



## Officer Decision Record

### 1. Subject and details of the matter

The 2019/2020 Access Fund programme was approved by the Portfolio Holder on 25 February 2019 and has an overall budget of £442,000. The available budget funds seven workstreams including the Kickstart 5 bus service workstream which has a budget of £114,946.

The 5M bus service was delivered as part of the Access Fund project in 2018/2019. The total cost of the contract was £25,000 and was let from 7 January 2019 until 6 January 2020. Stagecoach East Midlands have confirmed the 5M bus service is not viable to run on a commercial basis (as of 25 October 2019) from 7 January 2020. The 5M bus service runs from Immingham County Hotel, to CATCH and Millennium Organic Chemicals and enables local people to access work, training and education. Stagecoach East Midlands have submitted passenger data for the 5M bus service which shows an average of 10 passengers per day use the bus service (boarding stage MIC CATCH).

The Kickstart 5 bus service workstream in 2019/2020 includes a budget (£25,000) to fund the delivery of the 5M bus service from 7 January 2020 to 6 January 2021. It is proposed North East Lincolnshire Council maintains the 5M bus service until the Stallingbrough Enterprise Zone site begins to be occupied in 2021 as this may impact positively on the commercial viability of the 5M bus service.

It should be noted the delivery of the 5M bus service would be at no cost to NELC revenue budgets and the cost of delivering the bus service is incurred by the externally funded Access Fund project. The implications of not continuing the 5M bus service subsidy is that local people would not be able to access work, training (CATCH could be left without access to a local bus service), education and North East Lincolnshire Council could be at risk of not delivering the Access Fund programme outcomes. Failing to deliver the programme would reduce the transparency and accountability for the project and may put at risk future funding bids if the Council was not able to demonstrate robust programme delivery to the Department for Transport and other external funding bodies.

On 4 November 2019 the Department for Transport (DfT) contacted existing Access Fund local authorities to confirm they are intending to extend the Access Fund into 2020/2021. North East Lincolnshire Council has been awarded an indicative allocation of £463,000 revenue funding in 2020/2021 (subject to submitting the required documentation and receiving formal approval from DfT) to continue delivering the Access Fund programme in 2020/2021 and it is proposed the 5M bus service would form part of next year's programme.

**2. Is it a Key Decision as defined in the Constitution?**

No. The value of the proposed subsidy/ de-minimus contract is £25,000 per year.

**3. Details of Decision**

To approve direct award of the contract to extend the period of operation of the 5M bus service to Stagecoach East Midlands from 7 January 2020 to 6 January 2021, utilising funding from the Access Fund. The award of the contract without a competitive tendering process is in accord with the de minimis provisions set out in the Service Subsidy Agreements (Tendering) (England) (Amendment) Regulations 2004.

The decision is in accord with the delegations established in relation to the programme through the Cabinet approval of 2<sup>nd</sup> July 2018 (Cabinet Decision Notice DN7)

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency**

No.

**5. Anticipated outcome(s)**

Direct award of the contract will extend bus services to CATCH and the Kiln Lane Industrial Estate from 7 January 2020 until 6 January 2021. This will be supported by marketing and promotional and travel planning activity delivered by ENGIE to stimulate take up of the service.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

**Option 1** - Do Nothing. CATCH, other Kiln lane businesses, SHIPP and future regeneration projects in the Kiln Lane area would not be connected to the public transport network. This option is not recommended.

**Option 2** – Undertake a full competitive tender process for the service. This option is not recommended as any other operators seeking to tender would need to deliver an entirely new bus service and it is highly unlikely that this would be commercially viable in isolation.

**Option 3** – Award a de-minimus bus service contract to Stagecoach East Midlands for the 5M bus service. The existing 5 bus service is delivered by Stagecoach East Midlands and the CATCH/ Kiln Lane extension is tied into an existing bus service. Stagecoach East Midlands are the only commercial bus operator currently serving CATCH/ Kiln Lane.

**7. Background documents considered:**

The Access Fund project was approved by Cabinet on 2 July 2018 - <https://www.nelincs.gov.uk/wp-content/uploads/2018/05/Cabinet-Minutes-2nd-July-2018-1.pdf>

The 2019/2020 Access Fund project was approved by the previous Portfolio Holder on 25 February 2019. The 5M bus service subsidy is included in this years project and has been budgeted for: <https://www.nelincs.gov.uk/wp-content/uploads/2019/01/10.-Sustainable-Travel-Access-Fund-Programme-2019-20.pdf>

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

None.

**10. Monitoring Officer Comments**

*(Monitoring Officer or Deputy Monitoring Officer)*

The programme is in line with a Cabinet decision of 2<sup>nd</sup> July 2018 and Portfolio Holder decision of 25<sup>th</sup> February 2019. The 5M bus service subsidy is included within the project and is budgeted for until 2021. A direct award of a de minimus contract to Stagecoach will extend current arrangements and ensure the programme outcomes can be fulfilled.

**11. Section 151 Officer Comments**

*(Deputy S151 Officer or nominee)*

As outlined above, the cost of extending the contract for this service is £25,000 and this is to be funded from external Access Fund grant.

**12. Human Resource Comments**

*(Strategic Workforce Lead or nominee)*

There are no direct HR implications

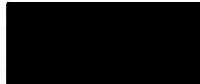
**13. Risk Assessment (in accordance with the Report Writing Guide)**

There is a risk that operating costs could increase during the contract period although this risk will be mitigated through proactive contract management by ENGIE that will include efforts to support take-up of the service to mitigate any rise in costs.

**14. Decision maker(s)**

Name: 

Title: Assistant Director of Housing and Interim Assistant Director for Highways, Transport and Planning

Signed: 

Dated: 7/1/2020

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: [REDACTED] Title: Portfolio Holder for Environment and Transport [REDACTED] 07/01/2020 Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:  Signed and Dated



## Officer Decision Record

<b>1. Subject and details of the matter</b>
To seek approval to award of the contract for implementation of a new cycleway along Laceby Road, following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
No
<b>3. Details of Decision</b>
<p>The project forms part of the LTP 2019/20 delivery plan. The project is to implement a new shared footway/cycleway along Laceby Road between Broadway junction and Bradley Crossroads Roundabout.</p> <p>A tender was let through NELC's civils frameworks. The award criteria used to evaluate the submissions was cost only, with the award going to the lowest tender value. However, the successful contractor is known to NELC/Engie and they have a sound reputation.</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b>
No
<b>5. Anticipated outcome(s)</b>
<p>The successful tenderer is Specialist Surfacing Ltd, tender return value £203,835.45.</p> <p>The contract mobilisation will start upon award of contract and also receipt of a signed contract. Duration of the works will be approx. 8 weeks.</p>
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
n/a
<b>7. Background documents considered:</b>
<p>Cabinet Decision Notice 11 March 2019 (LTP Programme approval)</p> <p>North East Lincolnshire Local Transport Plan Delivery Plan 2019 - 2022</p>
<b>8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons</b>
No
<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by</b>

the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)	
No	
<b>10. Monitoring Officer Comments</b> (Strategic Director – Governance & Transformation or nominee)	
The award is in line with the Cabinet decision of 11 <sup>th</sup> March 2019 and the Local Transport Plan delivery. Legal Services can support with contractual documentation.	
<b>11. Section 151 Officer Comments</b> (Head of Finance & Assets or nominee)	
The costs of the works are budgeted for within the Local Transport Plan capital scheme which is incorporated into the approved Council Capital Investment Programme	
<b>12. Human Resource Comments</b> (Head of Governance & Business Support or nominee)	
There are no direct HR implications	
<b>13. Risk Assessment (in accordance with the Report Writing Guide)</b>	
There is a significant risk to the Authority that if the contract is not awarded on time the programme of works may have to be delivered over the winter period.	
<b>14. Decision maker(s)</b>	Name: <span style="background-color: black; color: black;">[REDACTED]</span> Title: Assistant Director for Housing & Interim Assistant Director for Highways, Transportation & Planning Signed: <span style="background-color: black; color: black;">[REDACTED]</span> Dated: 7/1/2020
<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: <span style="background-color: black; color: black;">[REDACTED]</span> Title: Portfolio Holder for Environment and Transport Signed: <span style="background-color: black; color: black;">[REDACTED]</span> Dated: 07/01/2020
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: _____ Title: _____  <div style="text-align: right;">Signed and Dated</div>



## Officer Decision Record

### 1. Subject and details of the matter

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The 5M bus service was delivered as part of the Access Fund project in 2018/2019. The total cost of the contract was £25,000 and was let from 7 January 2019 until 6 January 2020. Stagecoach East Midlands have confirmed the 5M bus service is not viable to run on a commercial basis (as of 25 October 2019) from 7 January 2020. The 5M bus service runs from Immingham County Hotel, to CATCH and Millennium Organic Chemicals and enables local people to access work, training and education. Stagecoach East Midlands have submitted passenger data for the 5M bus service which shows an average of 10 passengers per day use the bus service (boarding stage MIC CATCH).

The Kickstart 5 bus service workstream in 2019/2020 includes a budget (£25,000) to fund the delivery of the 5M bus service from 7 January 2020 to 6 January 2021. It is proposed North East Lincolnshire Council maintains the 5M bus service until the Stallingbrough Enterprise Zone site begins to be occupied in 2021 as this may impact positively on the commercial viability of the 5M bus service.

It should be noted the delivery of the 5M bus service would be at no cost to NELC revenue budgets and the cost of delivering the bus service is incurred by the externally funded Access Fund project. The implications of not continuing the 5M bus service subsidy is that local people would not be able to access work, training (CATCH could be left without access to a local bus service), education and North East Lincolnshire Council could be at risk of not delivering the Access Fund programme outcomes. Failing to deliver the programme would reduce the transparency and accountability for the project and may put at risk future funding bids if the Council was not able to demonstrate robust programme delivery to the Department for Transport and other external funding bodies.

On 4 November 2019 the Department for Transport (DfT) contacted existing Access Fund local authorities to confirm they are intending to extend the Access Fund into 2020/2021. North East Lincolnshire Council has been awarded an indicative allocation of £463,000 revenue funding in 2020/2021 (subject to submitting the required documentation and receiving formal approval from DfT) to continue delivering the Access Fund programme in 2020/2021 and it is proposed the 5M bus service would form part of next year's programme.

**2. Is it a Key Decision as defined in the Constitution?**

No. The value of the proposed subsidy/ de-minimus contract is £25,000 per year.

**3. Details of Decision**

To approve direct award of the contract to extend the period of operation of the 5M bus service to Stagecoach East Midlands from 7 January 2020 to 6 January 2021, utilising funding from the Access Fund. The award of the contract without a competitive tendering process is in accord with the de minimis provisions set out in the Service Subsidy Agreements (Tendering) (England) (Amendment) Regulations 2004.

The decision is in accord with the delegations established in relation to the programme through the Cabinet approval of 2<sup>nd</sup> July 2018 (Cabinet Decision Notice DN7)

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency**

No.

**5. Anticipated outcome(s)**

Direct award of the contract will extend bus services to CATCH and the Kiln Lane Industrial Estate from 7 January 2020 until 6 January 2021. This will be supported by marketing and promotional and travel planning activity delivered by ENGIE to stimulate take up of the service.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

**Option 1** - Do Nothing. CATCH, other Kiln lane businesses, SHIPP and future regeneration projects in the Kiln Lane area would not be connected to the public transport network. This option is not recommended.

**Option 2** – Undertake a full competitive tender process for the service. This option is not recommended as any other operators seeking to tender would need to deliver an entirely new bus service and it is highly unlikely that this would be commercially viable in isolation.

**Option 3** – Award a de-minimus bus service contract to Stagecoach East Midlands for the 5M bus service. The existing 5 bus service is delivered by Stagecoach East Midlands and the CATCH/ Kiln Lane extension is tied into an existing bus service. Stagecoach East Midlands are the only commercial bus operator currently serving CATCH/ Kiln Lane.

**7. Background documents considered:**

The Access Fund project was approved by Cabinet on 2 July 2018 - <https://www.nelincs.gov.uk/wp-content/uploads/2018/05/Cabinet-Minutes-2nd-July-2018-1.pdf>

The 2019/2020 Access Fund project was approved by the previous Portfolio Holder on 25 February 2019. The 5M bus service subsidy is included in this years project and has been budgeted for: <https://www.nelincs.gov.uk/wp-content/uploads/2019/01/10.-Sustainable-Travel-Access-Fund-Programme-2019-20.pdf>

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

None.

**10. Monitoring Officer Comments**

*(Monitoring Officer or Deputy Monitoring Officer)*

The programme is in line with a Cabinet decision of 2<sup>nd</sup> July 2018 and Portfolio Holder decision of 25<sup>th</sup> February 2019. The 5M bus service subsidy is included within the project and is budgeted for until 2021. A direct award of a de minimus contract to Stagecoach will extend current arrangements and ensure the programme outcomes can be fulfilled.

**11. Section 151 Officer Comments**

*(Deputy S151 Officer or nominee)*

As outlined above, the cost of extending the contract for this service is £25,000 and this is to be funded from external Access Fund grant.

**12. Human Resource Comments**

*(Strategic Workforce Lead or nominee)*

There are no direct HR implications

**13. Risk Assessment (in accordance with the Report Writing Guide)**

There is a risk that operating costs could increase during the contract period although this risk will be mitigated through proactive contract management by ENGIE that will include efforts to support take-up of the service to mitigate any rise in costs.

**14. Decision maker(s)**

Name: [REDACTED]

Title: Assistant Director of Housing and Interim Assistant Director for Highways, Transport and Planning

Signed: [REDACTED]

Dated: 7/1/2020

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: [REDACTED] Title: Portfolio Holder for Environment and Transport [REDACTED] 07/01/2020 Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:  Signed and Dated



## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

A decision to award the Contract for the provision of a Road Safety Scheme along the A18 between the A46 Laceby roundabout and Ludborough, (A18 Safer Road Scheme).

The decision is to approve the award of construction contract, funded by taking receipt of the grant funding from the Department for Transport (DfT) to fund the complete works at the value of £2,822,000.

The grant funding agreement with DfT is the result of a competitive bidding process, in which the proposal for junction improvements was successful against a number of other competing schemes from other Local Authorities. This bid was in joint partnership with LCC to include works within the LCC boundary on the A18. The improvements will provide value for money and help the Council, and DfT, to achieve to improve road safety.

The tender was let to 7 NELC framework suppliers, however only one submission was received from CR Reynolds with a construction valued of £1,612,015.32. A Single Tender Review has been approved.

The works schedule commences in January 2020 and completes in May 2021. This positions the works schedule conveniently against other planned major schemes on North East Lincolnshire Council's highway network.

### 2. Is it a Key Decision as defined in the Constitution?

Yes

### 3. Details of Decision

1. To award a contract pursuant to a compliant procurement process in accordance with the decision of Cabinet dated 29th August 2018

### 4. Is it an Urgent Decision? If yes, specify the reasons for urgency

Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No

**5. Anticipated outcome(s)**

An award of a contract pursuant to a Cabinet decision and following a compliant process.

On 28th August 2018 Cabinet made the following delegation:

Authorises the Director of Economy and Growth, in consultation with the Portfolio Holder for Environment, Transport and Energy to commence the procurement exercises for the works and to make appropriate awards.

(The above Portfolio Holder is now Portfolio Holder for Environment and Transport).

**6. Details of any alternative options considered and rejected by the officer when making the decision**

The Council could have chosen to do nothing in respect of the proposed junction improvement programme, and refused the funding. This option has not been pursued because:

- The project aims to reduce the number of fatal and serious collisions on this section of the A18. Following a fatal collision in 2013 there was a requirement to undertake road safety improvements.
- not implementing road safety measures could place the Council at risk of failing to exercise its statutory duties under the Road Traffic Act 1988
- failure to deliver the proposed improvement schemes could jeopardise the availability of the DfT grant for the programme and potentially create reputational risks for the Council in respect of future bids for funding.

**7. Background documents considered:**

Cabinet Decision Notice dated 29<sup>th</sup> August 2018

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

N/A

**10. Monitoring Officer Comments  
(Monitoring Officer or Deputy Monitoring Officer)**

The above decision is consistent with the expectations of Cabinet and the delegations made:

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

This scheme is fully funded by external grant and is budgeted for as part of the current approved Capital Investment Programme.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

**There are no direct HR implications**

**13. Risk Assessment (in accordance with the Report Writing Guide)**

There is a risk that if the contract is not awarded before the end of the current financial year, that :-

- a) The preferred supplier may be unavailable to provide this service due to the length of delay incurred from tender evaluation to award.
- b) There is no alternative supplier who could provide this type of service.

**14. Decision maker**

Name: [REDACTED]

Title: Assistant Director for Housing & Interim  
Assistant Director for Highways, Transportation &  
Planning

Signed: [REDACTED]

Dated: 7/1/2020

**15. Consultation carried out with  
Portfolio Holder(s):**

Name: [REDACTED]

Title: Portfolio Holder for Environment and  
Transport

Signed: [REDACTED]

Dated: 07/01/2020

**North East Lincolnshire Council proposals (A46 junction to NEL boundary)**

- Increased widening at both the Oaklands Hotel and Golf Club entrances to accommodate right turn lanes at these locations.
- Improvements to the junction of Waltham Road and the A18. Options being considered include a right turn lane or new roundabout.
- Traffic signing upgrade and surfacing works within the 'Waterdell' section

**Lincolnshire County Council proposals (NEL boundary to A16 junction)**

- Reduction of the speed limit to 50mph (to match the current 50mph on the NEL section),
- Vehicle Activated Signs (VAS)
- Installation of a right turn lane at the Barton Street junction.



## Officer Decision Record

### 1. Subject and details of the matter

#### Background Information

North East Lincolnshire Council currently subsidise the 1, 2 & 20 Europarc bus service. The existing contract is due to expire on 31/03/2020 although the contract allows a two-year extension to 31/03/2022 (subject to performance levels).

#### Future available options

In order to understand the available options in relation to the future delivery of the 1, 2 and 20 Europarc bus service, it is recommended that Stagecoach East Midlands is awarded a contract extension from 1 April 2020 to 16 July 2020. The contract extension will allow the local authority to consult local businesses, Stagecoach East Midlands and for Cabinet to receive a report on 8 April 2020. ENGIE Procurement have confirmed it is possible to extend the existing Europarc bus service contract.

#### Consultation with local businesses

It is proposed the consultation will include:

- Letter sent to local businesses (businesses located on Europarc and including Wykelands) by 15 January 2020,
- Meeting with Europarc businesses to discuss the available future funding options in February 2020,
- Meeting with Stagecoach East Midlands in February 2020 to discuss future options.

#### Finance

By awarding a contract extension to Stagecoach East Midlands until 16 July 2020 (or three months from the date the final decision is made by Cabinet), this will create a further budget pressure in 2020/2021.

### 2. Is it a Key Decision as defined in the Constitution?

Yes. The decision is significant in terms of its effects on communities living or working in an area comprising two or more wards.

### 3. Details of Decision

To approve a contract extension of the 1, 2 & 20 Europarc bus service (from 1 April 2020 to 16 July 2020 or three months from the date the final decision is made by Cabinet) and approve commencement of a consultation exercise with local businesses and Stagecoach East Midlands in relation to the future of the Europarc bus service.

Following the consultation with local businesses and Stagecoach East Midlands, it is recommended a report is considered by Cabinet on 8 April 2020.

### 4. Is it an Urgent Decision? If yes, specify the reasons for urgency

No.

### 5. Anticipated outcome(s)

Issue a contract extension of the Europarc bus service from 1 April 2020 until 16 July 2020 (or three months from the date the final decision is made by Cabinet).

### 6. Details of any alternative options considered and rejected by the officer when making the decision

**Option 1 - Do Nothing.** This option is not recommended because the Council as the commissioner of this contract needs to clarify future service provision (after 31 March 2020) with Stagecoach East Midlands.

**Option 2 – Undertake a full competitive tender process for the service.** This option is not recommended because the Council wishes to explore options with local businesses and Stagecoach East Midlands which achieve the required budget savings.

**Option 3 – Award a contract extension to Stagecoach East Midlands for the 1, 2 and 20 Europarc bus service contract until 16 July 2020 or three months from the date the final decision is made (Note: timescales are estimated and may slightly vary).** This is the recommended option because it provides sufficient time to consult local businesses, Stagecoach East Midlands, for the future of the Europarc bus service to be considered by Cabinet on 8 April 2020 and allows for NELC to provide Stagecoach East Midlands with the required notice. This is the recommended option.

### 7. Background documents considered:

Cabinet Report (August 2015 – Open Report). 1, 2 & 20 Bus Service - Options for continuation of the service.

Cabinet Report (February 2014 – Main body of report - Open. Closed item Appendix 2). Recommendation to make contract award for the Europarc bus service (1, 2 & 20).

### 8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No

<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)</b>
None.
<b>10. Monitoring Officer Comments</b> <i>(Monitoring Officer or Deputy Monitoring Officer)</i>
Relevant officers have already confirmed that the extant contract is capable of extension in the terms anticipated by the above. No doubt this will be by way of formal notice between the parties to the contract which should be dealt with in a timely and contractually compliant manner. Legal Services are able to support this process subject to instructions. Constitutionally a Portfolio Holder is able to commence any consultation on a matter falling within the remit of the Portfolio Holder's areas of responsibility.
<b>11. Section 151 Officer Comments</b> <i>(Deputy S151 Officer or nominee)</i>
Although a budget is provided for this bus service there is also a plan to complete a transport review. The recommended option allows the Council to consider the future of this service as part of the review.
<b>12. Human Resource Comments</b> <i>(Strategic Workforce Lead or nominee)</i>
There are no direct HR implications
<b>13. Risk Assessment (in accordance with the Report Writing Guide)</b>
<p>There are a number of risks for the Council in exploring future options for delivery. Under the 1985 Transport Act North East Lincolnshire Council has a duty to provide socially necessary bus services. Socially necessary bus services are those that wouldn't be profitable for bus companies to run and bus services which the local community require (e.g. late night buses, buses services to isolated housing estates or to employment sites). The Europarc bus service could be deemed as socially necessary.</p> <p>There are also a number of risks should the Council seek to retender the service to a third party operator. These include the procurement exercise failing to attract compliant tenders from operators, the tender failing to attract more than one bid or the tender prices being unaffordable within the budget envelope for the service.</p> <p>Should NELC chose to reduce the existing contract, there is a Transport Accessibility Risk associated with this option. For example, a reduced hourly bus service will only be able to serve either Lord St or Corporation Road. Also, a reduced hourly service will not be able to serve Victor Street and Wybers Wood.</p> <p>A contract extension will discharge the Council's duty under the 1985 Transport Act, allow the Council to explore alternative options and will continue to provide</p>

opportunities to sustain access to employment, health and other services and to reduce social isolation in direct support of the Council's Stronger Communities objective.

