

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 30 th August 2023	Ref No: 2178
Responsible Officer: Andrew Crawford	
Type of Decision (please refer to MO Guidance):	
Key	<input type="checkbox"/> Yes
Non-Key	<input type="checkbox"/>
Freedom of Information Status: <i>(can the report go in the public domain)</i> Yes/No	
Title/Subject matter: Urgent Improvements to the Welly Cafe	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	No
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

Summary:		
Wards affected: Redvales		
Consultations: N/A		
Scrutiny & Review Committee Interest:		
Options considered:		
Decision <i>[with reasons]</i> Approval is given to carry out the urgent improvements to the Welly Café to make the premises winterproof.		
Decision made by:	Signature:	Date:
Executive Director – Health and Adult Care		31.08.2023
Section 151 Officer		31/8/23
Director of People and Inclusion	NA	
Members Consulted [see note 1 below]		
Cabinet Member		14 September 2023
Lead Member - HR	NA	
Opposition Spokesperson	NA	

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.

1. Background

Bury EST (Bury Employment Support Training) support young people and adults with disabilities to secure paid employment and develop their life skills. The service is based at Manchester Road Park and operates from the ex-park keeper's property which has been converted into to an offices and training facilities. The service also utilises the other park building which are used for training facilities and is where the Welly Community Café is based.

Adult Care Service have a long-standing agreement in place with the Parks & Countryside department whereby we can use the buildings rent free in return for maintaining the building and surrounding areas.

Since taking over the ownership of the building in 2014, the building has undergone some renovation to develop it into a café, however the building remains in a very poor state.

The council has declared a commitment to be carbon neutral by 2038 and pledged to ensure that all our buildings are carbon neutral by 2038. At present this building does not meet these standards.

2. Current Situation

The Welly Café roof is not water-tight and has no insulation and the windows and door are single glazed. As a result, the café is very cold and not fit for purpose. It is therefore essential that improvements are carried before the winter months. (See Pictures - Appendix 1)

In addition to this urgent work, the fire escape ramp at the rear of the building needs to be replaced. Following a recent H&S inspection it has been highlighted that the fire escape does not meet the required standard as there are no handrails, and the slope is too steep. (See Appendix 1 Picture 2)

3. Proposed Essential improvements.

It is proposed to make the following essential improvements which will make the café winter proof and meet health & safety requirements.

- Replace the existing single glazed windows / wooden panels with UPVC double glazed windows and insulated panels.
- Replace the existing wooden entrance doors and fire escape doors with UPVC insulated doors.

(See picture of existing windows / doors Appendix 1)

- Enclose the Veranda at the front of the building to create additional space. (See Appendix 1 picture 1)
- Replace the existing flat roof with an insulated roof renewing gutters and fascia boards.
- Replace the existing fire escape ramp with new the concrete base / slope to regulation standard and handrails.

4. Financial Information

The improvements have been split into 3 areas, windows/doors, roof and fire escape ramp.

Windows /Panels/ Doors – Total £16,900

Replace the existing single glazed windows / wooden panels with UPVC double glazed windows and insulated panels.

£7,400

Enclose the Veranda at the front of the building to create additional space.

£9,500

Replace the roof.

Replace the existing flat roof with an insulated roof, gutters and fascia boards.

£18,850

Replace the fire escape ramp.

Replace the existing fire escape ramp with new the concrete base / slope to regulation standard and handrails.

£5,270

Grand Total £41,020

There is funding available via the Adult Social Care Capital Programme and the service is currently predicting a minimum of £25,000 underspend for this financial year based on currently customer levels.

5. Procurement

To satisfy procurement requirements, we have approached appropriate contractors and have obtained 3 quotes from each trade.

Due to the type of service, we provide, contractors and have been asked to apply their social value policy and provide the best possible price.

The quotes received have been considered and the companies selected have been based on the best price and quality.

6. Recommendation

It is recommended:

- approval is given to carry out the urgent improvements to the Welly Café to make the premises winter proof.

Author: Andrew Crawford

Date: 30th August 2023

Picture 1



Picture 2



Picture 3

