

Record of officer decision

Decision title:	Relocation of distribution hub for PPE (personal protective equipment) – Covid 19
Date of decision:	12.05.2020
Decision maker:	Chief Executive
Authority for delegated decision:	Council constitution 3.7.9 all necessary decisions in the case of emergencies
Ward:	Countywide
Consultation:	Services that currently use the space
Decision made:	Agree relocation of distribution centre for personal protective equipment (PPE) at a one off cost of up to £25k and to dispose of currently stored items located at the site through reclamation.
Reasons for decision:	<p>Based on a previous decision (link) the council has agreed to provide PPE to ensure the safety of council staff against Covid-19. The provision also includes distribution to care providers who are unable to access PPE through their usual supplies due to a significant increase in demand largely caused by the NHS/PH adoption of 'Table 4' standard of PPE, which is a much higher level of requirement. The intense requirement for PPE is likely to be required for at least the next 12 months, and potentially much longer than this.</p> <p>A decision was also previously made to set up an emergency delivery hub for distribution of PPE along with food supplied to people shielded (link). That was a temporary location that met all the essential requirements at short notice (e.g. space for social distancing, wifi, good road network for deliveries). However, this was not a long-term venue as its primary purpose is for leisure and a hire charge was required to cover costs. Also, the food delivery element will no longer be needed from 29th May as that operation will cease to be replaced by volunteers supporting individuals and government food parcels.</p> <p>A longer term solution has been found which can accommodate PPE store and distribution. Site improvement works of up to £25k is required, including:</p> <ul style="list-style-type: none"> • Shelving • Wifi • Make good office accommodation • Enhanced security • Printer connection • Removals of existing service <p>Part of the site is a store for council furniture which needs to be removed. It is of poor quality and previously offered to a community group but was not suitable. Consequently the decision is to dispose through reclamation.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>The one off cost is outlined above. The premise is owned by the council so no rent will be required, though business rates and utilities cost will be in the region of £500 a week. This is in comparison to the £1,500 weekly cost of the current site paying for on-site staffing, security and larger space being used for both food and PPE distribution.</p> <p>The site could potentially be leased creating an income. However, it has been used for storage by the council so the opportunity costs do not apply and limited interest from businesses in setting up a new industrial unit at the current time.</p> <p>The venue is not named in this document for the venue to remain confidential for security reasons.</p>
Details of any alternative options considered and rejected:	That the current location is retained. This is an option though not in the long term as primary leisure use and consideration needs to be given to the costs as outlined above.

Details of any declarations of interest made:	None
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Signed

Date: 13 May 2020