<b>14. Decision maker(s)</b>	Name: [REDACTED] Title: Assistant Director of Housing and Interim Assistant Director of Highways, Transport and Planning [REDACTED] Signed: _____ Dated: <u>13/1/20</u>
<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: [REDACTED] Title: Portfolio Holder for Environment and Transport [REDACTED] <u>13/01/2020</u> Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: _____ Title: _____ _____ Signed and Dated



## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the Disposal of Council owned vehicles and assets following conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes – Approval to procure such a service with delegation of award made to Director of Resources and Governance (then Director of Finance, Resource and Operations) in consultation with the Portfolio Holder for Finance and Resources (then Portfolio Holder for Finance, Community Assets, Governance and Tourism) given by Cabinet at its meeting on 25 <sup>th</sup> October 2017.
<b>3. Details of Decision</b>
The Council periodically replaces its vehicles and other industrial plant, leaving older, well maintained, vehicles and equipment, which still hold value, ready for disposal via specialist auction.
The procurement created a contract which maximises the sales value of assets at no cost to the Council whilst ensuring that buyers are not charged prohibitive fees.
Nine responses to the tender were received, they were evaluated by a team of specialists and a successful tenderer identified. It is recommended that the contract is awarded to Eddisons Commercial Limited as they submitted the Most Economically Advantageous Tender.
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b> <b>Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.</b>
No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
Not award – there was a successful bidder which met the quality requirements detailed in the tender documentation, there is no reason not to award the contract.
<b>7. Background documents considered:</b>
Cabinet report from 25 <sup>th</sup> October 2017.

<b>8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons</b>	
No.	
<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)</b>	
None.	
<b>10. Monitoring Officer Comments</b> (Monitoring Officer or Deputy Monitoring Officer)	
The decision sought is consistent with the will of Cabinet and the delegations made by it.	
<b>11. Section 151 Officer Comments</b> (Deputy S151 Officer or nominee)	
The sale of vehicles and equipment generates a receipt for the Council and this tender process aims to ensure that the Council receives value for money from the sales arrangements.	
<b>12. Human Resource Comments</b> (Strategic Workforce Lead or nominee)	
There are no direct HR implications	
<b>13. Risk Assessment (in accordance with the Report Writing Guide)</b>	
No risks have been identified. The procurement will ensure there is a co-ordinated pre-arranged, compliant process in place, should the Council have a requirement to dispose of its vehicles or assets.	
The completion of this procurement will impact on environmental sustainability as the re-sale of vehicles allows the income generated to be used towards lower emission vehicles. The vehicles and assets which are sold would otherwise be destroyed which would negatively impact the environment	
<b>14. Decision maker(s)</b>	Name: <span style="background-color: black; color: black;">[REDACTED]</span> Title: Portfolio Holder for Finance and Resources  Signed: _____ Dated: _____

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: [REDACTED] Title: Director of Resources and Governance [REDACTED] 19/12/19. Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: [REDACTED] Title: PORTFOLIO HOLDER [REDACTED] 3.1.20 Signed and Dated [REDACTED]



## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

Delegated approval to award the Mental Health Support Teams was given at Union Board on 10th September 2019 by virtue of the following:

1. Approves receipt of funds of £538,122.00 from NHS England to deliver a pilot of two Mental Health Support Teams across the borough and direct investment to Health Education England of £406,718.80 for initial training year.
2. Authorises the Clinical Commissioning Group's Chief Operating Officer together with the Director of Children's Services (both in consultation with the Portfolio Holder for Children, Education and Young People) to undertake a procurement exercise to appoint a suitably experienced provider to deliver Mental Health Support Teams.
3. Authorises the Clinical Commissioning Group's Chief Operating Officer together with the Director of Children's Services (both in consultation with the Portfolio Holder for Children, Education and Young People) to make an award and to deal with any ancillary matters arising including implementation and mobilisation.
4. Authorises respective Authorised Signatories to complete and execute legal documentation in connection with the award

An application for funding was made and notification received from NHS England on 12th July 2019 that we have been successful with allocated funding to implement two North East Lincolnshire Mental Health Support Teams. This project will commence in January 2020 with a training programme supplied by Health Education England and will be fully operational by December 2020.

