

MINUTES of a meeting of the **CABINET MEMBER – ADULT SOCIAL CARE** held on 15 April 2015 at County Hall, Matlock.

PRESENT

Councillor P Smith (in the Chair)

11/15 **MINUTES** **RESOLVED** that the minutes of the meeting held on 11 March 2015 be confirmed as a correct record and signed by the Cabinet Member.

12/15 **REFURBISHMENT OF MAIN KITCHEN AT BRIAR CLOSE, BORROWASH** Approval was sought for the refurbishment of the main kitchen at Briar Close at a total cost of £0.122m.

Corporate Resources Property Services had obtained approval to upgrade the ventilation system at Briar Close to comply with current gas legislation as part of the Planned Maintenance Programme for 2014/15. This involved creating a ventilation canopy over all the cooking equipment, rewiring, alterations to the gas supply and installation of a suspended ceiling.

The storage cupboards in the kitchen were wood, not in good repair and did not meet current Environmental Health standards. The cooking equipment was old. It would therefore, be more cost effective in the long term to refurbish the whole kitchen including replacing the existing equipment. Refurbishment would require the kitchen to be closed for approximately 3 months to enable the work to take place.

The disruption to residents would be kept to a minimum by doing the ventilation and refurbishment work together as each part would include the closure of the kitchen for six to eight weeks.

Contingency arrangements for providing meals included the preparation of breakfast, evening meal, drinks and snacks in the small kitchenettes located on each wing and the main cooked meal would be delivered from Ladycross House at Sandiacre. These contingency arrangements had been successfully used in other homes where there had been kitchen refurbishment.

Property Services would be the managing agent for the project and as such was the main contractor.

Following the process under protocol 7 of the Council's financial regulations various sub-contractors had been approached to carry out the works in connection with the supply, installation and commissioning of the kitchen.

Due to the minor nature of ancillary works in connection with the refurbishment i.e. electrical, water and natural gas connections, Property Services would undertake them directly as part of the contract.

As managing agent for the works, Property Services had produced a scheme for the kitchen work in consultation with the Catering and Domestic Services Manager and the kitchen staff at Briar Close.

Property Services had provided a tender for the work. The cost to do the ventilation and refurbishment together was economically advantageous and the total cost was £0.122m.

The Capital Cost of the refurbishment of the kitchen including 10% fees is £66,114 which included a contingency of £3,000. This could be met from the Adult Care Capital 2014/15 Maintaining Minimum Standards Budget.

The cost of the ventilation work including fees was £55,930 and would be funded from the Corporate Property Planned Maintenance Budget 2014/15, via a revenue contribution to capital.

RESOLVED to approve the refurbishment of the main kitchen at Briar Close at a total cost of £0.122m.

13/15 **EXCLUSION OF THE PUBLIC RESOLVED** that the public be excluded from the meeting during the consideration of the remaining items on the agenda to avoid the disclosure of the kind of exempt information detailed in the following summary of proceedings:-

SUMMARY OF PROCEEDINGS CONDUCTED AFTER THE PUBLIC WERE EXCLUDED FROM THE MEETING

1. To confirm the exempt minutes of the meeting of the Cabinet Member – Adult Social Care held on 11 March 2015

14/15 **EXEMPT MINUTES RESOLVED** that the exempt minutes of the meeting held on 11 March 2015 be confirmed as a correct record and signed by the Cabinet Member.