

Public Document Pack

Supplementary information for 17 September 2013 Scrutiny Board (Sustainable Economy and Culture)

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West Park Centre Closure

Internal Audit review findings

Briefing Note to Alan Gay, Director of Resources and Deputy Chief Executive

16th November 2012

Introduction

Internal Audit has been asked to carry out an independent review of the circumstances surrounding the closure of the West Park Centre in November 2012 on health and safety grounds.

The key findings from the work carried out by Internal Audit are summarised below.

Key findings

A timeline of events from the Asset Management perspective has already been compiled by Christine Addison (Acting Chief Asset Management Officer) and sent by email to Alan Gay, Tom Riordan and Martin Farrington. In addition, Sarah Sinclair (Chief Officer, Strategy, Commissioning and Performance) has compiled a chronology of actions relating to the West Park Centre. These are attached as appendices to this briefing note.

Further information and evidence has been obtained through discussions with key staff.

The key issues are as follows:

1. The building has been in a poor condition for several years.
2. No formal testing was carried out on the building when it was transferred to Corporate Property Management in August 2012.
3. Although health and safety concerns were raised on 15/10/12 these were not immediately escalated to the Acting Chief Asset Management Officer or Asset Management Board.
4. Users were allowed in the building on 3/11/12 after the decision was made to close it on 2/11/12.

Further information about each of these issues is provided below, along with details about the processes in place for ensuring that other council buildings are meeting the required health and safety standards. Recommendations for improvements are also provided at the end of this report.

1. Building condition prior to August 2012

Issues

Prior to August 2012, responsibility for the maintenance of the building lay with Education Leeds. The building has been in a poor condition for several years as confirmed by a detailed condition survey carried out in 2009.

The 2009 condition survey details several high priority areas of electrical work required, totalling £192k, although these were all classed as category C (poor) as opposed to D (bad/urgent). There were however some other non-electrical works required, classified as category D (bad/urgent). These included issues such as trip hazards, roof damage and drainage. Overall, the condition survey identified a total of £2.2m works that would be required over a 5 year period. Anne Chambers (Head of Corporate Property Management) has advised that condition surveys indicate whether there may be problems with a building however they are not a legal requirement.

There is no evidence that the issues identified in the condition survey were addressed, and the electrical issues that prompted closure in November 2012 had previously been identified in the 2009

condition survey. There is no evidence that there has been any deterioration in the electrical issues since the 2009 survey, therefore the building has existed in its current condition for some time. A full NICEIC¹ electrical test is currently underway which will confirm whether this is the case.

Causes

The 2009 survey identified that investment of £2.2m would be required over a 5 year period to bring the building up to standard. £201k of this cost related to urgent priority works, £192k of which was urgent electrical works.

Local Councillors and community groups support a full refurbishment of the building, and have made deputations to the council to this effect in 2009 and 2011. However sale of the site would realise a significant capital receipt for the council (£3.1m). No decision has been made by the council as to the potential sale of the centre, although it was listed as an expected 2010/11 capital receipt in the 5 year capital programme approved by full council in February 2008. The site was also identified as potential housing site as part of the Strategic Housing Land Availability Assessment in 2009. Planning advice received in 2003 also advised that residential development would be appropriate for the site.

These factors have created uncertainty over the building's future and contributed to insufficient investment in the building over several years.

Asset Management is responsible for carrying out an options appraisal and consultation on the future of the building. This has been discussed at Executive Board on 1/4/09 and 22/6/11, however the follow up action and reports requested by Executive Board on both occasions were not completed within the requested timescales. Christine Addison (Acting Chief Asset Management Officer) has advised that the work is ongoing and is due to be reported to Executive Board shortly once it has been discussed with the Leader, Cllr Lewis and Cllr Blake. Further information is provided below about the reports made to Executive Board to date.

- On 1/4/09 the Director of City Development submitted a report to Executive Board in response to a deputation to the council from local community groups. Executive Board resolved that officers be instructed to undertake consultation with user groups and community organisations, and that several proposed options be explored further. Officers were asked to report back to the board in 6 months with consultation results and an options appraisal, however this did not happen.
- The West Park Centre was not discussed further at Executive Board until 22/6/11 following a deputation made to the council in April 2011 by the West Park Residents Association. The report by Neil Charlesworth (Community Asset Officer) confirms that consultation had not yet taken place because 'the uncertainties surrounding funding have meant that the Artforms service, which is now the main occupier on site, has been waiting for a decision on funding from the Department for Education. Until the status of this funding was known it was not possible to undertake a meaningful review of the centre'. The report also notes that none of the £2.2m required work identified in the 2009 condition survey has taken place. Executive Board resolved that officers should undertake an options appraisal, with the outcomes being reported back to Executive Board with recommendations later in the year.
- As at 14/11/12 there has been no further report made to Executive Board. However as noted above an options appraisal has now been carried out, and a report should be made to Executive Board shortly for a decision on the future of the West Park Centre.

2. Asset Management action between August 2012 and October 2012

Issues

Corporate Property Management (CPM) took over responsibility for the building's maintenance in August 2012. Anne Chambers (AC) has advised that she was aware that the building was in a poor condition, however there was no information provided to indicate that it was in a dangerous condition.