Mental Health Support Teams will target those children and young people who are at most risk focusing on health inequalities and vulnerabilities in East and West Marsh and targeting the following at risk across North East Lincolnshire including:

- Looked after children (LAC)
- Elected Home Educated
- Excluded children and young people
- Young Carers

<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes.
<b>3. Details of Decision</b>
Approval to award by the Clinical Commissioning Group's Chief Operating Officer together with the Director of Children's Services (both in consultation with the Portfolio Holder for Children, Education and Young People) to Compass – Services to tackle problem drug use on the basis of their tender being the most economically advantageous tender.
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b>
Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.
No
<b>5. Anticipated outcome(s)</b>
Contract awarded.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
Not award. A compliant, successful tenderer was identified during the procurement process so the option of not awarding the contract would not be appropriate.
<b>7. Background documents considered:</b>
Union Board report from 10 <sup>th</sup> September 2019.
<b>8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons</b>
No.
<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)</b>
None.
<b>10. Monitoring Officer Comments</b> (Monitoring Officer or Deputy Monitoring Officer)
The decision sought is as anticipated by the Union Board and is consistent with the delegations given.
<b>11. Section 151 Officer Comments</b> (Deputy S151 Officer or nominee)
This funding award was granted following a bid submitted by the Council. This funding is being used to procure a supplier to provide mental health assistance to the people of the borough. The new provider has been required to replicate the funding and service provision conditions attached to the grant as part of the procurement exercise.
<b>12. Human Resource Comments</b> (Strategic Workforce Lead or nominee)
There are no direct HR implications

**13. Risk Assessment (in accordance with the Report Writing Guide)**

NHS England will closely monitor the funding and we will be required to produce a return on a quarterly basis and will reconcile funds which have not been spent or allocated.

An equalities impact assessment has been undertaken.

If we do not provide the mental health support teams then NHS England will withdraw the funding allocation for this element and therefore the trajectories set out in the NHS Long Term Plan will be affected.

**14. Decision maker(s)**

Name: [REDACTED]

Title: Clinical Commissioning Group's Chief Operating Officer

Signed: [REDACTED]

Dated: \_\_\_\_\_

Name: [REDACTED]

Title: Director of Children's Services

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**15. Consultation carried out with Portfolio Holder(s):**

Name: [REDACTED]

Title: Portfolio Holder for Children, Education and Young People

Signed: [REDACTED]

Dated: 8.1.20

**16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor**

Name:

Title:

Signed and Dated





## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

The Council's current contract for Banking Services ends on the 31<sup>st</sup> March 2020, and there are no more extensions available.

To ensure the Council remains compliant with the Public Contract Regulations 2015 and the Contract Procedure Rules, and ensure continuity of service, a procurement exercise has been undertaken to establish a replacement contract.

The replacement contract will run for an initial duration of 60 months, with the option to extend for a further 2 x 12 months (24 months in total) subject to performance.

The estimated whole life value of the contract is £175,000.

The award criteria used to evaluate submissions was a combination of cost and quality in order to determine the Most Economically Advantageous Tender.

Following completion of the evaluation, the Most Economically Advantageous Tenderer has been identified as Barclays Bank PLC.

### 2. Is it a Key Decision as defined in the Constitution?

No.

### 3. Details of Decision

Approval to award the contract for Banking Services to Barclays Bank PLC.

### 4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

### 5. Anticipated outcome(s)

The contract for Banking Services is awarded to Barclays Bank PLC.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

Not award the contract. This would leave the council without a compliant contract in place for its banking services, and create a gap in service provision. The preferred tenderer has also been identified as the Most Economically Advantageous Tenderer, so there is no reason not to award.

**7. Background documents considered:**

No background documents.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The replacement contract is required to ensure legal compliance by 31<sup>st</sup> March 2020 and seeks to achieve VFM.

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)





As stated above, the award criteria used to evaluate submissions was a combination of cost and quality in order to determine the Most Economically Advantageous Tender. The cost of the banking service will be delivered from existing budget allocations.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

There are no direct HR implications

**13. Risk Assessment (in accordance with the Report Writing Guide)**

There is a reputational and financial risk associated with not awarding the Banking Services contract due to the associated breach of the Public Contract Regulations 2015.

<b>14. Decision maker(s)</b>	Name:  Title: DIRECTOR, RESOURCES & GOVERNANCE  Signed:  Dated: 2/1/20
<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name:  Title: PORTFOLIO HOLDER  Signed and Dated 14/1/20
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:   Signed and Dated



## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
<p>Purchase of Cloud Hosted Office 365 Backup Solution.</p> <p>The Council is currently implementing the Microsoft Office 365 suite of products (M365) and is wanting to back up its M365 data to the cloud rather than using its own on premise backup solution. This will provide the Council with unlimited retention in the cloud and self-service restores. The solution will be futureproof and kept up to date with M365 changes.</p> <p>The Contract Duration shall be initially for a period of three (3) years. There is a further possibility of two (2) further one (1) year extension periods depending on performance.</p> <p>Whole Life Contract Value = £125,000.</p> <p>Approval to procure was received from the Director of Resources &amp; Governance on the 29<sup>th</sup> November 2019.</p> <p>An open procurement process was followed with the tender advertised on YORTender and Contracts Finder.</p> <p>Following the completion of the evaluation process, Total Computer Networks Ltd has been identified as the Most Economically Advantageous Tenderer.</p>
<b>2. Is it a Key Decision as defined in the Constitution?</b>
No.
<b>3. Details of Decision</b>
Approval to award the contract Cloud Hosted Office 365 Backup Solution to Total Computer Networks Ltd.
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b> <b>Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.</b>
No.
<b>5. Anticipated outcome(s)</b>
The contract for Cloud Hosted Office 365 Backup Solution is awarded to Total

Computer Networks Ltd.	
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>	
Not award the contract. Total Computer Networks Ltd has been identified as the most economically advantageous tenderer, and so there is no reason not to award.	
<b>7. Background documents considered:</b>	
None.	
<b>8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons</b>	
No.	
<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)</b>	
No conflicts of interest identified.	
<b>10. Monitoring Officer Comments</b> <i>(Monitoring Officer or Deputy Monitoring Officer)</i>	
The procurement of the above appears to have been conducted in a lawful and compliant manner. The quantum is well within the financial thresholds enabling the Director of Resources and Governance to make such a decision.	
<b>11. Section 151 Officer Comments</b> <i>(Deputy S151 Officer or nominee)</i>	
The award of the contract will result in an additional revenue cost of £25k per annum. However, these are more than offset by savings through the implementation of the Microsoft 365 suite of products.	
<b>12. Human Resource Comments</b> <i>(Strategic Workforce Lead or nominee)</i>	
There are no direct HR implications.	
<b>13. Risk Assessment (in accordance with the Report Writing Guide)</b>	
The risk associated with not awarding the contract is that the Council's corporate data stored within the M365 suite of products would not be adequately backed up and protected from loss or corruption and potentially put us at risk of not complying with GDPR requirements. These same risks will be mitigated by awarding the contract.	
<b>14. Decision maker(s)</b>	Name: Sharon Wroot  Title: Director of Resources and Governance  Signed: Signed off via email.  Dated: 9 <sup>th</sup> June 2020

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: Cllr. Stan Shreeve Title: Portfolio Holder for Finance and Resources Signed off via email 9 <sup>th</sup> June 2020 <hr/> Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title: <hr/> Signed and Dated



## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

In June 2019, NELC accepted a £3.2m grant award from Department for Culture, Media and Sport (DCMS) through Arts Council England (ACE), as part of their Cultural Development Fund. This Officer Decision Record relates to a revised proposal (plan, timeline and budget) for the CDF programme in Grimsby as a result of the delays and disruption caused by the Covid-19 crisis. It has been recognised by ACE and DCMS that this gives NELC an opportunity to pause and address some of the challenges and risks with this project to date. As immediate plans are now on hold, NELC has been asked to reprofile its' CDF project and think differently about elements of the project, whilst continuing to reflect the outcomes originally proposed.

ACE have set out the requirements of the proposal as follows:

- A revised plan and timescale for the revenue elements: both the cultural programme and the business development strand.
- A revised timescale for the technical feasibility study for the creative workspace strand.
- A revised budget to reflect programme and timeline revisions.

ACE identified a number of areas of concern and have requested that NELC address these in the plans:

#### **Governance:**

Governance and management structure – clarity over decision making authority and roles and responsibilities

**Cultural programme:**

Cultural sector engagement

Clarity over creative leadership ensuring a cultural programme that is ambitious and of scale and quality

Capacity building within the region

**Business Development:**

Viability of targets and plans within timeline

**Creative Workspace:**

Key design milestones for the design development from RIBA Stage 1 through to RIBA Stage 3 (NB. Please also clarify if any changes relate solely to the timing of each stage or also to the likely level of detail/scope of each stage.)

Ensuring that the technical *and* commercial viability of the proposal for the Kasbah is thoroughly tested (To identify that this is the right development in the right place at the right time).

**Summary of Revised Proposal**

The principles and process of the CDF programme are:

- Building a shared ambition between local creative sector, NELC and other stakeholders
- Working with the local creative sector in an open, transparent and trusted way
- Delivering an ambitious programme combining local talent and experiences from elsewhere
- Reflecting on the 'new normal' and opportunities that brings (e.g. digital collaboration)
- Building new networks within and beyond NEL
- Positive communication to maximise impact of projects and celebrate Grimsby's strengths and unique opportunities
- Generous leadership and collaboration for all

Proposed revised governance arrangements are as follows:

## Cabinet

Programme Management Board (internal) will ensure decision making is as per Cabinet approval and deliver the accountable body function. This board will be supplemented by an operational project team and a wider group bringing together officers engaged in culture and heritage matters.

Advisory Group (formerly Programme Management Board) will provide advice and guidance to ensure successful delivery, act as a critical friend and be ambassadors for CDF and Grimsby.

There will also be sub groups for each of the project strands (Creative Panel, St James Square public realm, creative workspace and business development). In addition, an overarching connecting and communications sub group will exist to enable wider collaboration, participation and engagement. The sub groups will comprise key stakeholders, expert advisors and delivery partners.

### **Creative Programme**

It is envisaged there will be a mixed creative programme retaining ambition and scale of quality rather than 3 large-scale festivals. This may include building upon existing events or commissioning of new events, festivals, activities and installations. A festival celebrating Grimsby's relationship with the Sea 'Festival of the Sea' will be delivered in 2021 and 2022. Magna Vitae's role is being revised to become expert advisors and not an exclusive event delivery provider, which will enable capacity building with the local creative sector. Cultural sector engagement has increased with consultation with individuals, organisations and Culture Works members to seek ambition and challenges.

Creative leadership will be through the Creative Panel where commissions and decisions for artistic ambition and quality will take place.

The creative programme will now end in March 2023 within the same budget amount of £700k.

### **Business Development**

There will be a greater focus and emphasis on specific support, advice and guidance for the creative sector to build capacity within the local area. A provider will be

commissioned to lead this activity. In addition, there will be professional development grants and paid training/development opportunities available to foster greater collaboration and partnership working. Targets and economic outputs are being revised to provide an impactful and sustainable legacy from the CDF programme.

The business development strand will now end in March 2023 within a slightly higher budget parameter of £346k.

### **Creative Workspace**

Whilst operating as a separate sub-group for CDF, there will be synergies with the Kasbah steering group to ensure alignment to the wider economic regeneration and cultural activity of the Docks. This sub group will focus on the technical and commercial viability of the buildings on the Kasbah including addressing the challenges and constraints identified in earlier commissioned activity. Creative and education sector engagement and collaboration is key to responding to the viability and challenges presented with the historic buildings.

Originally the planned completion date was June 2021. It is now anticipated that this will be complete by March 2022, subject to meeting viability and regulatory requirements.

