall in funding.

Once the transfer of the building is complete, there will be no further requirement for a budget for this property.

#### Old road Pavillion

Denaby United Football Club has signed a lease to use the property as their clubhouse. The lease is based on the community lettings policy with a term of 25 years

with a rental of £500/7.5% gross annual turnover, whichever shall be the greater. The estimated budget saving by having the property let is £2,350pa.

As standard practice, the Council always test and ensure that the electrics are safe and fit for purpose. In this particular instance the electrical report has highlighted extensive works that are required, including the upgrading of the existing distribution boards. The cost for this is £15,500 and there is no budget for this property. The tenant has signed the lease and can legally occupy the building, therefore the Council need to ensure the electrical situation is resolved as soon as possible. The responsibility for repairs and maintenance of the building thereafter will fall to the tenant

#### **Box 4**

##### **OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

###### **Mexborough Youth Centre**

The list of works required was agreed between the Council and the Mexborough Miners Welfare Institute as part of the process in agreeing Youth Services departure from the property. There isn't therefore an alternative option to carrying out the agreed works if the Council wishes to relinquish its interest in this property. Unfortunately, the extensive boiler issues were not foreseen and it was only upon further investigation by the relevant teams that the true scale of problem was determined.

###### **Old Road Pavilion**

As landlord we have a duty to ensure that the electrics within the building are safe and fit for purpose when a tenant takes occupation. The alternative of not carrying out this work would result in the Council being aware that people are occupying premises which are electrically unsafe - we have a duty of care to our tenants.

#### **Box 5**

##### **LEGAL IMPLICATIONS:**

###### **Mexborough Youth Centre**

The Youth Club was part of and run by the Welfare Scheme at one time but a separate youth club charity was set up with Doncaster Council as trustee and the site of the Youth Club transferred to that charity in 1982.

With the local government cuts, it is difficult to continue to provide youth services in the same way, it has therefore been agreed that the best way forward is for the Youth Club building to be transferred back to the Welfare and that youth services will be run by the Welfare in partnership with Doncaster Council.

Charity Commission consent is being sought to permit a merger of both charities. Once this consent is obtained, the intention is to make appropriate resolutions signed by each set of trustees to allow the transfer of the functions and property of the youth club back to the Welfare and the closure of the separate youth club charity.

Whilst there is no legal obligation to carry out these works it appears to have been agreed with the Welfare as stated in Box 4 above.

## **Old Road Pavilion**

Under the terms of the lease entered into on 7 September 2016 the responsibility for the repair and maintenance of the property including the electrical wiring is the tenants.

Normally the property is taken in the condition it was in at the date of the lease and any improvement would be the responsibility of the tenant, however it is understood that in this case there was agreement that the works would be carried out by the Council.

It should be noted that this is a one off cost related to the tenant entering into the lease and it will not result in any on-going liability on the Council for future repair and maintenance works on the Property.

**Name: Jocelyn Ajimati Signature: By email Date: 20.10.16**  
**Signature of Assistant Director of Legal and Democratic Services (or representative)**

## **Box 6**

### **FINANCIAL IMPLICATIONS:**

#### **Capital.**

As there is insufficient revenue budget to fund the works and they do meet the criteria for capital spend, it is proposed to allocate £35,000 of the £50,000 retained building allocation in the Regeneration and Environment Capital Programme 2016/17 with a revenue contribution of £13,972 from the Mexborough Youth Centre Assets and Property revenue budget.

The two schemes will be recognised in the Quarter 2 Capital report.

#### **Revenue**

Mexborough Youth Centre has a revenue budget of £20,580. This has been included as a saving as part of the disposals programme for the Appropriate Assets saving. There is no specific revenue budget for the Old Road Pavilion but by letting it to the community group the Council will not have to fund holding costs or ongoing revenue costs.

**Name: Marion Berrett Signature: \_\_\_\_\_ Date: \_12<sup>th</sup> October 2016**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 7**

**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications.

**Name: David Knapp Signature: Date: 12/10/2016**

**Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Assistant Director of Human Resources and Communications (or representative)**

**Box 8**

**PROCUREMENT IMPLICATIONS:**

The carrying out of any asbestos removal, boiler replacement, electrical safety / refurbishment works if commissioned by the Council must follow the standard contract procedure rules in seeking appropriate quotations or use of existing corporate contracts, such as the Asbestos removal / surveying contract.

Where possible the in house teams are to be used but if unavailable suitable quotations must be sought from the open market, one of which must be a local firm.

Upon completion of seeking quotations and where the value is above £5k the authorised officer is required to complete a contract award notice, which is available on the Councils intranet.

**Name: S Duffield Signature: \_\_ Date: 13/10/16  
Signature of Assistant Director of Finance & Performance  
(or representative)**

**Box 9**

**ICT IMPLICATIONS:**

The ICT decommissioning of this site was completed 31/3/16 and there are no further ICT implications in relation to this decision.

**Name: Peter Ward (ICT Strategy Programme Manager)  
Signature: Date: 12/10/16**

**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 (Assets Manager, Project Co-ordinator)

**Signature:** By email

**Date:** 12<sup>th</sup> October, 2016

**Signature of Assistant Director of Trading Services and Assets  
(or representative)**

**Box 11**

**RISK IMPLICATIONS:**

The risk of not taking this decision will result in the Council still being accountable for the property, and the delivery of a youth services programme by the Mexborough Miners Welfare Institute will not be possible.

As landlord we have a duty to ensure that the electrics within the building are safe and fit for purpose when a tenant takes occupation. The alternative of not carrying out this work would result in the Council being aware that people are occupying premises which are electrically unsafe - we have a duty of care to our tenants.

**(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:**

N/A

**Name:** J Chipp-Smith **Signature:** J Chipp-Smith **Date:** 11/10/16  
**(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:**

Local ward members are aware of the issues contained within this ODR.

**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: Joan L'Amie Signature: Joan L'Amie Date: 31/10/16  
Signature of FOI Lead Officer for service area where ODR originates**

**Box 15**

**Signed: Dave Wilkinson**

**Date: 1 November 2016**

**Dave Wilkinson, Assistant Director Trading Services and Assets**

**Signed: Matt Smith**

**Date: 2 November 2016**

**Additional Signature of Chief Financial Officer or nominated representative for Capital decisions (if required)**

**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**