



Democratic Services

Location: Phase II
Ext: 0185
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My Ref: LP

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

**COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR PROPERTY AND
INFRASTRUCTURE**

c.c. All Members of Executive Scrutiny Committee
c.c. Chairman of the Corporate Services, Commerce and
Communities Policy Overview Committee
c.c. Ward Councillors for Eastcote and East Ruislip, West
Ruislip, Northwood, Uxbridge North, South Ruislip,
Charville, Yiewsley, Harefield, Manor, Uxbridge South
c.c. Perry Scott, Director of Infrastructure, Procurement,
Business Improvement, Communications, Waste Services
and ICT
c.c. Gary Penticost / Dave Grimshaw, Residents Services
c.c. Conservative and Labour Group Offices (inspection
copy)

Date: 12 February 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (February 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget
2020/2021: Electrics Programme – Electrical Testing Remedial Works at 17
Corporate Sites
RELEASE NO: 31

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 22 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.

Liz Penny
Democratic Services Officer

Title of Report: Property Works Programme (PWP) Capital Budget 2020/2021: Electrics
Programme – Electrical Testing Remedial Works at 17 Corporate Sites - RELEASE NO: 31

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 / Cabinet Member for Property and Infrastructure

CAPITAL RELEASE REPORT (February 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget 2020/2021: Electrics Programme – Electrical Testing Remedial Works at 17 Corporate Sites
RELEASE NO: 31

Cabinet Members	Councillor Martin Goddard Councillor Jonathan Bianco
Cabinet Portfolios	Cabinet Member for Finance Cabinet Member for Property and Infrastructure
Officer Contact	Gary Penticost and Dave Grimshaw, Residents Services
Papers with report	Appendix A with capital release requests for approval

HEADLINES

Summary	To seek Cabinet Member approval for the release of capital funds.
Putting our Residents First	This report supports the Council's policy of strong financial management.
Financial Cost	This report seeks the release of £148k from the Property Works Programme 2020/21 capital budget for the electrical remedial works at 17 Corporate sites. This results from the electrical test and inspection undertaken in accordance with BS7671 and the Electricity at Work Regulations (1989) and is quoted works using our framework contractor and discounted rates approved in May 2017. The works include a contingency and Project Management fee and will commence immediately following capital release approval.
Relevant Policy Overview Committee	Corporate Services, Commerce and Communities
Ward(s) affected	Eastcote and East Ruislip, West Ruislip, Northwood, Uxbridge North, South Ruislip, Charville, Yiewsley, Harefield, Manor, Uxbridge South

RECOMMENDATION

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £148k from the Property Works Programme (PWP) Capital Budget 2020/2021 Electrics Programme for electrical testing remedial works at 17 corporate sites (Appendix A).

Reasons for recommendation

The regulations and British Standard require that all electrical installations be tested over a 5-year period. The Civic Centre and many of the corporate properties are in the process of being tested

as part of that requirement and, as a result, the issues found need to be addressed for the buildings to remain compliant with BS7671 and the Electricity at Work Regulations.

Alternative options considered

No other options available.

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

The fixed wire testing programme is a statutory requirement under the Electricity at Work Act 1989. Many of the corporate buildings have been tested, but some of the remedial works have been delayed by Covid-19. Remedial works range between a simple repair and the capital works that are the subject of this request and include Residual Current Devices for faster isolation of supply and surge protection equipment that protects Council assets and, therefore, our public services.

Table 1: Cost Plan

Location	Quoted Cost
Crematorium Lodge	£4,344
Crematorium Cottage 1	£1,685
Crematorium Cottage 2	£1,685
Haste Hill	£12,614
Uxbridge Library	£9,585
Wren Centre	£2,703
Brookfield AEC	£16,175
Merrifield House	£3,393
RAGC	£7,165
Harefield Village Centre	£2,468
South Ruislip AEC	£8,226
Manor Farm Library	£18,124
Ruislip Manor Library	£17,761
South Ruislip Library	£10,569
Lobster Pot	£2,408
Taylors Meadow Pavilion	£4,101
Taylors Meadow Toilet Block	£6,588
Sub-Total	£129,594
Contingency at 10%	£12,959
PM Fee at 4.4%	£5,702
Total Budget Cost	£148,256

Financial Implications

Property Works Programme Budget £3,227k, Previously Released/ Pending Release £2,387k, Capital Release Requested £148k – Appendix A

The 2020/21 capital programme, approved by Cabinet and Council in February 2020, included a budget for the Property Works Programme (PWP) of £2,878k. Cabinet, in June 2020, approved the re-phasing of £349k of the unspent 2019/20 budget into 2020/21, to give a revised budget of £3,227k, funded from Council resources.

Previously, £2,387k has been released or is included in a release report in preparation (up to Release No. 30) from the revised Property Works Programme 2020/21 capital budget.

This report is seeking the release of £148k for the electrical remedial works at the 17 corporate sites detailed above within Table 1. The release request is based upon the framework contractor quoted cost and includes a project contingency of 10% of the quoted cost, and internal project management fees of 4.4% of the quoted cost.

The remaining £692k of the PWP 2020/21 budget will be allocated to projects as and when required, subject to the capital release procedure.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities

The Council is taking steps to ensure the safety of staff, visitors and residents.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concurs with the financial implications set out above, noting that the recommended action to agree a release of £148k for the electrical remedial works at the 17 corporate sites detailed above within Table 1 will be funded from the approved 2020/21 Property Works Programme budget.

Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Regulation 3 of the Electricity at Work Regulations 1989. Thus, there are no legal impediments to the capital release being authorised, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

Infrastructure / Asset Management

Asset Management officers have authored the report.

Capital Release Protocol

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision (by the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure). No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

BACKGROUND PAPERS

NIL.

APPENDIX A

Property Works Programme Capital Budget 2020/21 Electrics Programme: Electrical Testing Remedial Works at 17 Corporate Sites - Release No. 31

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Various Sites	Electrical Testing Remedial Works	Following the statutory fixed wire test, refurbishment works	148			
Total seeking release			148			
Previously released / pending release			2,387			
Budget			3,227			
Remaining budget			692			