



## Portfolio Holder Decisions

### Resources Portfolio and Leisure and Culture Portfolio

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Report of the Service Director People and Places

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Cllr Alan Vincent, Resources Portfolio Holder	17 August 2017

### Replacement of boilers at Thornton Little Theatre

#### 1. Purpose of report

- 1.1 To seek approval to replace boilers at Thornton Little Theatre and to include the scheme in the Council's 2017/18 Capital Budget.

#### 2. Outcomes

- 2.1 Continuing our programme of work to maximise the use of our assets.

#### 3. Recommendation/s

- 3.1 That approval is given to carry out the replacement of boilers with the cost of £30,000 being met from capital receipts.
- 3.2 That the scheme is added to the Council's 2017/18 Capital Budget.

#### 4. Background

- 4.1 During 2016/17 the remaining boiler in service at Thornton Little Theatre required maintenance and eventually ceased working. Owing to the age of the boilers the parts necessary to maintain them are no longer available and it has not been possible to repair them.
- 4.2 Walmsley Associates, mechanical engineers, were commissioned to provide a suitable solution.

#### 5. Key issues and proposals

- 5.1 The proposal involves the removal of the old boilers and installation of two high efficiency boilers and all necessary works associated with the installation. It is proposed for the works to be completed prior to the 1<sup>st</sup>

October 2017, when the boilers would normally be switched on for the autumn/winter season.

- 5.2 Following a successful tender exercise Opal Design Ltd has been appointed to carry out the works at a cost of £25,845 (excl. VAT).
- 5.3 The Walmsley Associates professional fees for the design are £2,205 (excl. VAT).
- 5.4 A contingency sum of £1,950 (7.5% of the contract sum) has been added to the project bringing the total cost to £30,000.

## 6. Delegated functions

- 6.1 The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider the management, repair, maintenance and use of the Council's land and buildings"

<b>Financial and legal implications</b>	
Finance	Capital receipts will be used to meet the £30,000 estimated cost of the boiler replacement works, including design fees, at Thornton Little Theatre.
Legal	The tender process is compliant with the Council's Contract Financial Procedure Rules (Appendix F). A contract will be entered into with the successful contractor.

### Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with an x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	✓
climate change	✓
data protection	x

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<b>List of background papers:</b>		
name of document	date	where available for inspection

**List of appendices**

None

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Cllr Alan Vincent, Resources Portfolio Holder	17 August 2017

### Renewal of the Council's Merchant Acquiring Contract

#### 1. Purpose of report

- 1.1 To agree the renewal of the Council's Merchant Acquiring Services (card payments) contract with Worldpay for a two year period to take effect once approval has been given.

#### 2. Outcomes

- 2.1 The delivery of a cost effective Merchant Acquiring contract that will enable the public to make card payments to the council.

#### 3. Recommendation/s

- 3.1 The renewal of the council's Merchant Acquiring contract with Worldpay for a two year period with immediate effect.
- 3.2 That the approval to renew the Council's contract with Worldpay is dealt with under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules on the grounds that exemptions may apply regarding the use of framework agreements that necessitates not having to go out to tender and that the services will provide the Council with best value for money.

#### 4. Background

- 4.1 Crown Commercial Services (CCS) have a Framework RM3702 in place for Merchant Acquiring. Lot 3 of that framework, which is the most suitable for the council's needs, has three suppliers.

**4.2** A further competition was run using the framework to exhaust any potential for additional savings. However, the three suppliers all remained within their published Lot 3 prices.

**4.3** Under the prices quoted in Lot 3 our current provider, Worldpay, are the most expensive option. However, consideration has to be given to the implementation costs involved if we switch from our current supplier. If we changed our supplier then our current cash receipting software provider, Paris, have stated that it would cost at least £6,000 to transition across. Taking this into account, it then becomes financially acceptable to retain Worldpay as the difference in the prices is largely negated by the implementation costs and there are valid operational reasons for retaining the current supplier for the next two years.

## **5. Key issues and proposals**

**5.1** A new supplier would offer us very limited financial benefits in the proposed two year contract period since the current CCS Framework expires in February 2018 and may not be extended in its current form.

**5.2** A further consideration is the need to take into consideration the Council's Digital Transformation Strategy and what progress will be made in the next two years that may allow a different approach at the end of the proposed contract. This includes considering issues such as payment compliance (PCI), cardless payments and payment integration, all of which favour remaining with our current supplier until we understand the implications it may have on our requirements for card payments.

**5.3** Owing to the limited and uncertain financial benefit of switching supplier and the factors affecting this activity resulting from any Digital Transformation project we recommend taking forward a two year contract with our current supplier Worldpay using the prices offered in Lot 3. This would still offer us savings of £10,200 p.a. (including a consequential £10 saving on the monthly PCI compliance fee) compared to our current expenditure.

## **6. Delegated functions**

**6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): 'To consider departures from Rules relating to financial and contractual matters if appropriate'.

<b>Financial and legal implications</b>	
Finance	The Worldpay proposal will generate a full year saving of £10,200 when compared with current costs.
Legal	A formal contract for these services will be entered into.



### **Other risks/implications: checklist**

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<b>risks/implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
data protection	x

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

### **List of appendices**

None

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Cllr Lynne Bowen, Leisure and Culture Portfolio Holder	17 August 2017

### Additional Columbarium Units at Fleetwood Cemetery

#### 1. Purpose of report

- 1.1 To approve the advance spend for columbarium units in the 2017/18 financial year and to bring forward the installation of the final columbarium in the 2018/19 financial year.

#### 2. Outcomes

- 2.1 To continue to offer a wall niche facility for the bereaved.

#### 3. Recommendation

- 3.1 To approve the advance spend for the final two columbariums in the 2017/18 and 2018/19 financial years.

#### 4. Background

- 4.1 A columbarium facility was established at Fleetwood Cemetery in 2009 with the area being developed for eight octagonal columbarium's providing 16 niches on each column. A niche is an above ground facility for the bereaved to place ashes caskets, containing up to four, together with an inscribed plaque.
- 4.2 Original budget estimates in June 2014 forecast demand for the columbarium's being in 2015/16, 2016/17, 2018/19, 2019/20.
- 4.3 The facility has been well received by families with an average of 12 units sold per year.
- 4.4 The cost of a 16 niche unit is £5,200 including installation and there is a four month delay between ordering and delivery.

## 5. Key issues and proposals

- 5.1 It is proposed that the budget (£5,200 per each columbarium) originally forecast for use in 2018/19 and 2019/20 be brought forward to 2017/18 and 2018/19. This will allow the council to meet the increased demand and continue to provide this popular facility.

## 6. Delegated functions

- 6.1 The matters referred to in this report are considered under the following executive function delegated to the Leisure and Culture Portfolio Holder (as set out in Part 3 of the council's constitution): To determine charges or fees for any relevant services operated within the Portfolio.

<b>Financial and legal implications</b>	
Finance	The cost of £5,200 for the acquisition and installation of each columbarium will be met from money already set aside in future years in the Medium Term Financial Plan. Income of £13,230 in aggregate will be generated from the sale of the niches, inscriptions, caskets and vases.
Legal	There are no legal implications.

### **Other risks/implications: checklist**

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<b>risks/implications</b>	<b>✓ / x</b>
community safety	X
equality and diversity	X
sustainability	✓
health and safety	X

<b>risks/implications</b>	<b>✓ / x</b>
asset management	X
climate change	X
data protection	X

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

**List of appendices**

None

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