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completion by DS
officers

EXECUTIVE DECISION RECORD

A1 Service Area	Enterprise
A2 Title	Brook Hollows
A3 Decision Taken By	Cabinet/ Leader/ Deputy Leader/ Chief Officer (please delete as appropriate)
A4 Chief Officer	Please print name: A O'BRIEN Please sign name: 
A5 Leader / Deputy Leader	Please print name: GALLEN Please sign name: 
A6 Date of Decision	4/6/19 

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	


Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	<input type="checkbox"/>
Scrutiny (Economic Growth, Communities and Health) Committee	<input checked="" type="checkbox"/>

B1 What is the Decision?	To approve the delivery of the Brook Hollows restoration project, in line with the Council's delivery agreement with the Transforming The Trent Valley partnership (TTTV).
B2 What are the reasons for the Decision?	<p>The Council has previously allocated funding from the old Neighbourhood Development Fund to the development of a restoration project at Brook Hollows.</p> <p>Through the development of this project, the Council has worked with the TTTV and various partners in order to support a bid for Heritage Lottery Funding (HLF). In support of that bid, the Council agreed to be a delivery partner for the overall project.</p> <p>In December 2018, the HLF funding was confirmed and embargoed for two months. Now that the funding is live, the Council is able to move forwards with the project to procure contractors who will deliver the restoration works at Brook Hollows.</p>
B3 What are the contributions to Corporate Priorities?	This contributes towards the priorities of Community Regeneration and Environment and Health & Wellbeing.
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

<p>B5 What are the financial implications?</p>	<p>The main financial issues arising from this decision are as follows:</p> <p>The estimated cost of delivering the project is £174,800. This excludes voluntary time, in-house project management and existing grounds maintenance of the site, which will be met from existing budgets.</p> <p>This cost will be funded as follows:</p> <table data-bbox="671 560 1402 739"> <tr> <td>Neighbourhood Working Fund</td> <td>£15,000</td> </tr> <tr> <td>Rolleston Parish Council</td> <td>£10,000</td> </tr> <tr> <td>Heritage Lottery Fund Grant*</td> <td><u>£149,800</u></td> </tr> <tr> <td></td> <td><u>£174,800</u></td> </tr> </table> <p>*Via the Staffordshire Wildlife Trust who are accountable body for the grant.</p> <p>The majority of the works are anticipated to be completed by the end of 2020/2021.</p> <p>It is a requirement of the HLF grant that project expenditure is incurred and then claimed back accordingly. This leaves a requirement for the Council to effectively cash flow the project and reclaim project expenditure in a quarterly basis.</p> <p>Whilst the risk associated with delivery sits with the Council, there are two contingencies in place. The first is a financial contingency built into the project budget (£13,300) and the second is the ability to close down the project once the budget has been fully utilised.</p>	Neighbourhood Working Fund	£15,000	Rolleston Parish Council	£10,000	Heritage Lottery Fund Grant*	<u>£149,800</u>		<u>£174,800</u>
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	<u>£174,800</u>								

<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p>Please print name: LWA TURNER</p> <p>Please sign name: </p>
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Policy Framework

<p>B6 Is the Decision wholly in accordance with the Council's policy framework?</p>	<p>Yes/</p>
<p>B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?</p>	<p>NA</p>

B6.2 Has it got the appropriate approvals under those provisions?	Yes
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	Yes

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits):
B8.2 Negative (Threats):
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 [The equality impact assessment identified the following actions to be carried out:]

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): The delivery of restoration work at Brook Hollows will address a longstanding environmental issue and enhance the amenity of the area in a way that aligns with the Council's grounds maintenance.
B9.2 Negative (Threats): As the Council will procure the works, it will be responsible for managing the contract, including paying contractors before claiming reimbursements from the Heritage Lottery Fund, through the TTTV.
B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:
B10.1 The main legal issues arising from this decision are as follows: The Council has previously agreed to be a delivery partner with the TTTV for the Brook Hollows restoration project. As such, the completion of this procurement is in line with that agreement

This section has been approved by the following member of the Legal Team:

Please print name:

ANGELA WAKEFIELD

Please sign name: 

Sustainability Implications

B11 What are the Sustainability implications:
B11.1 The proposal would result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
B11.2 Positive (Opportunities/Benefits): The improvement of the Brook Hollows Spinney will, in the short and medium term, create environmental enhancements that will have a net positive impact on climate change.
B11.3 Negative (Threats):

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision. Health & Safety implications will be considered during the procurement process.
B12.2 [The significant hazards and risks have been identified in the Harriett Risk Assessment numbered []. Any financial implications to mitigate against these hazards and risks are considered above.]
B12.3 [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below]
B12.3.1 Positive (Benefits)
B12.3.2 Negative (Threats)

Key Decision

B13 Is this a Key Decision?	Yes
<p>Note: A Key Executive Decision is one where:</p> <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	No
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk