



Officer Decision Record – Key Decision

Open Report. Appendix **NOT FOR PUBLICATION**

Exempt information within paragraphs 3 and 4 of Schedule 12A to the Local Government Act 1972 (as amended)

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

The Bereavement Services Project was approved by Cabinet on 13 February 2019 (Forward Plan Ref No. FP 02/19/10). One of the project strands is the establishment of a tearoom in the former Crematorium Lodge.

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

Approval of tender report related to internal re-modelling of the existing Scartho crematorium Lodge building and the construction of a large extension to form a new tea-room facility with kitchen, function room and ancillary accommodation.

Cabinet considered a report from the Portfolio Holder for Environment, Transport and Energy at its meeting on 13 February 2019. This report outlined all the proposed improvements to Bereavement Services, including the establishment of a tearoom.

The decision record confirmed that the following had been resolved:

1. That the proposals for improvements to Bereavement Services be agreed.
2. That authority be delegated to the Chief Operating Officer in consultation with the Portfolio Holder for Environment, Transport and Energy to implement the

proposals on a phased approach and deal with all necessary actions ancillary or incidental to implementation.

3. That authority be delegated to the Chief Legal and Monitoring Officer to settle, complete and execute all appropriate documentation to facilitate the above.

3. Decision being taken

This procurement was conducted in line with procedure. The tender was published on 29th April 2021 for 4 weeks. 2 tender bids were received and the tenders were evaluated by a cost based evaluation.

The decision is:

That the Chief Operating Officer (now called the Executive Director for Environment, Economy and Resources) in consultation with the Portfolio Holder for Environment, Transport and Energy (now called the Portfolio Holder for Environment and Transport) do award the contract to the successful contractor against the current Bereavement Services capital budget, to proceed to construction phase (as detailed on the attached (CLOSED) appendix.

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)/benefits

Outcomes:

- Proceed with award of contract
- Issue award letter
- Work on the establishment of the tearoom begins

Benefits:

Commencement of the project which will allow the re-use of the crematorium lodge building which has been vacant for a number of years. The proposal will provide a much-needed facility which will benefit users of the cemetery and crematorium and

members of the public alike and will have a significant benefit to the bereavement services property portfolio.

It is important that North East Lincolnshire Council leads the way in adding social value and ensures that this service provision has the family of the bereaved at its core. In addition, in line with the council's vision for a Stronger Economy and Stronger Communities, the council's Commercial Strategy sets out the need for the council to become more commercial in the future. This means looking to achieve best value for money at the same time as delivering key social outcomes for residents, meeting the needs of residents, as well as creating employment, learning and apprenticeship opportunities.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

The project has been through a competitive tender exercise and the request is to award the contract to the lowest tenderer.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

Bereavement Services Cabinet Report 13 February 2019 – Exempt Agenda Item.

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.

Only the original cabinet report of 13 February 2019 was exempt, as the appendices contained commercially sensitive financial information relating to the running costs of the tearoom.

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)

Not applicable.

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The above decision is consistent with the delegations and will of Cabinet.

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

The cost of the works will be required to be managed within the approved capital budget for the Bereavement Services Project.

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

There are no direct HR implications from the awarding of the contract

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

There is a risk of not awarding the contract on time, as Bereavement Services is relying on the work being completed within schedule, as they need to begin the process of generating sufficient income, to make the tearoom financially viable.

14. Has the Cabinet Tracker been updated with details of this decision?

Yes. [Confirmed by Assistant Director – Environment 20.7.21]

15. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director for
Environment, Economy and
Resources

Signed: REDACTED

Dated: 26th July 2021

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

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Environment
and Transport

Signed: REDACTED

Dated: 26 July 2021

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

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A

Key Decisions are defined in the Constitution as:

A decision (whether taken collectively or individually by members) which is likely:

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.

A decision will be considered financially significant if:

- (i) in the case of revenue expenditure, it results in the incurring of expenditure or making savings of £350,000 or greater;
- (ii) in the case of capital expenditure, the capital expenditure/savings are in excess of £350,000 or 20% of the total project cost, whichever is the greater

In determining whether a decision is significant in terms of its effect on an area comprising two or more wards, consideration shall be given to:

- (i) the number of residents/service users that will be affected in the wards concerned;
- (ii) the likely views of those affected (i.e. is the decision likely to result in substantial public interest)
- (iii) whether the decision may incur a significant social, economic or environmental risk.