



Democratic Services

Location: Phase II
Ext: 0692
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My Ref: NF

**To: COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

c.c. All Members of Executive Scrutiny Committee
c.c. Perry Scott, Director of Infrastructure,
Procurement, Business Improvement,
Communications, Waste Services and ICT
c.c. Michael Kenyon, Procurement
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 22 January 2021

Non-Key Decision request

Form D

CAPITAL RELEASE DRAW-DOWN REPORT (January 2021)

DEPARTMENT: Finance

SERVICE AREA / PROGRAMME: ICT Equipment, Furniture & General Equipment
2020/21

DRAW-DOWN RELEASE NO: 14

Dear Cabinet Member

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Monday 01 February 2021** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied, and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Neil Fraser
Democratic Services Officer

Title of Report: ICT Equipment, Furniture & General Equipment 2020/21
DRAW-DOWN RELEASE NO: 14

Decision made:

Reasons for your decision: (e.g. as stated in report)

Alternatives considered and rejected: (e.g. as stated in report)

SignedDate.....
Cabinet Member for Finance

CAPITAL RELEASE DRAW-DOWN REPORT (January 2021)

DEPARTMENT: Finance

SERVICE AREA / PROGRAMME: ICT Equipment, Furniture & General Equipment 2020/21

DRAW-DOWN RELEASE NO: 14

Cabinet Members	Councillor Martin Goddard
Cabinet Portfolios	Cabinet Member for Finance
Officer Contact	Michelle Kenyon, Procurement
Papers with report	Appendices A1 and A2 with capital release drawdown requests for approval Appendix B with urgent items from the previously approved contingency allocations

HEADLINES

Financial Summary	To approve the draw-down of capital and revenue funds for previously agreed capital programme decisions. This report seeks the release of £993 from the Corporate Technology and Innovation Programme 2020/21 capital budget for ICT equipment and £56,650 from the Equipment Capitalisation - General 2020/21 capital budget for furniture and general equipment. The purchases will be made upon the release of funds.
Previous Decision History	The first capital release for this programme was previously approved formally by Members on 28 February 2020 for subsequent drawdown, where full information was provided on the programme, reasons for decisions and alternative options considered.
Ward	N/A

RECOMMENDATIONS

That the Cabinet Member for Finance:

- 1) Agrees to the release of £993 for ICT Equipment from the Corporate Technology and Innovation Programme 2020/21 capital budget as set out in Appendix A1 of this report;
- 2) Agrees to the release of £56,650 for General Equipment and Furniture from the Equipment Capitalisation - General 2020/21 capital budget as set out in Appendix A2; and
- 3) notes the £987 of equipment expenditure authorised using the Urgent Contingency Allocations as set out in Appendix B.

APPENDIX A - Draw-down of capital for previously agreed programmes

Appendix A1 – Corporate Technology and Innovation Programme 2020/21 Release No 13

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
ICT EQUIPMENT						
ERF 2835	Tablet and adaptor	<u>Child and Family Development</u> The tablet stands enable highly trained Centre staff to elaborate on key childhood development skills such as gross and fine motor skills and physical development activities.	656			
ICT EQUIPMENT CONTINGENCY TOP-UP REQUEST						
ICT Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	337			
Total seeking release			993			
Previously released / pending release			206,459			
Budget			278,000			
Remaining budget			70,548			

**Appendix A2 – Equipment Capitalisation - General Equipment and Furniture
2020/21 Release No 14**

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
GENERAL EQUIPMENT						
ERF 2844	Camera x1	<u>Museums</u> Digital camera - Canon 4000D DS126701 - and memory card to take pictures of the museum and archive collection to associate with the database.	350			
ERF 2845	Locks x13	<u>Highways</u> Radar Padlocks x5 Radar Padlock Key x1 FB1 Padlock x5 FB1 Padlock Key x2	83			
ERF 2846	Bulk bins for commercial waste x 95	<u>Waste Services</u> 1100 litre refuse containers x30 1100 litre recycling containers flat lid x 30 1280 litre refuse containers x 15 940 litre refuse containers unlidded x 10 940 litre refuse containers lidded x 10	22,220			
ERF 2847	Freezer x1	<u>Charville Lane</u>	2,847			

ERF 2848	Storage boxes x 8	Replacement of broken freezer <u>Golf Hillingdon</u> To store items and keep tidy the stock room and golf shop office	46			
ERF 2850	Litter Pickers x200	<u>BSU Main Stores</u> Litter Pickers Helping Hands, 850mm x 33 inch	1,550			
ERF 2851	EasyCert renewal x1	<u>Housing Repairs</u> Easycert is the electrical software used to produce electrical certificates for the Corporate Repairs Service.	199			
ERF 2854	Fellowes Office Suites Monitor riser x1	<u>Imported Food - Heathrow</u> A high-quality monitor riser which helps you avoid aches and pain. The monitor riser raises the top of your monitor screen to eye level, the correct optimal ergonomic position to prevent muscular tension. Places monitor at comfortable viewing position to prevent neck strain	620			
ERF 2855	Clarineo musical instruments	<u>Music Service</u> Teaching students in schools	13,851			

	x180					
ERF 2856	Brooms x 80	<u>BSU Main Stores</u> Stiff brooms x40 Soft brooms x40	176			
ERF 2857	Screen for LTF/Family visiting x1	<u>Provider and Commissioned Care</u> Screen to be installed to create a waiting area for LFT results and if needed a separate area for visiting families.	2,398			
ERF 2860	Specialist computer chair x1	<u>Business Support</u> The specialist computer chair is required for a member of staff who has a medical condition which affects her back and neck. The recommendation has been made following an OH referral.	1,000			
ERF 2853	Soft furnishing and pictures	<u>Merchiston House</u> 9 cushions and a beanbag A large shelving unit . A card/coffee table Large fluffy throws 6 pictures for the walls Rug in the activity room	1,500			
ERF 2859	Chairs x13	<u>Facilities Management</u>	2,900			

	Divider Screens x20	Lever High Back Operators Chair with Height Adjustable Arms in Band One Fabric. Screen Dividers 1500 x W 1200 x L Stock Colour				
ERF 2861	360 litre containers x 1	<u>Waste Services</u> Items are required for the waste Division for an ongoing project to supply tenants, schools and other sections to convert green waste to compost.	3,055			
ERF 2862	Stainless steel tables x 7	<u>Brookfield Adult Education Centre</u> To replace the current tables which are barely standing now. and which are not Covid resilient. These replacement tables will be both Covid resilient and are longer lasting as they are stainless steel.	3,205			
GENERAL EQUIPMENT CONTINGENCY TOP-UP REQUEST						
Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
FURNITURE						
FURNITURE CONTINGENCY TOP-UP REQUEST						
Furniture & General	Top up request	Reimbursement of urgent purchases	650			

Equipment Contingency		as itemised in Appendix B below				
Total seeking release			56,650			
Previously released/Pending release			362,099			
Budget			765,000			
Remaining budget			346,251			

APPENDIX B

Items Approved by Corporate Directors from Previously Released Contingencies 2020/21

FURNITURE - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
ERF 2812	Replacement staff sleep-in-bed X 1	<u>Merchiston House</u> Small double (4ft) with storage due to the small space available	650
Total			650

ICT EQUIPMENT - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
2849	HP Laserjet M507 Printer x 1	Backup weighbridge printer required, raised as an audit requirement	337
Total			337