

## Individual Cabinet Member Report – transfer of capital scheme from provisional to approved programme

(If any background papers attached to this request are exempt please add the following paragraph here: The attached background papers are NOT FOR PUBLICATION in accordance with paragraphs.....of Schedule 12A of Part 1 of the Local Government Act 1972. PLEASE DO NOT INCLUDE ANY EXEMPT INFORMATION ON THIS FORM).

<b>Name of Cabinet Member</b>	Councillor Anna Badcock Cabinet Member for Leisure
<b>Delegations Checked and certified by</b>	Chris Webb - paragraph 92 of the council's financial procedures
<b>Name of officer requesting the decision</b>	Chris Webb Facilities Development Officer (Leisure)
<b>Contact details of officer</b>	01235 422202 <a href="mailto:Chris.webb@southandvale.gov.uk">Chris.webb@southandvale.gov.uk</a>
<b>Details of decision required</b>	To transfer £150,000 from the provisional capital programme to the approved capital budget to fund improvements to the changing rooms at Henley Leisure centre.
<b>Recommended Action</b>	<p>The changing rooms are now in need of refurbishment and transferring the money enables officers to award a contract to enable these works to be undertaken during 2017/18.</p> <p>Without this money transfer the project cannot go ahead, which will lead to a drop in customer satisfaction and potentially membership to the leisure centre. This in turn could affect our reputation of delivering quality services.</p> <p>Closing the pool would speed up the project however it would cause inconvenience to customers and loss of income to GLL. During the refurbishment works, swimmers will share the dry side changing rooms with other users. The work is expected to take eight weeks to complete.</p>
<b>Reasons for recommending decision</b>	<p>Officers are now in a position to start appointing contractors to carry out improvement works to the changing rooms. We therefore need to transfer the money to the approved budget so we can pay the suppliers at the various milestones of the project.</p> <p>The project involves refurbishing/replacing the swimming pool changing rooms and lockers, which are ten years old and looking tired and dated. It also involves making some improvements to the lighting and showers. The improvements will bring the facilities up to modern day standards and meet customers' expectations.</p> <p>To keep the pool open and fully operational during the works the dry side changing accommodation, toilets and showers will be shared for the duration of the works.</p>

<b>Financial details</b>	<p>A budget of £150,000 is available in the council's provisional capital budget for changing room improvements at Thame and Henley Leisure Centres. However the works at Thame Leisure Centre were funded through other budgets within the leisure service, which leaves £150,000 available for the Henley Leisure Centre project.</p> <p>The total cost of the project is not yet known but based on similar projects it is expected to be in the region of £150,000</p>			
<b>Alternative options considered and rejected</b>	<p>Not undertaking the works will cause an increase in customer dissatisfaction and complaints as well.</p> <p>Not refurbishing lockers, cubicles, lighting and tiles will further deteriorate the council's asset and increase costs of any refurbishment undertaken in the future.</p>			
<b>Details of background documents</b>	N/A			
<b>Declarations / conflict of interest</b>	None			
<b>Consultation (officers/ward councillors)</b> <i>Legal, HR, Agenda 21 and finance should be consulted regarding the proposals. Ward Councillors, other Cabinet Members and officers should be consulted if the proposals will have an impact on their service area/ward.</i>	<b>Section</b>	<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	<b>Ward Councillors</b>	Councillor Joan Bland	Agreed	22.03.17
		Councillor Stefan Gawrysiak	Agreed	22.03.17
		Councillor Lorraine Hillier	Agreed	22.03.17
	<b>Legal</b>	Deidre Smith	Agreed	22.03.17
	<b>Finance</b>	Emma Creed	Agreed	22.03.17
	<b>Human Resources</b>	N/A		
	<b>Sustainability</b>	Heather Saunders	Agreed	14.03.17
	<b>Diversity and Equality</b>	Cheryl Reeves	Agreed	17.03.17
<b>Press Officer</b>	Gavin Walton	Agreed	15.03.17	
<b>Other Officers</b>	N/A			
<b>Strategic Director's approval</b>	David Hill			<b>Date</b> 22.03.17
<b>Cabinet Member's approval</b>	Councillor Anna Badcock  Agreed			<b>Date</b>  22.03.17

## Appendix 1: Detailed capital scheme appraisal report

<b>Ownership of report/ scheme</b>	<p>Councillor Anna Badcock</p> <p>Chris Webb Facilities Development Officer (Leisure)</p>
<b>Details of the scheme</b>	<p>The scheme will entail the refurbishment of the wet side changing and shower accommodation at Henley Leisure Centre. This will include new changing cubicles, vanity areas and lockers. New LED lighting will be installed throughout the area as well as redecoration and tiling in the shower areas.</p> <p>The work will be in partnership with GLL our leisure management partners.</p> <p>The management and control of the scheme will be undertaken by the leisure client team. With the works intending to start in quarter three of this financial year and completing in quarter four.</p>
<b>Strategic objectives</b>	<p>Invest in the districts future – we will provide new leisure facilities by:</p> <ul style="list-style-type: none"> <li>• planning for future leisure needs within the district</li> <li>• building thriving communities by helping people to be more healthy and active.</li> </ul>
<b>Purpose of the scheme</b>	<p>The objectives of the scheme are to maintain existing customer expectations and attract new customers by maintaining the facilities at an acceptable level. Staff try hard to maintain cleanliness in the area but the design, layout and fittings make this extremely difficult.</p> <p>A key objective for the council and GLL is to reduce customer complaints and increase satisfaction, both of which are measurable and form part of the council's annual performance review of the contract which is reviewed by the joint scrutiny committee.</p> <p>South Oxfordshire has a contractual responsibility to maintain the facilities at a structural level and where appropriate replace key component parts when they become broken beyond repair or no longer fit for purpose. Both of these criteria are met with the Henley changing rooms, with GLL taking on responsibility for maintaining the area from completion of the scheme.</p>

<p><b>Benefits of the Scheme</b></p>	<p>The scheme will benefit all members of the community in Henley and the surrounding catchment area. The centre caters for all ages and abilities from the youngest right through to the most senior members of society.</p> <p>These changing rooms are the last of the centre to have refurbishment works undertaken and are the area most used by the public. This work will have a significant benefit to staff and customers alike and will improve standards in cleanliness, hygiene and overall satisfaction levels.</p>
<p><b>Measuring the success of the scheme</b></p>	<p>Reduced customer complaints both to GLL and the council</p> <p>Improved customer satisfaction survey scores</p> <p>Reduced expenditure on repairs and maintenance.</p>
<p><b>Financial details</b></p>	<p>Financial details are shown in appendix 2</p>
<p><b>Hurdles to be overcome</b></p>	<p>Temporary pool changing will need to be provided by using the adjacent dry side changing spaces. This will last for the majority of the project length and will maintain the service allowing the pool to remain open during the works.</p> <p>Clear communications to customers about the scheme and the key phases of works and their impacts on usage</p> <p>There are no building control or planning issues for the scheme.</p>

## Appendix 2: Financial details

The capital cost of the scheme	£150,000
The profile of that expenditure	Likely to be in quarter three and four of 2017/18
The revenue consequences of the scheme (expenditure and income)	<p>Loss of interest of the capital sum from the council's reserves over 15 years which is the likely minimum period that the works should last.</p> <p>The council will lose interest of £375 a year (assuming an average rate of return of 0.25%) by spending this money rather than investing it as it does at the moment. If the council wished to replenish the reserves over the estimated life of the scheme (15 years), then the revenue cost of this scheme will increase to £10,200 per annum.</p>
Details of any specific sources of external finance available for this scheme	N/A
Any VAT implications of the scheme	None
Any financial risks associated with the scheme	None
Details of any financial return on the investment	None