


## Appendix 4 – Urgency - Special Urgency Form

### Urgent Cabinet Report/Delegated Key Decision

Date of Request:	16/10/25	Date of Meeting/Decision:		Officer:	Nicola Hall
Report/ Decision Title	Department of Culture Media and Sport – Better Youth Spaces Funding – acceptance of Capital grant funding totalling £304,257.66				






Chief Officer	Signature
Danielle Swainston	

#### Special Urgency

##### Reason for urgency

There is special urgency around acceptance of this Capital grant funding as there is a very short timeframe to complete the works. RCBC will need to fund the improvements initially and costs will be reimbursed in arrears on production of proof of payment. Works and purchases must be completed and proof of payment supplied to the funder by 28th February 2026 to enable repayment before the end of the 25/26 financial year. The grant acceptance letters sent to us by DCMS need signing quickly, so that work can start on ordering the goods and services documented within each youth and community centre bid. Property Services can only start work when the capital funding receipt has been authorised, and there is a lot of work to do within 4.5 months and before the tight deadline of 28th Feb 2026, in order to draw down the funding from DCMS. It is not in the council or public's interest to add any unnecessary delay to accepting this grant funding and starting some of the bigger projects such as resurfacing the MUGA outside of 25K and a new kitchen at Guisborough and Loftus, in order to meet the tight timescales.

**This urgent report/decision has been seen and agreed by the following:**

Officer / Member	Signature
Managing Director	
Section 151 Officer	
Monitoring Officer	
Leader/Chair of Cabinet (For Cabinet Decisions only)	N/A
Cabinet Member	
Scrutiny Chair (Special Urgency Only)	

# Delegated Power Record

Are the details of the decision to be public or confidential?

## Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

<b>Reference</b>	<b>CF-25-062</b>
<b>Corporate Plan Priority</b>	Start Life Well
<b>Delegation Title</b>	Department of Culture Media and Sport – Better Youth Spaces Funding
<b>Delegated Power Number</b>	184 Power to receive and utilise grants towards expenditure incurred by reason of special need and authority to sign appropriate application forms.
<b>Date of Exercise</b>	<b>17/10/2025</b>
<b>Cabinet Member</b>	Cllr Bill Suthers
<b>Assistant Director</b>	Jon Doyle

<b>Type of Decision (Key/Executive/Non-Executive)</b>	Key - Executive
<b>FOR KEY DECISIONS ONLY</b>	
<b>Delegated Power Forward Plan Ref</b>	
<b>Date Decision Published in Forward Plan</b>	20 October 2025 To be completed by Democratic Services
<b>Urgency</b> (For Key Decisions not included in Forward Plan only)	Special Urgency - Forms Attached

### Background to decision:

In August 2025, the Department for Culture, Media and Sport published an opportunity to apply for capital funding to improve Youth Centres owned or leased by direct delivery Youth Services providers, including Local Authorities. The application process is being managed on the Department's behalf by Social Investment Business (SIB).

RCBC has made eight successful applications to the fund, with grants of £304,257.66 being won by the youth service team, to complete capital works and purchase equipment for our eight Youth and Community Centres, broken down as detailed in the financial detail section below:

A range of projects is proposed including installation of outdoor play equipment, redecorations, improvements to an outdoor multi-use games area and creation of mobile music production studios, DJ booths and a gaming area. Guisborough Youth Centre will be refurbished and specialist equipment installed to make it more suitable for young people with special needs and

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disabilities as this centre is now mainly used to provide short breaks. The funding will have a positive impact on the experience of young people attending youth activities and will attract more young people to attend.

There is special urgency around acceptance of this grant funding as there is a very short timeframe to complete the work. RCBC will need to fund the improvements initially and costs will be reimbursed in arrears on production of proof of payment. Works and purchases must be completed and proof of payment supplied to the funder by 28<sup>th</sup> February 2026 to enable repayment before the end of the 25/26 financial year.

### **Decision Considerations:**

The timeframe to spend the funding by end February 2026 is achievable as quotations have already been obtained for the works and equipment in preparation for the bid, and timeframes checked with the suppliers.

Suppliers include in-house property services department, and suppliers from framework agreements where a tendering exercise has already been carried out, which reduces the timescale for procurement.

As funding is payable in arrears, the finance department has confirmed that RCBC is able to pay for the works and equipment in advance and systems have been set up to monitor and manage expenditure to be able to easily prove payment.

### **Full details of decision:**

**On agreeing to accept the funding from DCMS, RCBC must comply with the following terms of use of grant as set out in the grant contract (as attached): (You = RCBC as the grant recipient)**

1. The grant agreement shall commence on the date of signing of the offer letter and shall terminate on SIB's receipt of the end of Grant Monitoring Report from you or earlier in accordance with the terms of the agreement.
2. SIB will pay the grant payment to you upon receipt and approval of the payment request form and the grant payment evidence up to the total grant amount.
3. The eligible expenditure must conform and comply with the eligible expenditure principles in all respects.
4. The payment request form and grant payment evidence must be provided no later than 21 days prior to the relevant expected payment date. Failure to provide any payment request form and grant payment evidence by this deadline may lead to a delay in issuance of the relevant grant payment and in particular will mean SIB cannot make payment to you by the expected payment date.
5. The parties acknowledge that the expected payment date and expected amounts are estimates only.
6. All grant payments will be made in arrears. Any claim for a grant payment that has not been made by the grant end date and/or in accordance with clause 4 above will not be considered.

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7. You must not make any change to the project objectives without SIB's prior written consent.
8. The grant funds must be spent in the grant period and must only be used to offset eligible expenditure and in the amounts correlating to each eligible expenditure entry as laid out in the grant details.
9. The grant funding shall not be applied except in accordance with clause 8.

### Financial detail:

Budget Breakdown August 2025 to July 2026

25K Youth and Community Centre	£49,505.65
Grangetown Youth and Community Centre	£45,055.00
Golden Boy Green Youth and Community Centre	£13,751.95
California Youth and Community Centre	£35,996.45
Loftus Youth and Community Centre	£41,861.59
Lingdale Youth and Community Centre	£13,071.00
Skelton Youth and Community Centre	£17,684.00
Guisborough Youth Centre	£87,332.00
<b>Total</b>	<b>£304,257.66</b>

### Budget Code

To be confirmed – new Capital code to be set up by finance for project, with individual cost-centre subs for each youth centre.

### Is budget available for full contract/service without causing additional pressure?

N/A – this is a grant into the authority

### Annual Contract Value

£304,257.66

### Total Contract Value (including optional extension periods)



(Do not include supplier itemised pricing as this is classed as commercially sensitive)

**Delivering Social Value:** The funding will help to improve outcomes young people by improving the range of activities the Local Authority can deliver to young people and increasing the number of young people the Local Authority Youth Service can reach by making Youth Centres more attractive to attend. Guisborough Youth Centre will be refurbished and equipped to make it more suitable for young people with special needs and disabilities, both through activities delivered by the Local Authority and by partner organisations from the voluntary sector, as short breaks.

### Reasons for Decision:

Young People will be able to attend modern attractive youth centres, and take part in activities that interest them, contribute to their development and improve their future prospects through provision of up-to-date IT equipment and facilities. Improving our Youth Centres will attract more young people to attend our youth sessions and improve our Youth Workers' ability to deliver engaging youth club sessions. There is also a future cost saving to the local authority who would otherwise have had to refurbish and replace some of the equipment being grant-funded such as the MUGA at 25K which has suffered damage from fire setting, the kitchen and audio-


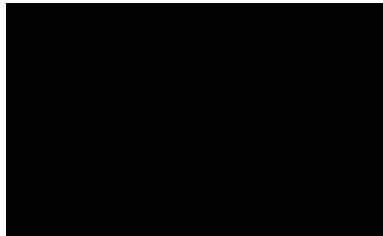
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visual equipment at Loftus Y&C Centre; and some of the furniture being purchased for the centres.		
<b>Details of alternative options considered (if any) and reasons for rejection:</b> N/A - if not accepted, we will not be able to purchase the equipment and resources which our neighbourhood youth officers in collaboration with young people have identified would significantly enhance the 17 youth club sessions that run weekly across the borough from our youth and community centres, as there is no local authority budget for this capital work.		
<b>Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:</b> This must be left blank. Business Support will seek this information from the Cabinet Member.		
<b>Details of any dispensation granted in respect of any conflict of interest:</b> This must be left blank. Business Support will seek this information from the Cabinet Member.		
<b>Background Papers:</b> State where any additional papers may be held, any background information (if applicable). As attached – grant contract.		
<b>Officer Name (Print)</b>	Nicola Hall	
<b>Officer Signature</b>		
<b>Officer Submission Date</b>	14/10/2025	
<b>Finance Manager Name (Print)</b>	Elaine Laird	
<b>Finance Approval Signature</b>		This must be the electronic signature of the Finance Manager to confirm that budget has been confirmed for the decision
<b>Date of Approval</b>	16/10/2025	
<b>Procurement Officer Name (Print)</b>	NA	
<b>Procurement Approval Signature</b>	NA	This must be the electronic signature of the Procurement Officer to confirm the decision complies with the Council's Contract Procedure Rules
<b>Date of Approval</b>		
<b>Reference</b>	CF-25-062	

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<b>Delegated Power Forward Plan Reference</b>	184 Power to receive and utilise grants towards expenditure incurred by reason of special need and authority to sign appropriate application forms.
<b>Corporate Plan Priority</b>	Start Life Well
<b>Delegation Title</b>	Department of Culture Media and Sport – Better Youth Spaces Funding
<b>Delegated Power Number</b>	184
<b>Date of Exercise</b>	17/10/2025
<b>Cabinet Member</b>	Cllr Bill Suthers
<b>Assistant Director</b>	Jon Doyle

## Signatures

<b>CHIEF FINANCE OFFICER</b> 	<b>Date 17/10/2025</b>
<b>EXECUTIVE DIRECTOR FOR GROWTH ENTERPRISE AND ENVIRONMENT</b> 	<b>Date 17/10/2025</b>

## Call-In (Key Decisions Only)

Call-In to be dis-applied due to urgency, reasons as follows:

Reasons for dis-applying Call-In are that the grant acceptance letters need signing quickly so that work can start on ordering the goods and services documented within each youth and community centre bid. Property Services can only start work when the capital funding receipt has been authorised and there is a lot of work to do before the tight deadline of 28<sup>th</sup> Feb 2026, in order to draw down the funding from DCMS. It is not in the council or public's interest to add any unnecessary delay to accepting this grant funding and starting some of the bigger projects such as resurfacing the MUGA outside of 25K and a new kitchen at Guisborough and Loftus, in order to meet timescales.

<b>Date Decision will become effective</b>	21 October 2025 To be completed by Democratic Services – date will be not less than expiry of 5 working days from publication unless urgency applies.
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