

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

1996

Author:

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Department:

Communities

Contact:

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Subject:

Community Provision in the Dales

Total Value:

£32,082 (Type: Capital)

Decision Being Taken:

1. To conduct a User, Stakeholder and Citizen public consultation. 2. to engage the Council's Property department to provide initial designs and costs for the reconfiguration and extension of the Sneinton Police Station. 3. To approve the use of external consultants for Mechanical and Electrical design, CDM services and Lift design 4. To call off from the Council's minor works contract with Woodhead one for Condition Surveys and 5. To provide project management resource to produce a Feasibility Proposal and Business Case

Reasons for the Decision(s)

The Council is embarking on a transformation programme to provide access to services and facilities that are Citizen focused. This programme includes reviewing current Citizen need and public service and facility provision within local neighbourhoods to ensure scarce resources are targeted to maximise benefits.

As part of a wider deal between Nottinghamshire Police and the Council, Sneinton Police station is being transferred to the Council. This was approved by the Council's Executive Board on 17th March 2015. In order to improve library provision in the Dales, it is proposed to relocate Sneinton and Bakersfield libraries and reconfigure and extend the ground floor of the Police Station.

This would provide:

- Nottingham Police Presence in Sneinton
- High quality, accessible modern library facilities
- An information desk providing help and advice about a wide range of Nottingham City Council services
- Free WiFi and improved computer access and equipment
- Free phones to Council services
- A meeting room which will be bookable for local community to use
- Accessible toilets and baby change and feeding facilities
- An easy to access location on a main bus route and near to other community resources

The breakdown of costs for this initial design and consultation work is as follows:
Condition Survey on existing Sneinton Police Station (Pick Everard) - £670
Lift Survey on Sneinton Police Station lift shaft (Elevate Consulting) - £650
Public Consultation on the Proposal - £1826
Initial design and cost plan production - £18,736. This will involve inhouse architectural services and external consultants (through an open competitive quotation process or the Scape Framework) for Mechanical and Electrical; CDM services; and Lift design.
Project Management (up to Business Case) - £10,200
Total £32,082
Please note that £10,146 from this total budget has already been incurred for the initial condition and lift surveys, project management and public consultation exercise.

Other Options Considered:

Do nothing. This was rejected as the maintenance liability on Sneinton and Bakersfield libraries is £78,000 over a five year period and, as part of the Byron House deal, the Council will be paying for the running costs at Sneinton Police Station and not making efficient use of the space available

Background Papers:

Published Works:

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| Affected Wards: | Dales |
| Colleague / Councillor Interests: | Portfolio Holders for Communities, Libraries and Children's services support this proposal |
| Use of Consultants | Number of Days:0 Rate per Day:0 Total value:3640 Start date:25/05/2015 End date:22/06/2015 |
| Reason for using a consultant: | The following design services are required for the Stage 1, Concept Design (RIBA 1 and 2) Mechanical and Electrical design CDM resource to provide advice Lift design |
| Other options considered: | None, as these services are not available inhouse |
| Name of consultant: | To be confirmed following tender process |
| Reason for selection? | Design services as part of the Stage 1 (Concept) design |
| Has the consultant previously completed work for the City Council? | A mini tender process or use of the Scape Framework will take place following this approval but it is likely that the chosen consultants will have previously worked for the Council |
| Specific activities to be undertaken by the consultant are: | Mechanical and Electrical design - estimated at £2600 CDM resource to provide advice - estimated at £280 Lift design - estimated at £760 These are estimates which will be confirmed following the open quotation process or use of the Scape framework |
| Period of engagement: | Approximately one month |
| By what process was the consultant selected? | Either tender (quotation) or Scape Framework |
| Consultations: | Date: 18/11/2014 Ward Councillors: Gul Khan, David Trimble, David Mellen, Nicola Heaton, Neghat Khan Consultation briefing and agreement on key messages Portfolio Holder meeting on 5th February 2015 to seek endorsement to continue with the scheme |
| | Date: 02/12/2014 Other:Public Meeting with Council and Police staff for local residents and library users as part of the full Public Consultation which took place between 27 November and 16 January |

Citizens requesting (1) involvement during design stage, (2) additional information regarding disposal of library buildings (3) opening hours of the new joint service centre and library

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:

Retaining a Police office within the Dales will ensure they remain visible to citizens and maximise the time spent on the beat.

Equality:

Please login to the system to view the EIA document: EIA Community Provision in the Dales Feb 15.doc

Decision Type:

Portfolio Holder

Subject to Call In:

Yes

Call In Expiry date:

27/05/2015

Advice Sought:

Legal, Finance, Procurement, Human Resources, Equality and Diversity

Legal Advice:

The proposals in this report raise no significant legal concerns and are supported.

A consultation process will be undertaken to engage users, stakeholders and citizens in relation to this proposal to ensure continued service delivery and that the library provision in the community is addressed and maximised.

The most appropriate tender process will be chosen and followed in conjunction with the CPU Team and Legal Services will assist as necessary during this. Advice provided by Dionne Claire Screatton (Solicitor) on 30/03/2015.

Finance Advice:

The cost of this decision is £32,082. A scheme for £1m to relocate Sneinton and Bakersfield libraries and reconfigure and extend the ground floor of Sneinton Police Station has been included in the Projects in Development list submitted to Executive Board in February 2015. The scheme may move into the approved capital programme subject to an approval process including business case appraisal that includes both due diligence and identification of funding. The costs included in this decision will progress the scheme to the business case stage.

The cost of £32,082 will be met from the budgeted cost of £1m for the scheme and funding to be identified in the business case. However, the costs are being incurred at risk, and if the scheme is not approved the costs will have to be met from existing Communities revenue budgets.

Advice provided by Jim Driver (Finance Service Partner) on 01/04/2015.

Procurement Advice:

The procurement team have no significant concerns with the recommendations set out within the report and will support the client with their procurements requirements, establishing VFM. Advice provided by Sue Oliver (Category Manager - Procurement) on 27/03/2015.

HR Advice:

Should the proposals lead to a permanent change of work location for a grouping of staff, informal consultation should take place and reasonable notice of the change given. It would also be best practice to inform the recognised Trade Unions.

Consultation should take place with the affected employees if a change to opening hours is being considered. Where proposed changes to working hours will affect more than 20 employees, consultation must take place through the relevant departmental JCC.

Advice provided by Joanne Hill (Service Redesign Consultant) on 05/03/2015.

Equality and Diversity Advice:

The proposal has merit when viewed in the context of cost savings, however, it will be absolutely vital that as stated in the EIA, BME communities are fully engaged and that relocated community services don't alienate already marginalised groups and that all public sector organisations have the duty to 'foster good relations' and 'promote equality of opportunity' at the forefront of service delivery. Careful monitoring and quick and inclusive remedial action will therefore need to be a cornerstone of any developments. Advice provided by Adisa Djan (Equalities and Diversity Consultant) on 27/02/2015.

Signatures:

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| Jon Collins (Lgham City Council) |
| SIGNED and Dated: 13/05/2015 |
| Nicola Heaton (Portfolio Holder for Community Services) |
| SIGNED and Dated: 15/04/2015 |
| John Kelly (Corporate Director Community Services) |
| SIGNED and Dated: 08/04/2015 |