

Public Document Pack

Officer Decisions

Friday, 18th September, 2020
3.30 pm

AGENDA

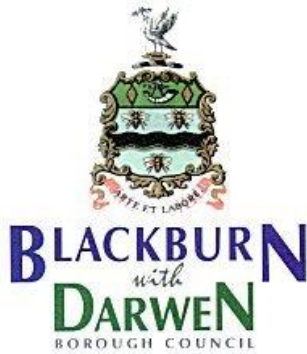
1. **Extending of Lease for the Regional Testing Centre on Old Bank Lane Car Park**
RDP-Delegated-powers-OBL Sept 20 **2 - 3**

2. **Adoption of Cycle to Work Scheme**
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3. **Roofing Replacement Works at Darwen Town Hall**
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Date Published: 18th September 2020
Denise Park, Chief Executive

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



**DELEGATED
OFFICER DECISION** Martin Eden
TAKEN BY:
PORTFOLIO
AREA: Environment

SUBJECT: Extending the Lease for the Regional Testing Centre on Old Bank Lane car park

1. DECISION

To extend the current six month Lease for the Covid 19 Regional Testing Centre on a section of Old Bank Lane car park until 31 March 2021.

2. REASON FOR DECISION

Deloitte MTS working on behalf of the Government established a Covid 19 Regional Testing Centre (RTC) on a section of Old Bank Lane car park (c.200 car parking spaces) in July 2020.

The Lease for the section of the car park used by the RTC between the Council and the Secretary of State for Housing, Communities and Local Government is due to end on 3 January 2021. We have received a request from Government to extend the Lease until 31 March 2021.

Having an RTC located within the Borough is of great benefit for residents of Blackburn and Darwen and for people who work within the Borough and may wish to book a Covid-19 test.

3. BACKGROUND

Deloitte MTS approached the Council in June 2020 to ask if they could utilise c.200 car parking spaces at Old Bank Lane car park to establish a Covid-19 Regional Testing Centre, primarily for use by people who live and work in Blackburn and Darwen and surrounding Boroughs. The RTC at Old Bank Lane car park is able to provide Covid 19 tests for up to 1000 people a day. Deloitte MTS also planned to provide smaller testing centres in key locations across the remainder of Pennine Lancashire.

Deloitte MTS erected all temporary structures and equipment, along with providing the on-site staff to manage the testing service and provide security and traffic management for the site. The remainder of the car park (c.300 spaces) is available for permit users, many of whom work at the Hospital and for patients and visitors to the Hospital who would pay and display to park on site. Those people who are visiting the RTC do not have to pay a parking fee.

These arrangements have all been enshrined within a Heads of Terms document and a Lease between the Council and the Secretary of State for Housing, Communities and Local Government. The term of the lease is six months, from 6 July 2020 to 3 January 2021.

Deloitte's have requested on behalf of Government that this lease is extended until 31 March 2021 in exchange for a rent payment which will be calculated on the basis of rental valuation advice provided by District Valuer Services at the Valuation Office Agency (VOA).

Pay and display and permit income from the car parking site has been largely unaffected from allocating 200 of the 500 car spaces available on Old Bank Lane for the RTC. The Hospital have taken steps to minimise the number of staff, patients and visitors on the site at the same time to reduce the spread of the Covid 19 virus. As a result there are less people on the Hospital site at the same time so this has reduced the demand for car parking spaces at Old Bank Lane car park.

The current lease will be amended to reflect the new end date and to reflect the rent payment to the Council from 4 January to 31 March 2021

4. OPTIONS CONSIDERED AND REJECTED

The Council could refuse to extend the Lease for a section of Old Bank Lane car park but this would result in the removal of the Regional Testing Centre in January 2021 and the loss of the ensuing benefits the RTC provides for residents and people who work in the Borough.

For the aforementioned reasons, this option was rejected.

Further information is available via the following link [] or from the report author

5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

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| VERSION: | 1 |
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| CONTACT OFFICER: | Martin Eden |
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| DATE: | 11 September 2020 |
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| BACKGROUND DOCUMENTS: | |
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Signed:



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| Director: Martin Eden | Date: 11 September 2020 |
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RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER DECISION TAKEN BY: Director of HR, Legal & Governance
PORTFOLIO AREA: Finance and Governance

SUBJECT: Adoption of Cycle to Work Scheme

1. DECISION

To amend the Cycle to work policy to a Scheme and remove the £1,000 limit set under the previous policy.

