

WINCHESTER CITY COUNCIL DECISION RECORD VERSION 6. MAY 2024

Reference Number (taken from Sharepoint entry) **145**

Officer Completing the Form: Nadine Fox

Lead Director: Simon Hendey

Subject: Approval for CIL expenditure of £100K to construct a new Changing Places facility

Details of Decision: *Please provide a brief explanation as to what decision was made, including any financial implications. This should be done in easy to understand, non-technical language - as this wording will appear on the website for the public to read. Also please remember all staff will be able to see this document.*

To approve a capital grant of £100,000 (funded by Community Infrastructure Levy) to Yarrow Estates in order to construct a new Changing Places (CP) facility in the Brooks Shopping Centre, using the existing approved budget (CAB3411 refers).

Type of Decision: (please tick. see reverse for definitions)

- Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form) Note, these decisions are published on winchester.gov.uk
- Significant Operational Decision (see section 2B (1) on reverse of this form). Note, these decisions are published on winchester.gov.uk
- Other Decisions to be Published (see section 2B (2) on reverse of this form) Note, these decisions are published on winchester.gov.uk
- Administrative Decision (see section 3 on reverse of this form)

Reason for the Decision: *A brief overview of your reasons for taking this course of action.*

Toilets are about the continued health and well-being of our residents and visitors. Many persons with medical conditions may need to visit the toilet several times across the day and as such urgent access to a hygienically clean toilet is essential.

With almost 7,000 (5%) persons in the district suffering from medical, emotional, and physical disabilities that limit their day-to-day activities a lot*, it is so vitally important that we address all our equality and Human Rights issues by providing accessible toilets that are open, clean, and fit to function correctly. This will help to promote social inclusion and develop better community bonds.

*Source: Census 2021.

Alternative Options Considered & Rejected: *All alternative options considered need to be outlined here. Please include detail of any representations received. This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected.*

An alternative option to locate the CP facility in the council's City Offices, where the toilets in the reception area are situated, was considered. This option was rejected on the grounds that the Brooks Shopping Centre provided greater accessibility for persons with a disability.

The Brooks Centre is more centrally located and open seven days a week. The City Offices are closed at the weekend, the busiest time for people to visit the local amenities and purchase goods from local retailers.

An attendant is required to service and provide assistance at a CP facility which the Brooks Shopping Centre has the capacity to resource.

The Brooks Shopping Centre will take full responsibility for the on-going costs of maintaining, cleaning, repairing and supplying the CP facility with all necessary sanitary and other supplies.

Supporting Information: *If your decision relates to delegated authority derived from a specific Committee resolution, please confirm the name of the Committee, the date of the meeting and paste the resolution into this box.*

Yarrow Estates are planning to refurbish and repair the Public WCs, located on the Upper Parking Level of the Brooks Shopping Centre ("the Brooks"). As part of the refurbishment plan a new Changing Places facility will be created for which WCC will provide £100K plus VAT, of the approximately £250K - £300K plus VAT project cost.

The existing toilets, that have remained largely unchanged since the Brooks opened, in the early 1990s. They are at the end of their usable lifespan and generally unsuitable for modern needs and the amount of use they receive.

The new facilities will remain open to and for free to use by members of the Public and being located within the Brooks Shopping Centre they will be fully accessible, DDA complaint and protected (from vandalism or illicit use) by our security measures and monitored by our new CCTV system.

The final design and specification of the Changing Place will be agreed with WCC's Corporate Head of Asset Management and will conform with all necessary standards and user group requirements.

Stage payments to Yarrow will be made based on spend and delivery. The Asset Management team will be overseeing this.

Declared Officer and/or Member interests: *List any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision and, in respect of any declared conflict of interest, any note of dispensation granted by the Monitoring Officer.*

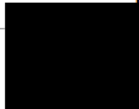
N/A

Departmental Review			
Legal review:	<i>Tick this box to confirm legal team have reviewed proposed decision</i>	<input checked="" type="checkbox"/>	<i>Karen Murphy</i>

Finance review:	<i>Tick this box to confirm finance team have reviewed proposed decision</i>	<input checked="" type="checkbox"/>	Neil Aitken
Public Sector Equality Duty:	<i>Tick this box to confirm you have considered the PSED requirements (see section 4 on reverse of this form)</i>	<input checked="" type="checkbox"/>	

PTO

Are the details of the decision open or exempt?
<input type="checkbox"/> Open
<input type="checkbox"/> Part Exempt. Please expand
<input type="checkbox"/> Exempt. Please expand

Decision Taker (name): <i>This needs to be the specific Officer or Cabinet Member who holds the delegation within the constitution/or referred to by a committee</i>	Decision Taker	Date: Click or tap to enter a date.
Liz Keys (S151 Officer)		24 Oct 24

Call In dates (key decisions only) and Implementation date:	
Commencement of call in: (date)	Click here to enter a date. <i>(Please refer to Dem Services for this)</i>
Last date for call in: (date)	Click here to enter a date. <i>(Please refer to Dem Services for this)</i>
Planned Implementation Date:	Click here to enter a date.

Notes.

1) Why record officer decisions?

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require local authorities to produce a written statement of an executive decision made by an officer as soon as is reasonably practicable after the decision is taken (see Paragraph 13). This written statement must include the information requested in the questions of the pro forma on the previous page.

2) What sort of decisions are there?

- a) **Key decisions.** A key decision is defined by Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 as being an executive decision which is likely:
- To result in the local authority incurring expenditure, which is or the making of savings which are significant having regard to the local authority's budget for the service or function to which the decision relates; **(For Winchester City Council, the financial limit above which a decision is regarded as significant is £250,000 per year), or;**
 - To be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

A decision taker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules, Access to Information Procedure Rules (Part 4) and the Officer Scheme of Delegation (Part 3) of this Constitution.

- b) **Non-Key Decisions.** Officers will usually take non-key executive decisions. A non-key decision is an executive decision that does not meet either criterion of a key decision as laid out above. These decisions are divided into significant operational decisions and administrative decisions.
- Significant Operational (Non-Key) Decisions.** This is a decision in relation to a Council or executive function which is not a key decision and results in one of the following:
 - Revenue expenditure or making savings (including the receipt or loss of income) between £100,000 and £250,000 per year;
 - Capital expenditure (i.e. if they involve entering into new commitments and/or making savings) and/or contract awards of between £100,000 and £250,000
 - When, in the opinion of the Chief Executive, the Section 151 Officer or Monitoring Officer, a published record of the decision is required to provide openness and transparency.
 - A significant decision should be recorded in order to comply with Regulation 13 (Recording of executive decisions made by individuals) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (No. 2089).
 - "Other" Decision.** Regulation 7 of the Openness of Local Government Bodies Regulation 2014 requires a written record to be produced as soon as reasonably practicable after an officer has made a decision under delegation which a) grants a permission or licence or b) affects the rights of an individual.
 - Administrative Decision:** *(these do not require recording on this form unless one or more of the following applies)*
 - There is a financial implication;
 - It is in conflict with the Budget and Policy Framework or other approved policies approved by full Council; and
 - It raises new issues of policy.
 - It is a decision to alter the procurement evaluation model and meets certain thresholds – see "help text"*

3) Which officer decisions need to be recorded on this form?

Officers need to record:

- any key decision, i.e., decisions that have a significant effect on 2 or more divisions, or have a cost/saving of £250,000 or more. (see 2A above)
- any Significant Operational Decisions. (see 2B (1) above)
- "Other" officer decisions regarding the granting of a permission or licence or that affect the rights of an individual (see 2B (2) above)
- Administrative decisions which meet the criteria in iii above.

4) What are the relevant processes to be followed?

For all decisions, the report author needs to complete the Forthcoming Decisions record in Sharepoint.

Establish which type of decision it is (see 2 A and 2B above.)

Most officer decisions require to be recorded on this form (see 3 above) Once completed, please ensure that it is reviewed by legal, finance and the relevant Director prior to signing. Once approved, the form should be forwarded to Democratic Services for adding to the Council's website where it can be viewed by members of the public on the decisions page (unless it is an Administrative decision).

Public Sector Equality Duty. Contact your Corporate Head of Service should you require any clarification regarding the council's Public Sector Equality, including whether you may need to complete an impact assessment as part of this decision record.