

EXECUTIVE DECISION RECORD

REF No 552/23

A1 Service Area	Leisure Management
A2 Title	Installation of Cycle Shelter at Shobnall Leisure Complex
A3 Decision Taken By	Cabinet Member
A4 Chief Officer	Please print name: Mark Rizk Please sign name: Approval by email 210423
A5 Cabinet Member	Please print name: Cllr Bev Ashcroft Please sign name: Approval by email 270423
A6 Date of Decision	27 th April 2023

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/a

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?

(Please tick as appropriate)

Scrutiny Community Regeneration Committee

Scrutiny Environment and Health and Well Being Committee ✓

Scrutiny Value for Money Council Services Committee

<p>B1 What is the Decision?</p>	<p>To appoint contractors via Everyone Active and commence work to install a Cycling Shelter at Shobnall Leisure Complex utilising Heritage Lottery Funding secured via TTTV.</p>
<p>B2 What are the reasons for the Decision?</p>	<p>A proposal was received via Transforming the Trent Valley (TTTV) for a Cycling Hub at Shobnall Leisure centre (SLC). The cycle hub will be a location where cyclists have access to facilities such as cycle parking, bike repair stand and tyre pump.</p> <p>Everyone Active have sought 3 x quotations as per the Council's Contract procedure Rules, and have identified suitable contractors for the works:</p> <p>The Shelter Expert for the supply and installation of the Cycle Shelter, repair desk, lighting and security, and;</p> <p>C- Slater Property Services to install the concrete base, as per the dimensions required to support the Cycle Shelter unit.</p> <p>Subsequently, with the quotes received being within the amount of funding available, it is proposed that relevant associated signage is also installed from the remaining available funding. Following a quotation it is proposed that Hardy Signs install the signage.</p> <p>Installation costs are £18,585 net.</p> <p>The Council will pay the contractors then raise an invoice to be reimbursed from the grant fund.</p> <p>Everyone Active will be responsible for the ongoing maintenance as part of the existing management contract arrangements. There is no capital contribution from the Council or its third party leisure provider towards the scheme as it is to be fully funded via Heritage Lottery Funding.</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>This contributed directly to the Environment and Health & Well Being</p>

B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.
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Financial Implications

B5 What are the financial implications?	<p>The main financial issues arising from this decision are as follows:</p> <p>The Council will pay the contractors, recovering the associated VAT and then raise an invoice to reimburse the costs incurred by the council from the accountable body in line with the existing partnership agreement.</p> <p>Discussions have been held with the Council's VAT advisor with regard to the successful implementation of the Cycle Shelter Project to be undertaken within the TTTV partnership with ESBC as the delivery partner. Based on the partnership details, no issues have been identified provided:</p> <ul style="list-style-type: none"> - There is no capital contribution from our third party leisure provider towards the scheme - If the leisure provider is going to be responsible for the ongoing maintenance, then this either needs to be as part of the existing management contract arrangements or a new variation to those arrangements and should not include a separate amount payable to the council.
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Revenue	2022/23	2023/24	2024/25
N/A			

Capital	2022/23	2023/24	2024/25
Installation Costs		£18,585	-
HLF Grant reimbursed by TTTV		(£18,585)	
Cost to Council		NIL	

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Anya Murray Please sign name: Approval by email 210423
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B6.2 Has it got the appropriate approvals under those provisions?	N/A
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B7.2 Has it got the appropriate approvals under those provisions?	N/A

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits):
B8.2 Negative (Threats):
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.

Risk Assessment

B9 What are the Risk Assessment implications:
<p>B9.1 Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> - The site has been chosen due to its ideal location within the town and also its connection to cycle routes along the canal and through the town to the Burton Washlands. - Shobnall Leisure Complex promotes cycling including inclusive cycling on the athletics track
B9.2 Negative (Threats):

B9 What are the Risk Assessment implications:

- Construction related risks will be managed through the installation.
- HLF/TTTV funding will need to be accessed by end 2023.

B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:

B10.1 The legal issues arising from this decision are as follows:

- The land where there the proposed work is to be undertaken is leased by the Council, and sub-leased to Everyone Active. Permission for the facility has been sought and received from the Head Landlord.

This section has been approved by the following member of the Legal Team

Please print name: Glen McCusker – Locum Solicitor

Please sign name: [Approval by email 040423](#)

Sustainability Implications

B11 What are the Sustainability implications:

B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures).

B11.2 Positive (Opportunities/Benefits):

- None identified

B11.3 Negative (Threats):

- None identified

Health & Safety Implications

B12 What are the Health & Safety implications:

B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

B12 What are the Health & Safety implications:

B12.3.1 Positive (Benefits)

- Any identified construction related risks will be managed onsite throughout the installation.

B12.3.2 Negative (Threats)

- None identified

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

1. **REVENUE** – Any contract or proposal with an annual payment or saving of more than £100,000
2. **CAPITAL** – Any capital project with a value in excess of £150,000
3. A decision which significantly affects communities living or working in an area comprising two or more wards.

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	N/A
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	N/A

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk