



## 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, Leader and Resources Portfolio Holder	29 September 2017

### Creation of a Digital Hub at Fleetwood Market

#### 1. Purpose of report

- 1.1 To seek approval to create a Digital Hub at Fleetwood Market 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 create a Digital Hub at the cost of £8,500.
- 3.2 That the scheme is added to the Council's 2017/18 Capital Budget.

#### 4. Background

- 4.1 The council currently has an agreement with the Lancashire West Citizen Advice Bureau (CAB) for the provision of welfare advice services in the Borough. This agreement works well and the CAB provides a vital service for some of our most vulnerable residents. Through our regular liaison meetings, it has become apparent that there are pockets of our population that lack the necessary digital skills to undertake basic tasks such as setting up an email account, being able to undertake job searches or being able to apply for benefits online. The CAB are keen to help our residents develop these basic digital skills and want to offer this training and support in Wyre. An opportunity was identified to develop a Digital Hub at Fleetwood Market which is ideally placed to meet local demand for bridging this skills gap.

## 5. Key issues and proposals

- 5.1** It is proposed to refurbish two unused retail units (163-164) at Fleetwood Market to create an area for a Digital Hub and to provide two private meeting areas, one for use by CAB staff and one that can be utilised by council staff. The CAB would oversee the day-to-day running of the Digital Hub and would provide all the IT equipment and staffing.
- 5.2** Following a successful tender exercise Garry Carr Building Services Ltd has been appointed to carry out the works at a cost of £7,650 (excl. VAT).
- 5.3** A contingency sum of £850 (11% of the contract sum) has been added to the project bringing the total cost to £8,500.

## 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	The cost of creating the Digital Hub totalling £8,500 (including contingency) is being funded through the capital investment reserve following a top-up to the reserve from general savings at the end of March 2017. The scheme will be added to the Capital Programme accordingly.
Legal	The tender process is compliant with the Council's Contract Financial Procedure Rules. 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 a x.

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

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

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

**List of appendices**

None

arm/ph/re/cr/17/0009mh3