The budget remains the same for this strand at £1.96m.

### **St James Public Realm**

CDF funding will provide lighting, electrical and performance space to enable St James Square to be utilised for creative activity in the future. Public art will be incorporated into the scheme to create a welcoming and fresh space for public events to take place.

Originally the planned completion date was September 2020. It is now expected for completion to happen in summer 2021. The budget remains the same for this strand at £1.801m.

### **Connecting and Communications**

An overarching strand has been created to ensure connectivity and collaboration within and across the sectors to create sustainability of the objectives of the CDF

programme. This strand will look to bring together sectors to promote the CDF programme and embed creativity, culture and heritage in the fabric of Grimsby. Engagement and participation is equally important. A strong brand and effective marketing is key to enabling Grimsby's residents to participate in and enjoy creative activity and reach a wider audience base.

### **Other budget areas**

Professional Support – reduced by £135k to £175k as a result of initiation feasibility work for the Creative Workspace costing less than initially predicted in the bid.

Programme Management – increased by £111k to £257k as a result of extending the programme for a further year the CDF Programme Manager and CDF Support Officer roles will continue until March 2023. This also includes on-costs and other programme management costs.

Marketing – remained the same at £100k

Total programme budget remains the same at £5.34m.

### **Proposed Timeline**

Creative Programme – activity between July 2020 and March 2023

Business Development – activity between July 2020 and March 2023

Creative Workspace – new end date of March 2022 (RIBA stages 0-3 by Dec 2020; RIBA stages 4-7 by March 2022)

St James Public Realm – new end date of June 2021 (RIBA stages 0-4 complete; RIBA stages 5-7 by Summer 2021)

## **2. Is it a Key Decision as defined in the Constitution?**

No this is not a key decision.

## **3. Details of Decision**

To approve the revised proposal (plan, timeline and budget) for the Cultural Development Fund (CDF) to enable submission to ACE and DCMS on or before 12 June 2020. In doing so, and understanding that this is subject to ministerial approval, the CDF programme would now end on 31 March 2023.

The decision is in accordance with the delegations established in relation to the CDF programme through the Cabinet approval of 5 June 2019 (Cabinet Decision Notice DN7).

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.**

No.

**5. Anticipated outcome(s)**

Approval of this revised proposal will enable the CDF programme to deliver the outcomes as specified in a revised funding agreement with the Arts Council. The programme will be extended by 1 year to reflect this revised proposal.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

Option 1 - Do Nothing. The Council would not be able to access the funding from Arts Council England to deliver the CDF programme in Grimsby. We would not be able to link creativity, culture and heritage with the visitor economy and improve our engagement in arts and culture. This option is not recommended.

Option 2 – Continue with the current proposal and timeline to deliver the CDF programme in Grimsby. Given the impact of Covid-19 locally, nationally and internationally, we would not be able to deliver the ambition to sufficient quality and scale within the remaining time to 31 March 2022. This option is not recommended.

**7. Background documents considered**

The Cultural Development Fund (CDF) programme was approved by Cabinet on 5 June 2019.

<https://www.nelincs.gov.uk/wp-content/uploads/2018/05/Cabinet-Minutes-5th-June-2019-1.pdf>

**8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

None.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

None.

**10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)**

The CDF programme has been, and will continue to be, supported by Legal Services colleagues. The revised proposal is in line with the Cabinet decision of 5<sup>th</sup> June 2019 and approved delegations. The Council will be concerned to ensure that all terms and conditions of the grant funding are adhered to. The proposals illustrated above appear to be consistent with the expectations of the funder. The funding agreement would need to accommodate the revised timescale and the "Funding Period" would be subject to an extension to 31 March 2023. The "Asset Monitoring Period" would also be affected by the extension and therefore, the five year minimum Agreed Use would end on 31 March 2028.

**11. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The value of the funding agreement is for £3.2million. The extension of the programme will be 100% funded from external grant via the Cultural Development Fund. The additional year of the programme will not increase the funds available and instead the monies will need to accommodate the extended timescale. An additional £2.14m is funded from other sources namely NELC, Historic England (HE) and Humber LEP for the capital projects and will continue as originally identified. The LEP funding for St James Square is due to end in 31<sup>st</sup> March 2021 and the Historic England/Partnership Scheme in Conservation Areas (PSiCA) funding for the Kasbah runs through to 2024.

**12. Human Resource Comments (Head of People and Culture or nominee)**

An extension to the CDF programme would incur additional redundancy costs for 2 staff members whose contracts would be extended to provide programme management support for the duration of the programme.

**13. Risk Assessment (in accordance with the Report Writing Guide)**

This a major project for NELC and partners to deliver which has the opportunity to show that North East Lincolnshire is 'Open for Culture'. Given the scale of the funding, there are significant opportunities to develop new creative partners, empower and support local creative entrepreneurs and, in collaboration with initiatives such as the Heritage Action Zone, develop vibrant creative workspaces on the Kasbah. This is a complex project and as such there are many risks which need to be managed. These include capital works on heritage buildings, stimulating demand for creative units, developing a creative programme which engages local audiences and developing a sustainable model for the continuation of programme following the end of the grant.

A detailed project plan is in place to ensure key milestones are met and the programme team are working closely with Arts Council England to ensure successful delivery of this grant funded programme.

<b>14. Decision Maker(s):</b>	Name: Clive Tritton  Title: Director Economy and Growth  Signed: signed off via email.  Dated: 11 <sup>th</sup> June 2020
<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: Councillor Callum Procter  Title: Portfolio Holder Tourism, Heritage and Culture  Signed: signed off via email.  Dated: 11 <sup>th</sup> June 2020
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name:  Title:  Signed:  Dated: