

Record of Individual Cabinet Member Decision (ICMD)

Riverside Campsite Washroom Refurbishments

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

Decision made by	Councillor Maggie Filipova-Rivers - Cabinet Member for Community Wellbeing
Key decision?	Yes
Date of decision (Same as date form signed)	29 December 2022
Name and job title of officer requesting the decision	Ian Burtenshaw – Leisure Facilities Officer
Officer contact details	Tel: 07768 567876 Email: ian.burtenshaw@southandvale.gov.uk
Decision	<ol style="list-style-type: none"> 1. To allow Officers to award a Joint Contracts Tribunal (JCT Contract) to Focus Washrooms as the Main Contractor, for the refurbishment of the Campsite Washrooms at the Riverside Park in Wallingford, South Oxfordshire. 2. Following clear and transparent evaluation of all compliant submissions, Officers are recommending that Focus Washrooms who have been identified as the most suitable contractor through full evaluation of all submitted tenders, to carry out the required refurbishment of the washroom facilities, and that they should be appointed based on their providing the best value for money and most advantageous tender, priced at £99,773.74. 3. The tender sums of £99,773.74 for the Main Contractor and £6,750 for the Project Manager combined, equal £106,523.74 - which sits comfortably within the total available budget of £150,000 4. There was a total of 10 expressions of interests for these works, 5 opted out, which resulted in 5 actual submissions. The Invitation to Tender was broadcast on the South-East Business Portal in adherence to our Contract Procedure Rules (CPR's).
Reasons for decision	5. Delegated Authority (DA) approval was given on the 23.11.22 for officers to procure for and to secure the services of an experienced and qualified main contractor. Having done this Officers are now

	<p>requesting authority to award contract to the winning company, Focus Washrooms Ltd.</p> <p>6. The refurbishment of the campsite washrooms, form part 1 of a 3-phase plan which was published in the local press and media by the council, highlighting their commitment to improvements at the Riverside Park in Wallingford.</p> <p>7. The campsite washrooms facilities condition has now deteriorated to a point where it has become increasingly difficult to maintain them to an acceptable standard.</p> <p>8. Campsite customers are becoming increasingly dissatisfied with the current condition of the washrooms and comments are being made to GLL our leisure management company. If this situation is not rectified and refurbishment works are not undertaken in the short term, this situation will only get worse and could have a detrimental and negative impact on the campsites.</p>
Alternative options rejected	<p>9. Not undertaking these essential refurbishment works will mean that the facilities will continue to deteriorate, fuelling the growing customer dissatisfaction with the facilities resulting in a possible reduction of bookings and the amount of people visiting the site and the town. Which helps support local revenue and businesses through the summer season.</p>
Climate and ecological implications	<p>10. The fitting of modern and energy efficient plant equipment, showers, hand driers, toilets and urinal flush systems will help to address the sites overall footprint, its emissions and waste streams.</p>
Legal implications	<p>11. Legal advice, support or assistance with:</p> <ul style="list-style-type: none"> - Employers Requirements - ITT Documentation - Key project documentation - Business Portal documentation - Schedule of Amendments - Engagement of Main Contractor - contract generation, including bespoke terms and conditions (in consultation with Project Lead Officer) - attendance at project meetings, if/when required
Financial implications	<p>12. The project is fully CIL funded so presents no financial risk to the council</p> <p>13. The refurbishment will make the site more attractive to paying customers, increasing return revenue.</p> <p>14. The refurbishment will also help to attract company's who may be interested in the next leisure contract (along with other major improvements being made across the council estates).</p> <p>15. The tender submissions have confirmed that the CIL fund available for this project of £150,000 will adequately cover all project costs.</p>
Other implications	<p>16. Failure to deliver this project will mean that the council have not met their commitment published in the local press, confirming the</p>

	refurbishment of the Riverside Campsite Washrooms, the Splashpad refurbishment and the provision/building of a disabled boating access beside the river near the swimming pool.			
Background papers considered	17. GW1 – 18.05.22 GW2 – 06.07.22 ICMD Finance – 28.07.22 DA – 16.08.22 (James Carpenter)			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	N/A			
History of consultations	Position	Name	Outcome	Date
	Head of Corporate Landlord	James Carpenter	DA Approved	23.11.22
	Legal	Barry Newson	GW2 Agreed	22.06.22
	Legal	Pat Cornell	DA GW1 Agreed Agreed	12.08.22 26.04.22
	Finance	Emma Creed	GW1 GW2 Agreed Agreed	28.04.22 22.06.22
	Finance	Richard Spraggett	DA Agreed	15.08.22
	Procurement	Angela Cox	GW1 GW2 Agreed Agreed	05.04.22 23.06.22
	Infrastructure	Mark Hewer	GW1 ICMD Finance DA Agreed Agreed	05.04.22 28.07.22 11.08.22
	Equalities	Lynne Mitchell	DA Agreed	08.08.22
	Communications	Charlotte Westgate	DA Agreed	11.08.22

Confidential decision? If so, under which exempt category?	No
Call-in waived by Scrutiny Committee chairman?	No
Has this been discussed by Cabinet members?	Yes
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature: Maggie Filipova-Rivers – approval by email Date 29 December 2022

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 3 January 2023	Time: 07:51
Date published to all councillors	Date: 3 January 2023	
Call-in deadline	Date: 10 January 2023	Time: 17:00

Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the necessary internal consultees have signed it off, including the chief executive. The lead officer must then seek the Cabinet portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder must hand-sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence.
Tel. 01235 422520 or extension 2520.
Email: democratic.services@southandvale.gov.uk
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days) if it is a 'key' decision (see the definition of a 'key' decision below). A key decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing a key decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If a key decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet portfolio holder will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
 - refer the decision back to the Cabinet portfolio holder for reconsideration or
 - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
 - accept the Cabinet portfolio holder's decision, in which case it can be implemented immediately.

Key decisions: assessing whether a decision should be classified as 'key'

The South Oxfordshire and Vale of White Horse District Councils' Constitutions now have the same definition of a key decision:

A key decision is a decision of the Cabinet, an individual Cabinet member, or an officer acting under delegated powers, which is likely:

- (a) to incur expenditure, make savings or to receive income of more than £75,000;**

- (b) to award a revenue or capital grant of over £25,000; or**
- (c) to agree an action that, in the view of the chief executive or relevant head of service, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.**

Key decisions are subject to the scrutiny call-in procedure; non-key decisions are not and can be implemented immediately.

In assessing whether a decision should be classified as 'key', you should consider:

- (a) Will the expenditure, savings or income total more than £75,000 across all financial years?
- (b) Will the grant award to one person or organisation be more than £25,000 across all financial years?
- (c) Does the decision impact on more than one district council ward? And if so, is the impact significant? If residents or property affected by the decision is in one ward but is close to the border of an adjacent ward, it may have a significant impact on that second ward, e.g. through additional traffic, noise, light pollution, odour. Examples of significant impacts on two or more wards are:
 - Decisions to spend Didcot Garden Town funds (significant impact on more than one ward)
 - Changes to the household waste collection policy (affects all households in the district)
 - Reviewing a housing strategy (could have a significant impact on residents in many wards)
 - Adopting a supplementary planning document for a redevelopment site (could significantly affect more than one ward) or a new design guide (affects all wards)
 - Decisions to build new or improve existing leisure facilities (used by residents of more than one ward)

The overriding principle is that before 'key' decisions are made, they must be published in the Cabinet Work Programme for 28 calendar days. Classifying a decision as non-key when it should be a key decision could expose the decision to challenge and delay its implementation.