



Democratic Services

Location: Phase II
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My Ref: RD

**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. Perry Scott, Director of Infrastructure,
Procurement, Business Improvement,
Communications, Waste Services and ICT
c.c. Chairmen of the Corporate Services, Commerce
and Communities, and Social Care, Housing and
Public Health Policy Overview Committees
c.c. Gary Penticost/ Dave Grimshaw, Residents
Services
c.c. Ward Councillors for Brunel
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 06 April 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (March 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme 2020/21: Windows
Programme – Replace Windows at No 3 Colham Road

RELEASE NO: 35

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 Wednesday 14 April 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.

Ryan Dell
Democratic Services Apprentice

**Title of Report: Property Works Programme 2020/21: Windows Programme – Replace
Windows at No 3 Colham Road. Release No 35**

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 (March 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme 2020/21: Windows Programme – Replace Windows at No 3 Colham Road

RELEASE NO: 35

Cabinet Members	Councillor Martin Goddard Councillor Jonathan Bianco
Cabinet Portfolios	Cabinet Member for Finance Cabinet Member for Property and Infrastructure
Officer Contact	Gary Penticost/ 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	These works are consistent with the Council's strategy for Putting our Residents First by maintaining our residential care facilities.
Financial Cost	The capital release requested amounts to £11k form the Property Works Programme 2020/21 capital budget for the replacement of 8 windows at 3 Colham Road Residential Care Home.
Relevant Policy Overview Committee(s)	Corporate Services, Commerce and Communities Social Care, Housing and Public Health
Ward(s)	Brunel
Portfolio Member approval	Councillor Jonathan Bianco

RECOMMENDATION

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure approve the capital release request of £11k from Property Works Programme 2020/21 capital budget for the replacement of 8 windows at 3 Colham Road, Residential Care Home (Appendix A).

Reasons for recommendations

The existing wooden windows are in poor condition and can no longer be fully opened.

Alternative options considered

There are no other options for these 8 windows; further replacements will be tendered.

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

No 3 Colham Road provides support and accommodation for up to 13 people who have a range of needs, including learning and physical disabilities. The service is made up of four lodges within the one building, with each service user having their own room.

Several wooden windows have deteriorated over time and can no longer be opened sufficiently, reducing the amount of fresh air in the room. Temporary air vents have been installed to allow more fresh air to enter the room, but the permanent solution is to replace these windows, complete with Trickle Vents and window restrictors. This will ensure compliance with the Health and Social Care Act 2008.

A breakdown of costs is provided in Table 1 below: -

Table 1: Cost Plan

Activity	Quoted Cost
Install 8 No UVPC Windows	£9,765
Sub-Total	£9,765
Contingency @ 10%	£977
Project Fee @5%	£537
Total Budget Cost	£11,279

Financial Implications

Revised Property Works Programme Budget £3,321k, Previously Released/ Pending Release £3,249k, Capital Release Requested £11k – 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, in February 2021 Cabinet accepted a Heritage Grant of £34k, £60k has been allocated through S106 for Carbon Saving Contributions towards the LED lighting upgrades at Breakspear Crematorium to give a revised budget of £3,321k, funded mainly from Council resources.

Previously, £3,249k has been released or is included in a release report in preparation (up to Release No. 34) from the revised Property Works Programme 2020/21 capital budget.

This report is seeking the release of £11k for the replacement of 8 windows at 3 Colham Road Residential Care Home to ensure compliance with the Health and Social Care Act 2008. The release request is based upon quoted costs and includes a project contingency of 10% of the quoted cost, and internal project management fees of 5% of the quoted cost.

The remaining £61k 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 Hillingdon residents, service users and communities

The replacement of these windows will enable the windows to be opened safely and will provide access to more fresh air for the Service Users.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting the recommended action to agree a release of £11k for the replacement of 8 windows at 3 Colham Road Residential Care Home to ensure compliance with the Health and Social Care Act 2008 will be funded from the 2020/21 approved Property Works Programme capital budget.

Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to section 11 of the Landlord and Tenant Act 1985.

There are no legal impediments to the Council authorizing this capital release.

Infrastructure / Asset Management

Asset Management and Development Team are the authors of this 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. 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 2021/22 – Windows Programme – Replace Windows at No 3 Colham Road Release No. 35

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
No 3 Colham Road	Replace Windows	Replace obsolete windows to increase ventilation	11			
Total seeking release			11			
Previously released			3,249			
Budget			3,321			
Remaining budget			61			