

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 10

meeting date: WEDNESDAY, 19 NOVEMBER 2019  
 title: CANTEEN REFURBISHMENT  
 submitted by: JANE PEARSON - DIRECTOR OF RESOURCES  
 principal author: MICHELLE SMITH – HEAD OF HR

### 1. PURPOSE

1.1 To approve additional revenue budget in order to refurbish the staff canteen.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – } A suitable and pleasant working environment
- Corporate Priorities – } contributes to overall staff satisfaction, motivation and well-being.
- Other Considerations – }

### 2. BACKGROUND

2.1 There is a staff canteen area on level D which comprises a kitchen area with cooker, fridge, dishwasher etc and a general seating area with tables and chairs for staff. This facility has been available to staff for many years.

2.2 The kitchen area was last re-furbished over 15 years ago and is now showing significant signs of wear and tear eg one of the fridges has recently broken and needs to be replaced. The seating area has not been updated for a similar period and is also looking worn.

2.3 A pleasant and comfortable staff area and environment helps to contribute to staff motivation and well-being. It also encourages staff to take a break away from their desks at lunchtime.

### 3. ISSUES

3.1 We have recently engaged with staff and the Union to seek suggestions on how the staff canteen could be improved. Staff responded well and the general consensus on improvements was as follows:

- new tables and chairs
- replace armchairs
- provide a TV
- brighter décor
- generally refresh and brighten up the area
- refurbish the kitchen

3.2 One of the preliminary recommendations of the recent Peer Review was that the Council look at matters relating to staff recruitment and retention. The working environment can have an important influence on staff satisfaction and engagement.

### 4. RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – There are currently no monies allocated for refurbishment in the budget so approval of this request would mean additional expenditure. We already have an estimate of £5,500 for the kitchen refurbishment, £250 for a TV (including wall mounting and installation) and approximately £110 for storage lockers for our cleaners who use the canteen as a base in the evening. We are currently in the process of looking at furniture options and are due to meet with a furniture supplier on 12 November. At this moment in time it is estimated that the total cost of a scheme to carry out a full refurbishment of the canteen area could be in the region of £10,000 - £12,000. We will be able to report verbally at the meeting on more accurate costings once furniture prices have been supplied.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – None.
- Equality & Diversity – any refurbishment scheme would need to ensure that facilities and access were available to all.

## 5. **RECOMMENDATION**

- 5.1 Committee approve the canteen refurbishment as set out in the report at a maximum cost of £12,000,
- 5.2 That £12,000 be allocated from the equipment reserve to fund the additional expenditure.

MICHELLE SMITH  
HEAD OF HR

JANE PEARSON  
DIRECTOR OF RESOURCES

## BACKGROUND PAPERS

None.

For further information please ask for Michelle Smith, extension 4402