


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

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Name of Cabinet Member	Councillor Pieter-Paul Barker - Cabinet member for Finance and Property Assets
Delegations Checked and certified by	Ben Whaymand – Leisure Facilities Team Leader
Name of officer requesting the decision	Ben Whaymand – Leisure Facilities Team Leader
Contact details of officer	Tel: 01235 422202 Mobile: 07767 657594 Email: ben.whaymand@southandvale.gov.uk
Details of decision required	To approve the transfer of £140,000 from the provisional capital programme to the approved capital programme for the construction of a studio in replacement of the old kitchen at Didcot Wave Leisure Centre in 2023/2024 in accordance with Financial Procedure Rule 92 Page 225 of the Council's constitution dated 15th December 2023
Recommended Action	That £140,000 is transferred from the provisional capital programme to the approved capital programme.
Reasons for recommended decision	<p>To maintain the leisure centres at an appropriate level there is an on-going requirement for essential capital works to be completed.</p> <p>The introduction of a group exercise studio in replacement of the unused kitchen area at the leisure centre will bring additional facilities to the site and provide another offering to our residents.</p> <p>The provision of well-maintained facilities that meet current regulations where necessary and are accessible to all contributes towards the achievement of several of the council's strategic objectives. Without investment in their upkeep, the structure of the centres will deteriorate. This will result in a reduction in customer satisfaction and a reduction in people using the facilities, and the potential for the council to offer attractive leisure facilities in an open tender market in the future.</p> <p>Projects expected to be delivered is the introduction of a studio housing group exercise classes, and adaptable to a meeting/birthday party room where required.</p> <p>Until officers have been through the procurement process, costings cannot be confirmed however diligence has been conducted with a soft market test and currently the budget falls within that available.</p>
Financial details	Soft market tests have been completed, and officers estimate that the cost of the works should be covered with the budget available under CIL.

Alternative options considered and rejected	The £140,000 remains in the provisional budget, preventing any works being undertaken and risking the likelihood of reducing customer satisfaction, usage and income to these facilities. There is also an increased risk of incurring additional costs to address works at a future unplanned date.
Details of background documents	None
Declarations / conflict of interest	None

Consultation (officers/ward councillors)	Section	Name	Outcome	Date
	Cabinet Member	Maggie Filipova-Rivers	Agreed	29/02/24
	Legal legal@southandvale.gov.uk	Pat Connell	Agreed as amended	7/2/2024
	Finance Finance@southandvale.gov.uk	Damon Cotterill	£140,000 budget confirmed in provisional programme (P349) but recently slipped to 2024/25.	12/02/24
	Climate and ecology climateaction@southandvale.gov.uk	Chloe Bunting	No further comments from a climate perspective on the transfer of budget. Recommend climate and environmental criteria are included in subsequent procurements. Request that climate and biodiversity team are consulted in the design/build stage, to ensure the new studio correlates with SODC net zero ambitions.	07/02/24
	Diversity and Equality equalities@southandvale.gov.uk	Abi Witting	Approved-expansion of leisure facilities will have a positive impact on health and wellbeing. Any plans should ensure that the studio is accessible for a wide range of users and provide an opportunity for consultation and feedback.	07/02/24
	Procurement Procurement@southandvale.gov.uk	Angela Cox	Agreed	09/02/24
	Human Resources hradminandpayroll@southandvale.gov.uk	N/A		
	Strategic property property@southandvale.gov.uk	Chris Mobbs	Approved	07/02/24
	Health and Safety healthandsafety@southandvale.gov.uk	N/A	Consultation with build	
	Risk and insurance risk@southandvale.gov.uk	N/A	Consultation with build	
	Communications communications@southandvale.gov.uk	Charlotte Westgate	Agreed	09/02/24
	Senior Management Team	Suzanne Malcolm Adrian Duffield Adrianna Partridge	Approved	22/02/24
Head of service's approval				Date 05/03/24

Cabinet Member's approval	<i>Agreed</i> <i>Pieter-Paul Barker</i>	Date 04/03/24
Reasons for making decision	To approve the transfer of £140,000 from the provisional capital programme to the approved capital programme to enable works to convert the current unused kitchen into a studio and maintain Didcot Wave Leisure Centre at an appropriate level.	

Appendix 1: Detailed capital scheme appraisal report

<p>Ownership of report/ scheme</p>	<p>Councillor Pieter-Paul Barker - Cabinet member for Finance and Property Assets</p> <p>Ben Whaymand – Leisure Facilities Team Leader</p>
<p>Details of the scheme</p>	<p>Planned work funded by the District Council utilising CIL to convert the unused kitchen space into a studio at Didcot Wave Leisure Centre.</p> <p>Works include the removal and demolition of the old kitchen space and constructing a studio space for user of the leisure centre.</p> <p>The start date for the projects is yet unknown but it is intended that all works are completed by June 2024 subject to approval and tenders being provided.</p> <p>The project will be managed via external consultants and through the employment of a main contractor to deliver the works.</p> <p>The leisure management contractor GLL will be expected to support with the operational adjustments and use of the facility whilst the works are taking place, and it is anticipated there will be no service downtime during the works.</p>
<p>Strategic objectives</p>	<p>The project will assist in delivering the corporate objective of building a thriving community by increasing the number of people using the leisure centre through maintaining them in a fit and proper way. This in turn helps create a high level of customer satisfaction with the facilities.</p>
<p>Purpose of the scheme</p>	<p>The purpose of the scheme is to maintain the integrity of the building structures and the operational life of the centres in a controlled and efficient manner.</p> <p>The council has both a contractual responsibility to maintain the building fabric in a way that allows our management operator GLL to continue their business. It also needs to protect its assets and not allow them to deteriorate in a way that will cost more in the future to maintain.</p> <p>If the budget allocation remains in the provisional budget, this would prevent any works of this nature being undertaken. This would increase the likelihood of reducing customer satisfaction, usage, and income in these facilities, as well as increasing the risk of incurring additional costs to address additional building failure as well as health and safety issues.</p>

Benefits of the Scheme	<p>The beneficiaries of these works will be:</p> <ul style="list-style-type: none"> • The council who will have protected their asset • Customers who have continuity of service and an improved experience • Our management partner GLL can continue their business uninterrupted.
Measuring the success of the scheme	<p>Feedback from residents and users will be monitored as part of annual user surveys and ongoing feedback.</p> <p>The number of service failures or closures of facilities and the number of customer complaints to GLL and/or the council.</p> <p>These results are combined within the annual Scrutiny Report for the leisure contract performance.</p>
Financial details	<p>Financial details are shown in appendix 2</p>
Hurdles to be overcome	<p>Providing clear and accurate information to customers through our management partner GLL.</p> <p>Procuring suitable contractors in a timely manner to undertake the works within budget by the end of the current financial year.</p> <p>Procuring suitable contractors in a timely manner to undertake the works within budget.</p>

Appendix 2: Financial details

The capital cost of the scheme	The capital cost of this scheme is £140,000 which will be funded from CIL.
The profile of that expenditure	Main contractor costs £118,000 Approximately 8 per cent project management costs based on £10,000 Approximately 10 per cent contingency £12,000
The revenue consequences of the scheme (expenditure and income)	The capital cost of this scheme is £140,000 which will be funded for by CIL. Should the council not wish to proceed with the drawdown the leisure team will need to use X155 capital where possible to maintain the facility where required by the council at a low standard of service due to the age of the changing facility.
Details of any specific sources of external finance available for this scheme	None. However, GLL will be expected to continue maintaining the facilities at the standard of the newly completed project.
Any VAT implications of the scheme	None.
Any financial risks associated with the scheme	None. Soft market testing has been completed to ensure the provisional CIL budget set is within the required amount for delivery.
Details of any financial return on the investment	None. As the contract with GLL is set the benefits financially will be seen at the time of tender for new contracts in 2026 by way of an increased management fee expectation.