2. REASON FOR DECISION

There has been a rise in the number of people applying under the current policy and it is now proposed to formally adopt a scheme and facilitate the opportunity for more staff to access the Scheme.

3. BACKGROUND

The cyclescheme allows employees to purchase a bike to 'cycle to work' via salary sacrifice therefore saving on both Tax and NI contributions. As well as savings for the employee the Council also saves 13.8% of the total value of the salary sacrifice due to a reduction in National Insurance Contributions.

Many years ago the £1,000 limit was set by Cyclescheme, the company who operate the cycle scheme. However during 2019 this was removed allowing employees more flexibility in terms of the bike they purchase. The Council's Policy still has this limit included therefore it is a barrier to approving cycle scheme applications for anyone who wishes to claim for a bike over this limit. It is proposed to amend the policy to become the Blackburn with Darwen Cycle Scheme and remove the £1,000 limit to allow employees more options in terms of hiring a bike and safety equipment and in turn attracting more people to the scheme.

4. KEY ISSUES AND RISKS

Under the Cycle Scheme as proposed checks are undertaken to ensure employees can afford the repayments via a payroll check before any spend is approved.

If an employee leaves employment before the agreement ends the final salary will be used in order to repay any outstanding amount.

There are no costs to the Authority of this Scheme.

5. OPTIONS CONSIDERED AND REJECTED

Further information is available from the report.

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

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| CONTACT OFFICER: | Kimberley Derbyshire |
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| DATE: | 15/09/2020 |
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| BACKGROUND DOCUMENTS: | Cycle to Work Scheme |
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Signed:



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| Director HR, Legal & Governance | Date: 16th September 2020 |
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Cycle to Work Scheme

[1. Aim of the scheme](#)

[2. Scope](#)

[3. Principles](#)

[4. Procedure](#)

[5. Salary Sacrifice – Key Considerations](#)

Content

1. Aim of this Scheme

The Cycle to Work Scheme initiative is a key element of the Government's strategy to encourage sustainable commuting and reduce the impact of commuting by car and the associated impact on air quality and the environment.

The introduction of the Scheme supports the Council's objectives within the Third Local Transport Plan (LTP) and the Council's Green Travel Plan. The scheme is also identified as a priority within 'Actively Moving Forward', Lancashire's Cycling and Walking Strategy and the Carbon Management Plan. The scheme also complements the work of the School Travel Plan team in encouraging and enabling active travel to schools.

Benefits of the scheme include:

- promoting the health and wellbeing of employees
- offering an enhanced benefits package for employees
- widening and developing choice on modes of transport
- freeing up space in the town centre from car parking
- directly influencing the LTP3 mandatory target of reducing carbon emissions and promote quality of life, health and the natural environment

2. Scope

The procedure applies to all employees of the Council other than:

- employees who have a contract that will end during the hire period
- employees who do not earn more than the National Minimum Wage after the salary sacrifice

3. Principles

The Council will offer eligible employees a tax exempt hire agreement using a salary sacrifice scheme to obtain cycling equipment. Salary sacrifice means that an employee formally agrees to a reduction in their salary in order to repay the loan from the Council.

4. Procedure

The Council operates the Cycle to Work scheme through a management company called Cyclescheme Limited in accordance with Inland Revenue regulations. Applications for the scheme are made directly to Cyclescheme using the BwD employer code to access the site. Once an application has been made a member of the payroll team will approve or reject the application depending on the individuals current salary.

The scheme is a salary sacrifice scheme where an amount equivalent to the hire repayment will be deducted from the employee's salary on a monthly basis. The employee will then be exempt from deduction of tax and National Insurance contributions on the amount of the hire payment.

The minimum hire agreement value is £250, the hire agreement cannot breach minimum earnings thresholds, therefore whilst there is no official maximum limit on the scheme the earnings threshold will limit the scheme for each individual employee based on their circumstances. The repayment term is 18 months. The employee is liable to repay the Cycle to Work hire agreement in accordance with the terms of the agreement.

Savings will vary depending on employee's earnings, amount of the hire agreement and the type of National Insurance contributions paid.

The cycle and/or equipment remain the property of Cyclescheme throughout the term of the hire agreement.

The employee is responsible for all maintenance and associated costs for cycle equipment obtained through the Cycle to Work scheme.

The employee is responsible for ensuring that they have adequate insurance for the cycle and/or equipment as required by the hire agreement. Employees are advised to read these provisions carefully as existing insurance may not meet the hire agreement requirements.

At the end of the hire agreement employees have the option to keep the bike or return it directly to Cyclescheme. If employees wish to keep the bike a final payment (at market value) will be payable to enable the employee to purchase the cycle. Alternatively they may continue to hire the bike for 3 years by paying a one off small refundable deposit (either 3% or 7% of the certificate value). If at the end of the agreement they don't want to keep the bike they may return the cycle directly to Cyclescheme at the employees own expense.

If the employee leaves the Council's employment, they will be required, as part of the original hire agreement, to authorise the Council to deduct the outstanding hire payments from their final salary and repay the loan payments in full when they leave.

Cyclescheme Details:

Further information can be found on the Cyclescheme website at www.cyclescheme.co.uk.

Employer Code - 7c544e

Cyclescheme Ltd
PO Box 3809
Bath, BA1 1WX

Email: info@cyclescheme.co.uk

Tel: 0844 879 5101/ Fax: 0844 409 9464

5. Salary Sacrifice – Key Considerations

5.1 State and Statutory Benefits

The Cycle to work scheme may affect an employee's entitlement to state benefits and Tax Credits. Employees in this situation should explore possible entitlement to tax credits first before considering the salary sacrifice scheme as it is possible that there is a greater benefit in the benefit/tax credits than saving from the scheme. For more information on Tax Credits go to www.taxcredits.inlandrevenue.gov.uk or call 0845 300 3900.

The Cycle to Work scheme can also have an impact on statutory benefits such as maternity pay, sick pay and redundancy pay. Employees will need to consider this before taking out a Cycle to Work loan as statutory payments could be adversely affected.

5.2 Student Loan Repayments

Salary sacrifice may have an effect on student loan repayments. These are only activated above a set amount of earnings and if the earnings are lowered the repayment may not need to be made. For more information go to www.slc.co.uk

5.3 Pension

Employees' pensionable pay will not be reduced by receiving a Cycle to Work loan as it will be calculated using the employee's 'notional' salary (this is the full salary value before deduction for the Cycle to Work payment).

6. Approving Body and Date

Updated September 2020

If you require further advice regarding the application of this scheme please contact the HRAdviceline.

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER DECISION TAKEN BY:
PORTFOLIO AREA:

Martin Kelly – Director of Growth & development, portfolio – Darwen

Growth and Development

SUBJECT: Roofing Replacement Works At Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ

1. DECISION

To appoint Complete Roofing Systems to undertake roof replacement works at Darwen Town Hall.

2. REASON FOR DECISION

The tender documents for the required flat and pitched roof replacements at Darwen Town Hall was advertised on the Chest procurement system.

Three submissions were received on time in response to the Invitation to Tender. These submissions including the ITT questionnaires were evaluated on an 80% price and 20% quality/reference basis.

Following the evaluation Complete Roofing Systems are the successful contractor, their price and overall score is as follows:-

| Contractor | Complete Roofing Systems |
|-------------------|--------------------------|
| Total Tender £ | £227,375.00 |
| Total % Weighting | 95.00% |
| Ranking | 1 |

3. BACKGROUND

Capital improvements works were budgeted for 2020/21 by the growth and development team to ensure the Town Hall is appropriately maintained to reduce ongoing responsive repair costs and future proof the building and office spaces for the long term. The project will be funded by the accommodation strategy fund.

4. KEY ISSUES AND RISKS

Existing business and the markets will be operational throughout the construction phase and appropriate planning and regular liaison with key stakeholders will be critical to ensure a successful project. Winter working will be challenging but an externally appointed principal designer will work in conjunction with the growth and development teams building surveyors to ensure that the site methods and practices are well organised and in place to safely enable all operations on site.

5. OPTIONS CONSIDERED AND REJECTED

Decision to award contract is based on tender evaluation.

Further information is available via the following link [] or from the report author

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

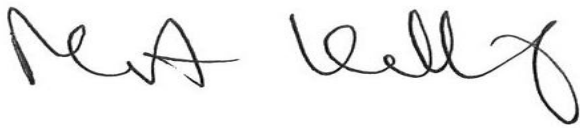
VERSION: 1

CONTACT OFFICER: Chris Atkinson

DATE: 26.08.2020

BACKGROUND DOCUMENTS: Available via chest if required.

Signed:



Director

Date: 08-09-20