¹ NICEIC is the National Inspection Council for Electrical Installation Contracting

AC has advised that no paperwork about the maintenance regime for the building was provided by Education Leeds to confirm what health and safety checks had been carried out. There is no evidence that CPM had seen the condition survey until 15/10/12 when Andy McCulloch (PPM Manager, CPM) sent AC a summary of the concerns raised in it, following an initial site visit by CPM on 8/10/12.

Concerns were highlighted to Asset Management in August 2012 when an options appraisal by NPS Leeds (an LCC joint venture company) noted that the electrical system required checking. Christine Addison (CA) has advised that these concerns were first raised verbally by NPS on 8/8/12. The NPS options appraisal report on 6/9/12 confirmed that the electrical systems were generally antiquated and would require complete replacement if the building was to be refurbished.

Concerns were raised on 8/10/12 by CPM staff about the condition of the electrics. There were various email discussions between 8th October and 16th October 2012 within CPM about the issues and risks relating to the electrics. These were escalated as far as AC, however formal testing was not carried out by CPM to establish the extent of the problems. AC has advised that this was because it was expected that formal testing would highlight a number of areas where work would be required. AC has advised that by formally testing the electrics the council would have been under an obligation to either address the issues identified (the estimated cost of this was placed at £150k - £170k by CPM) or alternatively to close the building. AC decided that clarity about the future of the building was required before committing to formal testing. The building was considered safe for temporary use by AC as:

- She was unaware that the building was being used to the extent that it was.
- It had been used as it was to date.
- The future of the building was in question.
- There was a potential solution for relocation of services using the building which was being considered by Asset Management Board on 1/11/12.
- There was an options appraisal being carried out to determine the future of the building itself.

In essence, AC determined that the uncertainty over the future of the building meant that it would not be financially sensible to invest such a large amount of money (estimated by CPM at £150k - £170k) at a time when the options for the future of the building were being considered.

On 19th October Ken Morton (Head of Service – Young People and Skills) asked Paul Brennan (Deputy Director, Learning, Skills and Universal Services), Sarah Sinclair (Chief Officer, Strategy, Commissioning and Performance) and Vivienne Buckland (Head of Service, Strategic Development and Investment) whether the building was safe or should be closed. He did not receive an email response, and he has advised that he followed this up verbally one or two times. Sarah Sinclair has advised that she was on leave from 22/10/12 to 29/10/12 and so did not respond to this email. There is no evidence that other officers took any action.

On 29th October Ken Morton (KM) forwarded his question to AC, who provided advice the same day that the building was still acceptable to use on a temporary basis, based on the reasons noted previously. However the issues were not escalated further to CA as Acting Chief Asset Management Officer or a senior officer within Children's Services for consideration about the service and political implications. AC has advised that she believed that the details would have already been escalated to CA by Neil Charlesworth (Community Asset Officer) who commissioned the options appraisal. CA has advised she was not made aware of the issues until Asset Management Board held on 1st November.

On 1st November the electrical issues were discussed at Asset Management Board following a report about relocating some users of the West Park Centre. Present at this meeting were various officers including CA, Sarah Sinclair and AC. The report from Neil Charlesworth (NC) concerned the relocation of the Artforms service from West Park to alternative more suitable accommodation, rather than the safety of the building itself, however the electrical issues were discussed as a result of the report. Based on the information already noted above a decision was taken that urgent action was required to confirm the state of the electrical installation with a view to evacuating staff and closing

the building if required. The minutes of the meeting have not yet been agreed as the final version, however the draft minutes are as follows:

Sarah Sinclair expressed concern that the report described the West Park Centre's electrical installation as dangerous and stated that building users must not be put at risk of danger. It was agreed that urgent action was required and that an immediate assessment of the danger had to be made with a view to evacuating staff and closing the building if this was required. It was agreed that AC would arrange for urgent confirmation of the state of the electrical installation and any decision to close would be made by City Development Asset Management officers in consultation with the Executive Member.

As a result of the meeting, AC asked Andy McCulloch to provide further information on the condition of the building. The information was provided to NC on 2nd November by Andy McCulloch and this reiterated the concerns he had raised with AC by email on 15th October. A briefing note was prepared by NC for CA and Cllr Lewis (Executive Member for City Development) which recommended immediate closure and that weekend activities be cancelled or where possible relocated. Cllr Lewis was sent the briefing note on 2nd November and following consultation with him CA made the decision to close the building.

Causes

Testing was not carried out by CPM when the building was handed over in August 2012 in order to identify if the building posed any health and safety risks. Uncertainty over the future of the building contributed to this delay as formal testing would place an obligation on the council to either carry out remedial works or potentially close the building.

There is a lack of clarity as to which officers are responsible for deciding whether to keep a building open or to close it where there are health and safety concerns. In particular it is not clear how this responsibility is allocated between the roles of the Head of CPM and the Chief Asset Management Officer, and therefore how concerns about the health and safety of the West Park Centre should have been escalated. Procedures were not in place to cover the information that should be taken into account when assessing the risk, for example the level and type of use.

The decision in October 2012 for the building to remain open was not escalated to a level where the risks in terms of service provision, users and political implications could be fully considered.

3. Opening of the building in November 2012 after the decision had been made to close

Issues

The decision to close was made on 2nd November 2012 however Ken Morton (Head of Service – Young People and Skills) allowed a group of approximately 150 users to use the building on 3rd November 2012.

Asset Management officers took the decision to close the building, however it is Children's Services (the tenants) who have mainly managed the practical aspects of the closure rather than CPM (acting as the landlord).

- This has led to officers in the service making decisions about access to the building which were not consistent with the decision on 2nd November to close the building immediately.
- In addition this meant that CPM was not involved with practical aspects of the closure, such as securing the building or identifying whether there was any need to cut the electrics off.

Causes

There are no procedures in place that state which officer or service should manage the closure of a building.

AC has advised that there is no business continuity plan in place for the West Park Centre. Such a plan may have detailed how the closure of the building would be managed.

There was a lack of communication about how the closure of the building would be managed, for example whether the building should be closed immediately or on a phased basis.

- On 1st November a decision was taken Asset Management Board that urgent action was required to confirm the state of the electrical installation with a view to evacuating staff and closing the building if required.
- An email on 1st November from Sarah Sinclair to Ken Morton (Head of Service – Young People and Skills) advised that the building needed to be closed and the staff and services relocated as soon as possible. KM was the officer who allowed a group to use the building on 3rd November.
- The closure decision was taken on 2nd November after details about the condition of the building had been shared and Cllr Lewis (Executive Member for City Development) had been briefed. The briefing note to Cllr Lewis recommended immediate closure and that weekend activities should be cancelled or where possible relocated. Cllr Lewis confirmed on 2nd November that the building should be closed.
- The briefing note by Neil Charlesworth to Cllr Lewis states that attempts were being made to relocate the Russian School Baltika event on 3rd November to nearby Lawnswood School, but that they may ultimately need to be turned away. However there is no evidence that this information was shared with KM who was responsible for diverting users to Lawnswood School on 3rd November and who allowed the Russian School Baltika group to use the West Park Centre that day.
- A discussion also took place on 2nd November 2012 between AC and KM which led KM to believe that a group could be allowed to use the building on 3rd November. AC was on leave on 2nd November so was not aware of the decision to close immediately. AC has advised that she commented that she was surprised that the closure was not left until Monday, and after discussions about issues moving one of the groups she commented that she did not think it would be a problem to let them use the building. She believed however that he was referring to a small group and she was not aware that there would be a group of 150 people using the building.

KM's involvement with the West Park Centre as Head of Service is that his service is the tenant of the building, he is not actually responsible for closing the building, and he feels that the decision he took to allow one group to remain was proportionate in the circumstances.

- KM has advised that the group were unhappy with being told that they would need to move to Lawnswood School when they arrived on site, and that attempting to escort them to another site under these circumstances would have created unnecessary tension and constituted a risk in itself.
- KM took the decision that a restricted opening of the site (only the main hall and toilets) with an LCC staff presence was a proportionate response and an acceptable level of risk. He had attempted to call Sarah Sinclair to advise her of his decision but he could not get through to her. He therefore sent her an email to explain once the decision had been taken.
- No other areas of the building apart from the main hall and toilets were available to the public. At all times two caretakers and the building manager were on site, in addition to KM making several visits between West Park and Lawnswood. Only LCC staff were involved in operating the lights and electrical equipment. KM's daughter, a sixth form student at Lawnswood, had also volunteered to help the relocated groups at Lawnswood.

Health and safety status of other council buildings

CPM manage in the region of 1500 buildings and AC has advised that they have procedures in place to ensure that the council is meeting its health and safety testing requirements, covering areas such

as electrics, gas, asbestos, legionella and fire safety. AC has advised that there may be some former Education Leeds buildings that have now been transferred to Children's Services that CPM is not aware of, and she has previously requested details of any such buildings from Children's Services so that they can be added to the CPM maintenance regime. She advised that she has not received confirmation as to whether there are any buildings she should be aware of.

AC advised that there were five buildings in total that have transferred over from Education Leeds, these were deemed to be office accommodation:

- West Park Centre – transferred to CPM responsibility in August 2012
- Blenheim Centre – transferred as a void property
- Sweet Street – CPM were already responsible for half of this building, however the remaining half transferred to them in August 2012
- Elmete Centre – transferred as a void property and since demolished
- Space in Merrion House

AC has advised that all of these except the West Park Centre have had any health and safety issues rectified or have plans in place to deal with the issues. It is only the West Park Centre where action has been delayed, due to the uncertainty over the building's future.

Future service provision for West Park users

Issues

Ken Morton has advised that alternative arrangements have already been made to relocate the majority of users. The facilities provided are more modern and have been provided at no extra cost to the council through the use of PFI school space which the council already pays for. However future consideration will be required as to whether these facilities meet the needs of the users on a long term basis.

Given the difficult circumstances surrounding the closure of the centre and relocation of users, the council staff involved have worked hard as a team to deal with the implications of the decision and to ensure that disruption to staff and service users has been minimised. There have been several instances of staff cancelling holidays and going beyond their normal duties to manage the issues caused by the closure.

Causes

There was no business continuity plan in place for the West Park Centre. This meant that the service was unclear on what action needed to be taken and this has created additional work for staff in arranging alternative facilities and the relocation of users.

Recommendations

Condition of buildings

All buildings should have up to date testing in line with best practice guidelines to ensure that issues are known about and can be dealt with. AC has advised that up to date testing is in place for all buildings that CPM is aware of, apart from the West Park Centre.

Children's Services should ensure that former Education Leeds buildings are identified and that maintenance responsibility is handed over to CPM along with evidence of the buildings' testing and maintenance regimes. This should ensure that CPM is aware of all council buildings so that full testing can be carried out and plans put in place to rectify any issues.

CPM should confirm that the condition of all council buildings is known and that CPM action is being taken to rectify issues where these exist.

Decisions about health and safety risks relating to buildings

Where there are significant health and safety issues with a building but these are considered manageable, a risk assessment should be carried out in order to ensure that the correct action has been identified which will manage the risks and allow safe continued use of the building.

If the risk assessment identifies significant concerns, these should be escalated to Asset Management Board and the relevant service for a decision as to whether the building should remain open or be closed. This should ensure that full information is obtained to inform the decision and that the impact on staff and users, as well as the political implications, can be effectively managed.

The Corporate Health and Safety team and the Peace and Emergency Planning Unit should be consulted for advice on the decision to close or remain open, and the implementation of the closure itself.

Closure of buildings

A business continuity plan should be place for all council buildings.

In order to ensure that building closures are implemented consistently in line with the original decision, a responsible officer should be agreed who will lead on the closure and relocation process. Consideration should be given as to whether the closure should be implemented by CPM (acting as the landlord) or the service (acting as the tenant).

The decision about the closure process should be clearly communicated to all staff involved, including which officer should be consulted in the event of any issues.

Where there are operational difficulties with implementing the closure decision, this should be referred to the officer responsible for making the decision, in order to ensure that the risks can be considered and effectively managed.

Future of the building

A decision on the future of the West Park Centre should be taken as soon as possible so that a long term plan can be put in place for users and staff.

The impact on staff of the closure and relocation should continue to be managed carefully to ensure that staff morale is not adversely affected.

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West Park Centre Audit Chronology
Version 4
Updated until 08/11/2012

Date	Issue	Source
20/10/2003	<p><u>Phil Stringer and Terry Johnson visit to West Park Centre</u> Confirms that concerns raised in a report by the buildings manager, including 'leaks running across and near electrical points' are 'basically factual' and outlines the building hazards.</p>	<p>Appendix 1 Report of visit to the West Park centre</p>
05/11/2004	<p><u>Part 'Type 2' Asbestos Survey Report</u> Survey undertaken 25th October 2004. Survey carried out to floor voids running from the main entrance to the boiler house and main corridor facing the visitor's car park. Sample analysis confirmed the boilerhouse to be of high risk in relation to exposure to asbestos and strongly recommended no access to this area</p>	<p>Appendix 2 Part Type 2 Asbestos Survey of West Park Centre</p>
29/10/2005	<p><u>Certificate of Re-Occupation - Boilerhouse</u> Asbestos insulation removed from pipe work and area cleared as far as possible. Pass</p>	<p>Appendix 3 Certificate of Re-Occupation - Boiler House, Stage 2 of 4</p>
29/10/2005	<p><u>Certificate of Re-Occupation - Boilerhouse</u> Confirmation area is clear of debris. Noted that Boiler with asbestos to be removed at a later date</p>	<p>Appendix 4 Certificate of Re-Occupation - Boiler House, Stage 4 of 4</p>
20/12/2006	<p><u>Fire Safety Handbook completed</u> Summarises measures taken to control fire risks</p>	<p>Appendix 5 Fire Safety Health and Safety Handbook for Schools</p>
19/02/2007	<p><u>Zurich Municipal Periodic Inspection Reports</u> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations of the report.</p>	<p>Appendix 6 Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to West Park Centre</p>
08/11/2007	<p><u>Clarification of clause 2.8 of the cycle stand agreement</u> Transport Strategy confirmed to Education Leeds Estate Management that clause 2.8 was merely a formality preventing the council from having any undue liability for ensuring the agreement doesn't carry on indefinitely</p>	<p>Appendix 7 Email from Mark Robinson, Transport Strategy at Leeds City Council to Karen Stirk, Estate Management, Education Leeds</p>
15/11/2007	<p><u>Agreement for Installation of a cycle stand</u> Leeds City Council resolved to fund and install cycle stands at West Park Centre or at it's discretion pay Education Leeds a financial contribution and Education Leeds be responsible for the installation</p>	<p>Appendix 8 Leeds City Council and Education Leeds Agreement under S33(4) and 63 of the Road Traffic Regulations Act 1984 and S2 of the Local Government Act relating to land at West Park Centre</p>

31/01/2008	<u>Zurich Municipal Periodic Inspection Reports</u> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations for the report.	Appendix 9 Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the Head Teacher, West Park Centre
25/04/2008	<u>Asset Management Group</u> The group discussed working with the Council towards vacation from West Park and other sites, but in order to do so alternative accommodation had to be identified. This was the rationale for spending only on H&S issues/critical maintenance in the interim.	Appendix 10 Asset Management Board cover sheet and Education Leeds Report on accommodation
27/01/2009 - 31/01/2009	<u>Zurich Municipal Periodic Inspection Reports</u> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations of the report.	Appendix 11 Letters regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the West Park Centre
30/01/2009	<u>Speech and Report prepared by six Local Community Associations and Action Groups with regards to the future of the West Park Centre</u> The Local Community Associations put forward the case that the West Park Centre is too valuable a community asset to sell. Governance Officer notes this is to be considered at Executive Board in April 2009	Appendix 12 Education Leeds Internal Memo re: Deputation to Council - Six Local Community Associations and Action Groups with regards to the future of the West Park Centre
11/02/2009	<u>West Park Centre Audit of Security</u> Audit report requested after a member of the public verbally assaulted a member of staff. The author of the report, Education Leeds Health and Safety Advisor, details his findings and recommendations	Appendix 13 West Park Centre Security Audit Report
12/02/2009	<u>Zurich Municipal Periodic Inspection Reports</u> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations for the report.	Appendix 14 Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the West Park Centre
01/04/2009	<u>Executive Board Response to Local Community Associations and Action Groups report on West Park</u> The Director of City Development submitted a report in response to the deputation to council from six local community associations and action groups. The report detailed a number of options. The Executive Board resolved that officers be instructed to undertake consultation with user groups and community organisations to best meet their needs. It also resolved that officers explore options detailed in paragraph 4.2 of the report and report back to the board in 6 months with consultations results and options appraisal.	Appendix 15 Executive Board Minutes, Wednesday 1st April 2009

28/09/2009	<p><u>Asset Management Plan Property Condition Survey</u> Education Leeds/Leeds City Council condition survey summarises that the overall condition of the property is rated B. The report forecasts that prioritised work to the main building within the next 5 years will cost £2,173,931. The report highlights a number of issues, including the electrical installation, fire system and emergency lighting</p>	<p>Appendix 16 Leeds City Council and Education Leeds, Asset Management Plan Property Condition Survey - West Park Centre</p>
09/12/2009	<p><u>Asbestos Management Plan</u> Details the location of asbestos risks in West Park Centre, recommendations by the asbestos consultant, and responsible officers agreed actions</p>	<p>Appendix 17 Leeds City Council Asbestos Management Plan for West Park Centre</p>
17/02/2010	<p><u>Zurich Municipal Periodic Inspection Reports</u> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations for the report.</p>	<p>Appendix 18 Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the West Park Centre</p>
09/11/2011	<p><u>West Park Centre explored as an accommodation option</u> Discussions with West park Centre Manager confirmed that insufficient space was available and to make it available would require moving existing tenants to alternative accommodation at a cost to the council. The challenging behaviours of Vine users presented potential health and safety risks to themselves and others. Cost of adapting the centre to meet the needs of Vine users would be high. On this basis no further appraisal was considered appropriate.</p>	<p>Appendix 19 Information for Scrutiny Board call in request meeting on 9 Nov 2011 - Delegated Decision D38499</p>
19/06/2012	<p><u>Asbestos containing materials survey report</u> The details in the summary are based on the Part Type 2 Survey of the boilerhouse carried out in October 2004. Information detailing work carried out is based upon a meeting taking place at West park Centre on 19/06/12. 4 stage certificate of clearance provided and waste consignment note requested. Ray Payne (?) was unaware of his duty to manage asbestos within this facility. Ray to contact asbestos section and arrange for re-inspection and asbestos management update</p>	<p>Appendix 20 Survey Summary Sheet (of asbestos containing materials)</p>
29/05/2012 - 30/05/2012	<p><u>Installation of Fire Alarm Sounder and responsibilities</u> Children's Services Estate Management assume the building falls under corporate management as due to variable occupant groups at site, i.e. it's not a school. Children's Services Head of Service, Strategic Development and Investment believes corporate management have taken on building management. Capacity Planning and Sufficiency Lead confirmed that maintenance budget transferred and negotiations underway to provide fire safety service</p>	<p>Appendix 21 Initial email from Corporate Health and Safety Services to Children's Services Estate Management. Clarification provided by Head of Service, Strategic Development and Investment, Capacity Planning and Sufficiency Lead and Built Environment Lead in Children's Services</p>

08/10/2012	<p><u>Concerns raised over condition of electrical installation and closure</u> October - Following a site visit the Electrical Projects Engineer in Corporate Property Management raised concerns about the electrical installation with the PPM Manager. The PPM manager advised that although the systems had been significantly neglected, the uncertainty surrounding the building necessitates a focus on the most urgent or high risk areas.</p>	<p>Appendix 22 Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
15/10/2012	<p>The Electrical Projects Engineer informed the PPM Manager that the existing installation could not be fixed and required a full replacement. He added it was the worst in Corporate Property Management's portfolio to his knowledge.</p>	<p>Appendix 22 Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
15/10/2012	<p>The PPM Manager emailed the Head of Corporate Property Management. He explained the dire situation, stated that if the installation was subject to testing 'it would undoubtedly fail' and that the main switchgear 'could actually be described as dangerous'. He added that the fire alarm system is 'seriously deficient' and the emergency lighting system presents a major hazard to occupiers. He repeats that there is no short-term solution which could 'buy some time'.</p>	<p>Appendix 22 Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
16/10/2012	<p>Head of Corporate Property Management replies she is not surprised and mentions possible way forwards. Also asks if building can/should be closed immediately. PPM Manager replied that in the event of an incident the council would be heavily criticized for allowing the public to enter the building despite knowing the attached unacceptable risks.</p>	<p>Appendix 22 Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
16/10/2012	<p>Head of Corporate Property Management emails Cultural Offer Lead and suggests he plans for a move out a.s.a.p. and adds other accommodation options are being looked at. She also states options must be agreed to go as a report to AMB. Cultural Offer Lead thanks Corporate Management colleagues for support and states this will be discussed with the Children's Services Deputy Director for Learning Skills and Universal Services and the Head of Service, Young People and Skills the following day</p>	<p>Appendix 22 Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
16/10/2012	<p>Head of Service, Young People and Skills receives and forwards email to Children's Services colleagues for discussion on how to handle the situation.</p>	<p>Appendix 27 Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>

19/10/2012	Head of Service, Young People and Skills advises Children's Services Leadership colleagues that the Corporate Property Management assessment seems to be to move as soon as possible. Asks if the balance of risk judgement is that there is no immediate closure as there is considerable community use, particularly at weekends. He adds that at this stage all existing commitments for the building are continuing	Appendix 28 Concerns raised and discussed n emails between Corporate Property Management Colleagues
29/10/2012	Head of Service, Young People and Skills contacts Head of Corporate Property Management seeking advice about the current position at the West Park Centre and whether immediate action should be taken due to the current risk.	Appendix 29 Concerns raised and discussed n emails between Corporate Property Management Colleagues
29/10/2012	Head of Corporate Property Management responds to Head of Service, Young People and Skills stating that as the poor condition of the centre has been known for some time 'you could say it should be ok for now' while other accommodation options are explored. She advised the Cultural Offer Lead to establish what would be necessary to move quickly when the opportunity arises and advised that new use of the site by the community or others should be discouraged.	Appendix 30 Concerns raised and discussed n emails between Corporate Property Management Colleagues
01/11/2012	<u>Head of Corporate Property management advises Asset Management Board that West Park Centre be closed</u> Children's Services Chief Officer, Strategy, Performance and Commissioning emailed Head of Service, Young People and Skills (with Children's Services colleagues included in email) stating that West Park was discussed at the Asset Management Board on that day and 'due to recent electrical surveys where the building was assessed as 'dangerous and high risk' due to significant electrical faults, Anne Chambers advised that the building needs to be closed and the staff and services relocated as soon as possible'. She advised that discussions about moving must speed up and suggested this is raised with Cllr Blake the following day.	Appendix 31 Emails between Children's Services Chief Officer, Strategy, Performance and Commissioning and Head of Service, Young People and Skills

02/11/2012	<p><u>Community Assets Officer produces briefing for Cllr Lewis</u> Briefing and copy of Asset Management Board Report proposing relocation of services based in West Park Centre sent to Children's Services Chief Officer, Strategy, Performance and Commissioning. Briefing gave background to the centre, including a summary of a September 2009 a condition survey undertaken on the West Park Centre. This recommended £2.2m be spent on backlog maintenance, including £711k for electrical works, £192k of which was Priority 1. At the time it was recommended that a full electrical inspection and test was carried out. This test was not undertaken. The report also recommended that some of the wiring was replaced. It is understood that this work did not take place either.</p>	<p>Appendix 32 Email chain and briefing note</p>
02/11/2012	<p><u>Relocation of Artforms</u> A report on the relocation of Artforms is submitted to the Asset Management Board. Also, the Community Assets Officer informed Artforms colleagues that storage and office space has been identified and the matter is with Cllr Lewis awaiting response. He also notified that a removal company would be arriving to give a quote</p>	<p>Appendix 33 Email and Report</p>
02/11/2012	<p><u>PFI Schools appraised for relocation of services</u> Children's Services contract manager stated that Lawnswood High School is a relocation option which could be explored</p>	<p>Appendix 34 Email chain</p>
02/11/2012	<p><u>Update to Children's Services</u> Community Assets Officer informed Children's Services Chief Officer, Strategy, Performance and Commissioning and Head of Service, Young People and Skills that removal company would arrive at West Park for quotes the following Monday and staff could not be relocated until that had taken place</p>	<p>Appendix 35 Email chain</p>
02/11/2012	<p><u>Update to Children's Services</u> Children's Services Chief Officer, Strategy, Performance and Commissioning thanked Chief Asset management Officer for her support in the role of corporate landlord and updated her on ongoing relocation work and briefings Email then shared with Children's Services colleagues for information. Head of Service, Young people and Skills provides update on ongoing relocation efforts.</p>	<p>Appendix 36 Email chain</p>

02/11/2012	<u>Greg Mulholland MP aware of situation</u> Head of Service, Young people and Skills informs Children's Services Chief Officer, Strategy, Performance and Commissioning that Greg Mulholland Mp and Cllr Illingworth are aware of the West Park situation	Appendix 37 Email chain
03/11/2012	Chief Officer, Strategy, Performance and Commissioning informs Chief Asset Management Officer of MP awareness who responds that a colleague has spoken with the MP and a report is being prepared for the 5th.	Appendix 38 Email chain
03/11/2012	<u>Relocation of Services Update</u> Head of Service, Young People and Skills informs Children's Services colleagues that 2 of 3 lettings are agreed to relocate to Lawnswood. He allowed one to continue at west park restricted to hall and entrance. He added that nobody had contacted them until this morning and they had people coming from all over. He took the decision as Ann Chambers had advised on the 2nd November that relocation could wait as the situation in the building was no different to previous weeks. He added that 2 caretakers are on site and he will be visiting west park and lawnswood. Sunday bookings have been cancelled and confirmed with users.	Appendix 39 Email chain
03/11/2012	<u>Chief Asset Management officer response to relocation update</u> Chief Asset Management Officer contacted Children's Services Chief Officer, Strategy Performance and Commissioning requesting she contact Head of Service, Young People and Skills and inform him that the decision was made to close the building and alternative arrangements made for all users. She added that we need to ensure that decision is stuck to. Chief Asset Management Officer commented that she understands that the Head of Service, Young People and Skills allowed the building to be opened for a Russian event today and that this will need investigating the following week. She states that the Russians were moved to Lawnswood but appear to have been moved back and that no events can be allowed in the building.	Appendix 40 Email chain
04/11/2012	<u>Children's Services Chief Officer, Strategy, Performance and Commissioning response to relocation update</u> Informed Head of Service, Young People and Skills that she supports the decisions he took as detailed on 3rd November. He replied that everything went well.	Appendix 41 Email chain

04/11/2012	Children's Services Chief Officer, Strategy, Performance and Commissioning response to Chief Asset Management Officer email sent on 3rd November and replied she would pick up with Head of Service, Young People and Skills. Chief Asset management Officer highlighted the publicity risk due to the Lord Mayor's attendance. She adds that she has heard that the Head of Service, Young People and Skills spoke to Lord Mayor who had been on leave and was not party to the closure decision. Chief Asset Management Officer will check up on this.	Appendix 42 Email chain
05/11/2012	<u>Children's Services Chief Officer, Strategy, Performance and Commissioning response to relocation update</u> Informed Head of Service, Young People and Skills that she would speak to Chief Asset Management Officer. He replied he would advise staff re basic position and that we will relocate ASAP. He presumed will have to take on working with all the community groups to see if we can find a solution	Appendix 43 Email chain
05/11/2012	<u>Current Position</u> Chief Officer Strategy, Performance and Commissioning sent out an email to colleagues summarising the current position and next steps.	Appendix 44 Email
05/11/2012	<u>Relocation Update</u> Directorate Property Manager asked Community Assets Officer to confirm if the office move is to take place and when? Also needed confirmation of whether there is sufficient existing furniture on 6th West to determine what needs to move from West Park. He replied that the move needs to take place as a matter of urgency, for Artforms, Gypsy Roma Travellers and NUT, ideally with some of the Artforms staff in Merrion the next day. Directorate Property Manager requested exact numbers and further information from Head of Service, Young People and Skills	Appendix 45 Email chain
05/11/2012	<u>Children's Services Update for Chief Officer, Strategy, performance and Commissioning</u> The Lead for Skills for Learning and Life attached a paper that provided information for the Call in around Vine that refers to the West Park site and also a briefing produced for Tom Riordan and Cllr Judith Blake around the proposal by the NW AIP for a University Technical College on the West Park site. If there was to be a UTC on the site it would require the current building to be demolished.	Appendix 46 Email chain and attached documents
05/11/2012	<u>Statement issued to Yorkshire Evening Post</u> Shared with Children's Services Chief Officer, Strategy, performance and commissioning	Appendix 47 Email Sent from Press Officer to Chief Officer, Strategy, Performance and Commissioning

05/11/2012	<p><u>Relocation Update</u> Directorate Property Manager informed Community Assets Officer that ArtForms, GRT and NUT will all be moving into Merrion 6th Floor West with the removal company moving the furniture and computers tomorrow. Two smaller teams have joined Children's staff at Adam's Court and Sweet Street with who they have synergies.</p>	<p>Appendix 48 Email chain</p>
12/10/2012 - 05/11/2012	<p><u>UTC Proposal discussions</u> Discussions were underway to look at the UTC proposals. Following the West Park closure Greg Mulholland MP stated his view that in light of the developments with regard to the West Park Centre, it is his firm belief that Leeds must put in a bid in this round, by the 14th November. Children's Services Deputy Director, Learning, Skills and Universal Services confirmed he would discuss issues arising from the proposal and the closure with the Director of Children's Services the next morning</p>	<p>Appendix 49 Email chain</p>
05/11/2012	<p><u>Chief Asset Management officer response to current position email sent on 5th November</u> She understands the electrical testing will start on the 6th and that will tell us whether or not we were right to close. She adds that 'info I have seen today tells me it was right to close it for testing but it's not as detailed as I would have liked.' She states that lots of Freedom of Information requests for the report upon which the decision were made and Cllr Illingworth wants to visit to see for himself.</p>	<p>Appendix 50 Email chain</p>
02/11/2012 - 06/11/2012	<p><u>Director of Children's Services requests update and clarity of corporate landlord responsibility</u> Tom Riordan wanted to know who made the decision to allow the Russian Festival to go ahead following closure fo the building. The Chief Asset management Officer offers her summary of the events of the weekend.</p>	<p>Appendix 51 Email chain</p>
06/11/2012	<p><u>Greg Mulholland MP letter to Cllr Wakefield and Chief Executive</u> Greg Mulholland MP sent a letter outlining his concerns around the closure (and subsequent event) of the West Park Centre and his keenness to submit the UTC proposal for the site. The Children's Services Deputy Director, Learning, Skills and Universal Services began discussions to look at the feasibility of putting a proposal together within the timeframe</p>	<p>Appendix 52 Greg Mulholland MP letter to Tom Riordan and associated email chain</p>

06/11/2012	<p><u>Liberal Democrat Group Press Release - £10 million Investment Concern</u> Cllr Bentley and Liberal Democrat Group send press release to David Marsh at the Yorkshire Post suggesting a £10 million investment is at risk due to the closure of the West Park Centre. David Marsh responds with further questions. Neil Charlesworth, Community Assets Officer, receives David Marsh questions. He has no knowledge of the claims in the press release and queries whether Children's Services colleagues have talked to somebody</p>	<p>Appendix 53 Liberal Democrat Press Release, correspondence with the Yorkshire Post and subsequent request from Leeds City Council Colleagues</p>
06/11/2012	<p><u>Chief Executive agreement with reasoning for closure</u> Chief Asset Management Officer sent Chief Executive reasoning for building closure and electrical testing. Chief Executive agreed with closure in light of full details and requested details of any further buildings owned by Leeds City Council which have similar concerns</p>	<p>Appendix 54 Email chain</p>
06/11/2012	<p>Children's Services Colleagues coordinate response to Chief Executive/Community Assets Officer request for user list and alternative locations</p>	<p>Appendix 54 Email chain</p>
06/11/2012	<p><u>Relocation Update</u> Head of Service, Young People and Skills informs council colleagues that the move is currently underway to Merrion and now involves all the teams at West Park</p>	<p>Appendix 56 Email chain</p>
06/11/2012	<p><u>Cllr Illingworth and Freedom of Information Requests</u> Cllr Illingworth contacted members to request and emergency Inner North East Area Committee meeting to discuss West Park. He also questions why the electricians report had not been shared. Submitted by a Mr Stuart long</p>	<p>Appendix 57 Email Chain</p>

06/11/2012	<p><u>Summary of session with Leaders Children's Service Chief Officer, Strategy, Performance and Commissioning shared key points for the briefing with leaders.</u></p> <ul style="list-style-type: none"> • The decision taken by asset management to close the west park centre on the grounds of health and safety was supported by children's services. It was disappointing that there was not a strong response led by asset management on the closure of the building. • The decision taken by a children's services officer over the weekend to continue with one of the bookings at the centre at the weekend was taken weighing up the options and risks and in the absence of any other alternatives • West Park was managed by education Leeds before transferring into children services. West Park was transferred to asset management along with its maintenance budget in April 2012 • There is significant backlog maintenance at West Park of about £2.2m. It has been poorly managed as an asset for a long time. This has been known about for a long time • There is a basic need pressure in the area for both primary and secondary places. Children's services very much in favour of use of the site to include educational provision • Urgent need to get corporate and political agreement on the future of West Park 	<p>Appendix 58 Email from Children's Service Chief Officer, Strategy, Performance and Commissioning to Director of Children's Services</p>
06/11/2012	<p><u>Greg Mulholland MP Press Release - West Park Centre and University Technical College</u> Greg Mulholland MP press release calls on Leeds City Council to immediately submit a bid for a University Technical College on the West Park Centre site. Press release sent to David Walk at the Yorkshire Post. Mr Walsh responds with a query which is eventually received by the Community Assets Officer</p>	<p>Appendix 59 Greg Mulholland MP Press Release, correspondence with the Yorkshire Post and subsequent request from Leeds City Council Colleagues</p>
06/11/2012	<p><u>Response to Greg Mulholland MP Press Release</u> Director of Children's Services and Cllr Judith Blake discuss the response to the press release and a meeting to discuss this with Chief Executive the following day</p>	<p>Appendix 60 Email chain</p>
06/11/2012	<p><u>Proposal to establish a University Technical College in North West Leeds briefing</u> The briefing outlines the background to the UTC proposal, requirements for an application and concludes that producing an application by 16th November is not feasible</p>	<p>Appendix 61 Briefing for Tom Riordan and Cllr Judith Blake</p>

06/11/2012 - 07/11/2012	<u>Cllr Lamb Enquiry</u> Cllr Lamb made a request for a number of pieces of information regarding West Park Centre, specifically costs prior to and post-closure. Chief Officer, Strategy, Performance and Commissioning assigned colleagues to draft a response	Appendix 62 Email chain
07/11/2012	<u>Concerns raised by a member of the Phoenix Concert Band</u> Expressed concerns regarding the closure and the event taking place following the closure of the West Park Centre and lends her support to its invaluable space for local communities	Appendix 63 Email Chain
07/11/2012	<u>Cllr Blake UTC Comments</u> Cllr Blake releases her comments on a UTC bid	Appendix 64 Email - Dee Reid to Cllr Blake and CSLT members
07/11/2012	<u>Meeting requested to address Cllr lamb questions</u>	Appendix 65 Email chain
07/11/2012	<u>West Park Closure Notification</u> Children's Services staff receive notification of West Park closure and details of locations of services previously based at the site	Appendix 66 Email notification sent to all DCS staff
08/11/2012	<u>Current Position</u> Head of Service, Young People and Skills shares thanks and thoughts for next steps with Chief Officer, Strategy, performance and Commissioning	Appendix 67 Email from Head of Service, Young People and Skills to Chief Officer, Strategy, performance and Commissioning
08/11/2012	<u>Confirmation of Budget Transfer to Corporate Property Management</u> The Children's Services Head of Finance confirmed that the repair budget transferred to CPM and as a traded service we asked CPM to recharge the cost to West Park so that it was reflected in the cost of the service. All other costs and income remain on the premises account	Appendix 68 Email chain