



## Emergency Officer Decision Record

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

Former Cambridge Park Care Home, Peterhouse Road, Grimsby, DN34 5UX

The requirement to undertake essential building works to a former (vacant) care home to enable 60 beds to be available for use as a step-down facility as patients are discharged from hospital after being diagnosed and treated for the Coronavirus (Covid-19).

There exists in North East Lincolnshire (and nationally) circumstances that may warrant exercise of powers and decision making outside usual parameters (Coronavirus/COVID-19).

S138 Local Government Act 1972 permits that where such circumstances exist so as to affect the whole or part of their area or all or some of its inhabitants a Council may:

- (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the United Kingdom) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; and
- (b) make grants or loans to other persons or bodies on conditions determined by the council in respect of any such action taken by those persons or bodies.

This decision is made in the above circumstances.

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

Yes

- in the case of capital expenditure, the capital expenditure is in excess of £350,000;
- the decision is likely to result in substantial public interest;
- the decision may incur a significant social, economic or environmental impact.

<b>3. Details of Decision</b>
The former Care Home premises have been acquired by the Care Plus Group, a local health and care provider commissioned via the Council's section 75 arrangements, to deliver community health and care services. In the wake of the Coronavirus, the premises have been identified as a 60-bed step-down site to ease the requirement of hospital beds for treating patients diagnosed with the virus and thus alleviating capacity.
<b>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.</b>
Yes – in order to meet very tight timescales, a decision is required to order the necessary resources in order to complete works to allow the premises to be occupied.
<b>5. Anticipated outcome(s)</b>
That investment of c£590,000 (plus fees @ 13% £76,700) will be made into the premises to allow its use for 60 patients being treated for the Coronavirus (Covid-19) following hospital discharge.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
Given the time restrictions, and requirement to urgently respond to a growing need, no other sites have been considered for this purpose.
<b>7. Background documents considered</b>
Works specification and pricing schedule (Appendix One)
<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 (Monitoring Officer or Deputy Monitoring Officer)</b>
All directors have the power to determine and exercise, having regard to prevailing Council policy, the operational requirements of their functions and to manage the human and material resources available for their functions.  Constitutionally where there is an urgent need or where there is a recess in meetings (in my view, howsoever arising) the Chief Executive and all Directors shall be empowered on behalf of and in the name of the Council to deal with matters of urgency or routine business normally requiring a Cabinet or Committee

decision which may arise between the meetings of Cabinet / Committees or during any period when the Cabinet / Committees are in recess; provided that

- (i) there is no conflict with the Budget and Policy Framework (unless the urgency provisions in the Budget and Policy Framework Procedure Rules are followed)
- (ii) If a Key Decision is involved, the matter is contained in the Forward Plan (or the general exception or special urgency provisions are satisfied); and
- (iii) In respect of any matter falling within the terms of reference of a Committee the Officer shall first consult with the Chairman or, in his/her absence, the Deputy Chairman; and a report of the decision taken shall be submitted to the next ordinary meeting of the Committee; or in the case of all Executive matters the Officer shall first consult with the Chief Executive, relevant Portfolio Holder(s) and a report of the decision taken shall be submitted to the next ordinary meeting of the Cabinet.
- (iv) The Monitoring Officer and Section 151 Officer are consulted in respect of the proposed decision.

The Chief Executive has directed that all decisions made in the above circumstances shall be in consultation with the Leader and Portfolio Holder for Finance and Resources (where available)

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

S138 of the Local Government Act 1972 permits the Council to incur this expenditure. The expenditure will alleviate the potential effects of the Covid-19 virus within the local community.

The expenditure will be funded through borrowing in the first instance. The Government has indicated that the Council will be fully funded for implementing measures to tackle the coronavirus pandemic. As such, a proper record of any spend incurred should be maintained.

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

There are no direct HR implications contained within this ODR.

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

The facility will be necessary to relieve pressure on the acute health system and ensure that residential care occupants where practicable are shielded from the risk of infection. The facility was envisaged to be part of the wider system improvements across health and care by providing additional intermediate services, prior to people being able to be discharged to their own homes. The specification for the works has been limited to the immediate requirements for the Covid19 response and at a later date will have to be revisited.

**14. Decision Makers:**

*In in the absence of the named Director or Delegatee a confirmatory email which is annexed to this record*

Name: Robert G Walsh

Title: Joint Chief Executive

	<p>Signed: Robert G Walsh</p> <p>Dated: 25/03/2020</p> <p>Name: Beverley Compton</p> <p>Title: Director of Adult Services</p> <p>Signed: Beverly Compton</p> <p>Dated: 27/03/2020</p>
<p><b>15. Consultation carried out with Leader:</b></p> <p><b>Portfolio Holder for Finance and Resources (Cllr Shreeve):</b></p>	<p>Signed: Cllr Philip Jackson</p> <p>Dated: 25/03/2020</p> <p>Signed: Cllr Stan Shreeve</p> <p>Dated: 25/03/2020</p>
<p><b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b></p> <p><i><b>In in the absence of the named Member the Director has secured a confirmatory email which is annexed to this record</b></i></p>	<p>Name: Cllr Paul Silvester</p> <p>Title: Chair of the Communities Scrutiny Panel</p> <p>Signed: Cllr Paul Silvester</p> <p>Dated: 25/03/2020</p>

In the event of absence or incapacity of the Leader and/or Portfolio Holder for Finance and Resources the Director has consulted with the following (tick one box) and has secured either a signature above or a confirmatory email which is annexed to this record.

Name	Tick
Deputy Leader and Portfolio Holder for Regeneration, Skills and Housing (Cllr Fenty)	
Portfolio Holder for Environment and Transport (Cllr S Swinburn)	
Portfolio Holder for Health, Wellbeing and Adult Social Care (Cllr Cracknell)	
Portfolio Holder for Tourism, Heritage and Culture (Cllr Procter)	
Portfolio Holder for Children, Education and Young People (Cllr Lindley)	
Portfolio Holder for Safer and Stronger Communities (Cllr Shepherd)	

### NOTE

Upon the expiration of the circumstances outlined above (or sooner if appropriate) this Emergency Officer Decision Record shall be referred to the Communities Scrutiny Panel to note.

**Appendix One - Works specification and pricing schedule**

Cambridge Park Nursing Home - Pricing Schedule 2020				
Serial	ELECTRICAL WORK		Comments	Clients Instruction
1	100% Electrical Testing - Full Site	£9,562.50	Required	Yes
2	100% Emergency Lighting Replacement if required Test first	£168.75	Required	Yes
3	Emergency light remedial 38 No bulkheads to be replaced & remedial	£2,221.88	Required	further 6-10k could be required on Cat 2
4	Replace the existing fire detection system with new addressable system	£47,250.00	Recommended and would replace the need to undertake the test of the existing	Yes
5	Replace broken door closures with New Fireco - Freedor Pro Fire activated door closures 10%	£22,387.50	Required	Yes
6	Service and repair if possible existing Nurse call and replace with new Nurse call System where required	£33,750.00	Required	Yes
7	Investigate / service and repair existing Electric heating system and controls. Replace as required	£3,234.38	Required	Yes

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8	<p>following test of existing system, it has been identified a new heating system is required</p>	£29,767.50		yes
9	<p>Install new electrical supply's to serve to sterilisation. NHS to provide units (Would like to have)</p>	£5,737.50	Optional	Yes
	<p>Additional Air Sterile supplies.</p>	£2,469.38		yes
10	<p>Replace any damaged light fitting for new</p>	£21,965.63	Required	Yes
11	<p>Install new Door Access system and CCTV, to include all power supplies</p>	£15,525.00	Required	Yes
12	<p>ICT Data system through NHS Specialist(Virgin) (Wont be achieved in Two weeks)if we use existing BT it could be possible - NHS Responsibility</p>	£0.00	Required to be instructed from ICT	
13	<p>Install hearing loop to main reception (Non essential)</p>	£225.00	Optional	
14	<p>Install additional power supplies for pan washers, insectorcutors, door access equipment, CCTV</p>	£2,812.50	Required	Yes
15	<p>Ventilation System - Investigation / repair / servicing.</p>	£2,812.50	Required	Yes
16	<p>Relamp and get operational all corridor and lounge wall light fittings.</p>	£534.38		

<b>17</b>	<b>Corridor lighting controlled via remote PIR sensors.</b>	<b>£403.88</b>		
<b>18</b>	<b>Removal and make good Panic Alarm System.</b>	<b>£781.88</b>		
	<b>Total Electrical:</b>	<b>£201,610.13</b>		

### MECHANICAL WORK

<b>16</b>	<b>Carry out gas testing on the installation</b>	<b>£0.00</b>	<b>Required</b>	<b>Yes</b>
<b>17</b>	<b>DHW System - Replacement of 1no existing faulty Andrews water heater (ordered by NHS)</b>	<b>£0.00</b>	<b>Required</b>	<b>Yes</b>
<b>18</b>	<b>DHW System - Servicing of all associated equipment and controls</b>	<b>£0.00</b>	<b>Required</b>	<b>Yes</b>
<b>19</b>	<b>Ensure integrity of secondary return</b>	<b>£0.00</b>	<b>Required</b>	<b>Yes</b>
<b>20</b>	<b>Supply and install TMV's to all hot water services within the bedrooms and communal areas.</b>	<b>£0.00</b>	<b>Required</b>	<b>Yes</b>
<b>21</b>	<b>Penny isolation valves to be installed to serve all taps and TMV outlets throughout</b>	<b>£0.00</b>	<b>Required</b>	<b>Yes</b>
<b>22</b>	<b>Replace where required existing sink taps and wastes throughout to standard lever taps remove all steel braded pipe work and install in solid copper</b>	<b>£0.00</b>	<b>Required</b>	<b>Yes</b>



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23	Replace where required ball valves and flush handles along with seats to all toilets throughout the property. Clean toilet pans where required.	£0.00	Required	Yes
24	Service all existing shower valves throughout	£0.00	Required	Yes
25	Communal Bathrooms x1 - full refurbishment of sink / toilet and bath to match existing on site / Full DOC M Pack	£0.00	Required	Yes
26	Communal Bathroom x 3 - New bath panels for existing baths	£0.00	Required	Yes
27	Water Hygiene full site Risk Assessment including remedial works	£0.00	Required	Yes
28	Sluice Rooms x 4 supply and install Sluice sinks and bed pan washer	£33,750.00	Required	Yes
29	Remove redundant Laundry Equipment / supplies	£0.00	Required	Yes
30	Kitchen and first floor servery room Catering Equipment - Allow for full servicing and repairs of all catering equipment and hot and cold water supplies	£6,148.98	Required	Yes
31	High-level Environmental deep clean of all surfaces and extraction equipment	£3,804.30	Required	Yes

	<b>Replacement of 6 burner oven - existing was beyond economic repair</b>	£2,205.54	Required	Yes	
32	Commercial Fridge Freezers (to replace existing domestic units)	£4,798.26	Optional	Yes	
33	Supply and install 2no insectorcutors	£435.08	Required	Yes	
34	Carry out LG10 inspection to passenger lift and dumb waiter.	Captured below	Required	Yes	
35	Lift pit requires re-tanking as it is full of surface water (ground up not top down)	£5,430.39	Required	Yes	
	Grouped Mechanical Cost (Items 16 to 29, exempt item 28)- not including lift and kitchen as these are priced separate	£87,465.38			
	Sub Total Mechanical	£144,037.92			
<b>BUILDERS WORKS</b>					
36	Painting & Decorating	£61,875.00	Required	Yes	
37	Flooring	£37,125.00	Required	Yes	
38	100% Chemical Deep Clean Throughout	£18,931.57	Required	Yes	saving
39	Blinds	£24,750.00	Required	Yes	

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40	New front door	£3,937.50	Required	Yes
41	Ironmongery / Doors / removal of fixtures and fittings required / associated works	£30,000	Required	Yes
	<b>Additional works following building control and fire service visit to fire compartmentalisation</b>	<b>£50,000</b>		
	<b>Roof Repairs following investigation lead has been stolen</b>	<b>£1,440.00</b>		
	<b>Replace damaged ceiling tiles to kitchen - half hour fire</b>	<b>?</b>		
	<b>Sub Total Fabric</b>	<b>£228,059</b>		
42	Prelims Costs £4000 per week	£8,000	Required	Yes
43	Provisional Sum			
	Mechanical	3000		Yes
	Electrical	2500		Yes
	Fabric	3000		Yes
	Provisional sum total	8500		
	<b>Total</b>	<b>£590,207</b>		

**Appendix Two – email confirmation of approval**

**Rob Walsh – Chief Executive**

From: Rob Walsh (NELC)  
Sent: 25 March 2020 11:23  
To: Sharon Wroot (NELC)  
Subject: RE: URGENT ODR - approval of funds - Cambridge Park Care Home

Full support Sharon, go to Leader / PFH next.

Ta

From: Sharon Wroot (NELC) <Sharon.Wroot@nelincs.gov.uk>  
Sent: 25 March 2020 11:21  
To: Rob Walsh (NELC) <Rob.Walsh@Nelincs.gov.uk>  
Subject: FW: URGENT ODR - approval of funds - Cambridge Park Care Home

Rob

I need the email approval of yourself, the Leader and Finance PFH for the attached urgent interim payment to allow us to proceed with the works to Cambridge Park – this is to secure supplies and services, which are mainly local.  
Sharon

Sharon Wroot, Director of Resources & Governance, North East Lincolnshire Council  
Municipal Offices, Town Hall Square, Grimsby, DN31 1HU  
Telephone 01472 324423 Mobile 07768553669

**Bev Compton – Director of Adult Services**

From: COMPTON, Beverley (NHS NORTH EAST LINCOLNSHIRE CCG) <beverley.compton@nhs.net>  
Sent: 27 March 2020 13:37  
To: Jack Fox (NELC) <Jack.Fox@nelincs.gov.uk>; JOBLING, Julie (NHS NORTH EAST LINCOLNSHIRE CCG) <julie.jobling@nhs.net>; Cllr Margaret Cracknell (NELC) <Margaret.Cracknell@nelincs.gov.uk>; Paul Windley (NELC) <Paul.Windley@nelincs.gov.uk>  
Cc: MCVEIGH, Nicola (NHS NORTH EAST LINCOLNSHIRE CCG) <nicola.mcveigh1@nhs.net>; Rob Walsh (NELC) <Rob.Walsh@Nelincs.gov.uk>  
Subject: 200323-Emergency Officer Decision Notice MO1 (Cambridge Park Care Home) - draft v1.docx

Dear all,

Please find attached the ODR in relation to Cambridge Park. This is a KEY decision,

Bev

**Leader of the Council - Cllr Philip Jackson**

From: Cllr Philip Jackson (NELC)  
Sent: 25 March 2020 12:17  
To: Cllr Stanley Shreeve (NELC); Sharon Wroot (NELC)  
Subject: RE: URGENT ODR - approval of funds - Cambridge Park Care Home

Happy to support, too.

Kind regards

Councillor Philip Jackson  
Leader of North East Lincolnshire Council  
Municipal Offices, Town Hall Square, Grimsby, DN31 1HU  
Email: Philip.jackson@nelincs.gov.uk  
Office: 01472 325905  
Alternative: 01472 823740

**Portfolio Holder - Cllr Stanley Shreeve**

From: "Cllr Stanley Shreeve (NELC)" <Stanley.Shreeve@Nelincs.gov.uk>  
Date: 25 Mar 2020 12:16  
Subject: RE: URGENT ODR - approval of funds - Cambridge Park Care Home  
To: "Sharon Wroot (NELC)" <Sharon.Wroot@nelincs.gov.uk>, "Cllr Philip Jackson (NELC)" <philip.jackson@nelincs.gov.uk>  
Cc:

Happy to support ,

Sorry for the delay in responding, was out taking my daily exercise!

Cllr Stan Shreeve

Portfolio Holder Finance and Resources  
Ward Councillor for Humberston and New Waltham  
North East Lincolnshire Council  
Email: stanley.shreeve@nelince.gov.uk  
Tel: 07702 343340

From: Sharon Wroot (NELC)  
Sent: 25 March 2020 11:29  
To: Cllr Philip Jackson (NELC); Cllr Stanley Shreeve (NELC)  
Subject: FW: URGENT ODR - approval of funds - Cambridge Park Care Home

Good morning  
You'll be aware of the work currently underway to bring back the 60 bed facility at Cambridge Park into use, for step down care. I need your approval urgently to make an interim payment to allow us to secure supplies and services, many of which are local, this will allow work to progress at pace.  
Rob has already emailed his approval, an email confirming your approval will suffice under current arrangements  
Thanks in advance  
Sharon

Sharon Wroot, Director of Resources & Governance, North East Lincolnshire Council  
Municipal Offices, Town Hall Square, Grimsby, DN31 1HU  
Telephone 01472 324423 Mobile 07768553669  
sharon.wroot@nelincs.gov.uk | www.nelincs.gov.uk

**Communities Scrutiny Chair – Cllr Silvester**

From: Cllr Paul Silvester (NELC) <Paul.Silvester@nelincs.gov.uk>  
Sent: 26 March 2020 17:48  
To: Jack Fox (NELC) <Jack.Fox@nelincs.gov.uk>  
Subject: RE: URGENT ODR - approval of funds - Cambridge Park Care Home

Good evening Jack

This is an excellent move and has my full support in these difficult times

Kind regards

Paul

From: Jack Fox (NELC)  
Sent: 25 March 2020 15:23  
To: Cllr Paul Silvester (NELC)  
Subject: RE: URGENT ODR - approval of funds - Cambridge Park Care Home  
Importance: High

Good Afternoon Cllr Silvester

As Chair of the Communities Scrutiny Panel, I am required to approach you for your agreement to an urgent decision being proposed, as set out in the attached Officer Decision record (ODR).

Sharon Wroot has obtained agreement from Rob Walsh and Cllr Shreeve as Portfolio Holder and the ODR has also been sent to the Leader for agreement.

If you could please consider the attached and provide your response via email please as soon as possible.

Regards

Jack Fox, Assets Advanced Practitioner (Corporate) and Project Manager, Greater Grimsby Town Deal (and Municipal Offices Responsible Person)

Assets, North East Lincolnshire Council

Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU

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