

DECISION NO:

For Member Services use only

Concurrence No:

066475

Action under delegated authority of Chief Executive

Action under delegated authority of Director of Finance and Cabinet Member for Finance

X

Action taken by Chief Executive in consultation with Cabinet Member(s)

Subject: Depot Staff Toilet Refurbishment

Signature and designation of officer(s) taking action:

Chief Executive

Date

15/07/2021

Director of Finance

Date

15/07/2021

Head of Finance

Date

**Name of Cabinet Member(s)
Consulted:**

I have been consulted and concur with
the proposals set out below:

15/07/2021

Councillor P Mason

Cabinet Member for Finance & Business
Services

Signature:

Date:

Councillor

Cabinet Member

Signature:

Date:

Name of any member who has declared a
conflict of interest in relation to this decision:

THIS DOCUMENT WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE

The report overleaf sets out the decision to be taken, the reasons for the decision, and the details of alternative options, if any, considered and rejected.

Officer decisions are available for public inspection, both at the Borough Offices and on the Council's website. Officer decisions are kept for a period of six years at the Borough Offices and for six months on the website after the decision is made. Background papers are available for four years.

RECOMMENDED that:

- a) A virement for a budget of £50,000 from capital contingency is agreed;

Purpose

To expedite the refurbishment and reconfiguration of the upstairs staff toilets and adjoining corridor at the Council's depot.

The Project

The first floor staff toilets at the depot are in need of urgent refurbishment along with the adjoining corridor. Currently the condition of the toilets is not to an acceptable standard for a work environment and needs improvement to meet health and safety legislation under the Workplace (Health, Safety and Welfare) Regulations 1992. It is currently being logged in the depot's weekly health and safety meetings for action by the Council as landlord of the site.

Under regulation 12 (Condition of floors and traffic routes) the current altro flooring is past its life expectancy and also presents a trip hazard. The poor joinery along the outside edges means water is being trapped underneath causing further damage. No amount of deep cleaning could rectify the issues and it requires complete replacement.

Alongside flooring issues the sanitary ware including toilets, urinals and sinks in the area are assumed to be from the original installation of the site. The condition of these items is beyond any economic maintenance and a complete refit and reconfiguration of the area is required. The cubicles are also undersized with some unusable. Under regulation 20 (Sanitary conveniences) there should also be separate rooms containing conveniences for both men and women. This is not in place and there are several new female members of staff that are unable to use these facilities.

There are also redundant shower cubicles in the area that were covered up with stud walls, but it is suspected that pipework was left in place which will also need to be removed as part of the work.

The plan is to remove and replace all sanitary ware, flooring, suspended ceiling and lighting whilst reconfiguring the area to allow a separate male and female compartment. The main adjoining corridor will also require new flooring, suspended ceiling and lighting as this is currently to a poor condition and is another original installation that has not been renewed and is past its life expectancy.

Although there are future plans to move the depot to another site in the next four to five years as part of the local plan the current condition of the toilets is not acceptable under health and safety workplace regulations and needs to be actioned as soon as possible. There are no other alternative toilets on site that can accommodate the number of frontline staff that currently use the facility.

The works will be tendered through the scape public framework to allow best value and quality to be assessed as part of the process with Conamar the current awarded contractor.

Capital expenditure to complete the project is based on provisional estimates with a budget of £50,000 to carry out the full reconfiguration of the area and. There may be other unforeseen additions or alterations that are required when the project begins, but this will be funded from the maintenance budget for the site if they arise.

Works Programme

To carry out the refurbishment of the staff toilets the programme is estimated to take between three and five weeks. Temporary sanitation facilities will need to be set up on site for the duration of the works as the initial strip out of the area will make the toilet area unusable until the project is completed.

Financial, Legal and Risk Management Implications

The toilets are not to a sufficient standard for normal working conditions and the Covid pandemic has further highlighted the need to update and reconfigure the area for continued use.

All items to be replaced are beyond economic repair and the best option is to carry out the works as soon as possible to avoid further issues. The flooring in particular presents a trip hazard with one accident reported in the area.

The works budget is an estimated £50,000 which has not been approved in the current 2021/22 financial year and funding is required from capital contingency which currently has a budget of £100,000.

Alternative Options Considered and Rejected

Considered all options.

Contribution to the Council's Objectives

Manage the Council's assets efficiently to maximise returns and contribute to Council priorities.

Meet the Council's obligations under Health and Safety legislation.

Contact Officer: Adam Bradford

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Date: 07/06/2021

Action reported to the Cabinet on:
