



## Democratic Services

**Location:** Phase II  
**Ext:** 0185  
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**My Ref:** LP

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

c.c. All Members of Executive Scrutiny Committee  
c.c. Paul Whaymand, Corporate Director  
c.c. Michelle Kenyon, Procurement  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 4 May 2021

## Non-Key Decision request

## Form D

### **CAPITAL RELEASE DRAW-DOWN REPORT (May 2021)**

**DEPARTMENT:** Finance

**SERVICE AREA / PROGRAMME:** ICT Equipment, Furniture and General Equipment  
2021/22

**DRAW-DOWN RELEASE NO:** 1

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 12 May 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:** ICT Equipment, Furniture and General Equipment 2021/22 - Release  
No. 1

**Decision made:**

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

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

Signed .....Date.....

*Cabinet Member for Finance*

# CAPITAL RELEASE REPORT (May 2021)

DEPARTMENT: Finance

SERVICE AREA / PROGRAMME: ICT Equipment, Furniture and General Equipment 2021/22

RELEASE NO: 1

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

## HEADLINES

<b>Financial Summary</b>	To approve the draw-down of capital funds from the ICT, General Equipment and Furniture Equipment budgets 2021/22. This report seeks the release of £69,986 from the Corporate Technology and Innovation Programme 2021/22 capital budget for ICT Equipment and £18,506 from the Equipment Capitalisation - General 2021/22 capital budget for furniture and general equipment. The purchases will be made upon the release of funds.
<b>Previous Decision History</b>	This is the first capital release for this programme in 2021/22 with subsequent release approvals to be sought via capital release drawdowns.

## RECOMMENDATIONS

That the Cabinet Member for Finance:

- 1) agrees the release of £69,986 for ICT equipment from the Corporate Technology and Innovation Programme 2021/22 capital budget as set out in Appendix A1 of this report;
- 2) agrees the release of £18,506 for General Equipment and Furniture from the Equipment Capitalisation - General 2021/22 capital budget as set out in Appendix A2; and
- 3) notes the £52,138 of equipment expenditure authorised using the Urgent Contingency Allocations as set out in Appendix B.

## SUPPORTING INFORMATION

1. Cabinet, in January 2016, agreed additional expenditure controls on three specific areas of the Council's budget:
  1. Furniture
  2. ICT Equipment
  3. Other general equipment (excluding social care client equipment)
2. Capital budgets for these classes of expenditure have been continued in the 2021/22 capital programme, thus formalising the change in accounting policy to capitalise these items, and service departments need to fully justify each item of expenditure and plan ahead in terms of the items their service will require over a period of time to maintain effective service delivery to residents.
3. Corporate Procurement receives requests for these classes of expenditure and undertakes to challenge them, before seeking internal approval from Corporate Directors prior to submitting a capital release report for consideration.
4. Urgent contingency allocations of £10k were approved for the 2020/21 financial year from each of the ICT equipment and general equipment capital budgets, as well as £5k from the furniture capital budget. These funds are for emergency items of expenditure that cannot be foreseen or planned in the usual way and any use of it is signed-off by Corporate Directors. However, such spend is reported retrospectively to the Cabinet Member for Finance in subsequent capital release reports, enabling further scrutiny. Refreshed contingency allocations for the new 2021/22 financial year are requested in this release report.
5. It is proposed that, as for 2020/21, subsequent capital release requests for ICT equipment, furniture and general equipment will be in the draw-down report format.

### Financial Implications

#### **Corporate Technology and Innovation Programme Budget 2021/22 £114k, Previously Released Nil, Capital Release Requested £69.9k - Appendix A1**

The 2021/22 capital programme approved by Cabinet and Council in February 2021 includes a capital budget for the Corporate Technology and Innovation Programme of £114k, funded from Council resources.

The report requests the release of £69.9k from this budget for the purchase of ICT equipment including the re-establishment of the £10k urgent contingency budget for 2021/22.

If there are purchases included which upon review do not meet the Council's criteria for capitalisation, these will be met from the ICT revenue budgets.

The ICT urgent equipment contingency was overdrawn by £40,930 mainly due to the urgently required replacement of the Uninterruptible Power Supply (UPS) unit following a power failure in Uxbridge that resulted in no network connectivity for a number of hours. The urgent purchase of this equipment will prevent this happening again.

The remaining £44k of the Corporate Technology and Innovation Programme budget is subject to the release process.

### **Equipment Capitalisation - General Budget 2021/22 £612k, Previously Released Nil, Capital Release Requested £18.5k - Appendix A2**

The 2021/22 capital programme approved by Cabinet and Council in February 2021 includes a capital budget for Equipment Capitalisation - General of £612k, funded from Council resources.

The report requests the release of £18.5k from this budget for the purchase of general equipment and furniture including the re-establishment of the urgent contingency budget for equipment (£10k) and furniture (£5k) for 2021/22.

If there are purchases included which upon review do not meet the Council's criteria for capitalisation, these will be met from revenue budgets.

The remaining £593.5k of the Equipment Capitalisation - General budget is subject to the release process.

## **RESIDENT BENEFIT & CONSULTATION**

### **The benefit or impact upon residents, service users and communities**

The recommendations in this report will maintain strengthened accountability for the Council's expenditure decisions, protecting Council Tax payers and Council tenants.

### **Consultation carried out or required**

None required.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and the financial implications outlined above, noting that the release sought through this report is funded from existing budgets and does not represent an increase in planned expenditure.

### **Legal**

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 2 of the Health and Safety at Work etc. Act 1974, 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**

There are no asset management implications arising from 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 - Draw-down of capital for previously agreed programmes

### Appendix A1 – Corporate Technology and Innovation Programme 2021/22 Release No. 1

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
<b>ICT EQUIPMENT</b>						
67	Monitors X 80 Keyboards X 80 Mice X80	Various ICT Equipment required for the upcoming Library Refresh programme	9,056			
<b>ICT EQUIPMENT CONTINGENCY TOP-UP REQUEST</b>						
ICT Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	50,930			
ICT EQUIPMENT CONTINGENCY	Initial set-up for 2021/22	Re-establishment of urgency contingency for ICT Equipment for the 2020/21 financial year. This fund will be for emergency items of expenditure that cannot be foreseen or planned in the usual way and any use of it will be signed-off by Corporate Directors. However, such spend will be reported retrospectively to the Cabinet Member for Finance in a subsequent report, enabling further scrutiny.	10,000			
<b>Total seeking release</b>			<b>69,986</b>			
<b>Previously released / pending release</b>			<b>0</b>			
<b>Budget</b>			<b>114,000</b>			
<b>Remaining budget</b>			<b>44,014</b>			

## Appendix A2 – Equipment Capitalisation - General Equipment and Furniture 2021/22 Release No. 1

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
<b>GENERAL EQUIPMENT</b>						
ERF 66	Shredder X 1	<u>Libraries</u> To replace broken equipment	90			
ERF 58	Metal Pick heads X 5	<u>BSU Stores</u> Pick head 3.2kg chisel 1000v pick handle	72			
ERF 55	Crockery and Cutlery items	<u>Grassy Meadow Court and Dementia Resource Centre</u> Due to general wear and tear, the original supply of items provided at the opening of the service has depleted and requires restocking. The items need to meet an agreed standard as approved by the Stirling Award for excellence in design for people with dementia.	1,981			
ERF 39	Imesco Infrared Thermometer	<u>Music Service</u> In order to help safely restart Saturday Music School an Infrared Thermometer is required to ascertain whether participants are within the safe temperature range to be permitted to	45			

		partake in the school.				
ERF 27	Laminator X1 Shredder X1	<u>Direct Care Provision</u> To replace broken items	110			
<b>GENERAL EQUIPMENT CONTINGENCY TOP-UP REQUEST</b>						
Furniture & General Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	892			
General Equipment Contingency	Initial Set-Up for 2021/22	Re-establishment of urgency contingency for Equipment for the 2021/22 financial year. This fund will be for emergency items of expenditure that cannot be foreseen or planned in the usual way and any use of it will be signed-off by Corporate Directors. However, such spend will be reported retrospectively to the Cabinet Member for Finance in a subsequent report, enabling further scrutiny.	10,000			
<b>FURNITURE</b>						
<b>FURNITURE CONTINGENCY TOP-UP REQUEST</b>						
Furniture & General Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	316			
Furniture Contingency	Initial Set-Up for 2021/22	Re-establishment of urgency contingency for Furniture for the 2021/22 financial year. This fund will				



		be for emergency items of expenditure that cannot be foreseen or planned in the usual way and any use of it will be signed-off by Corporate Directors. However, such spend will be reported retrospectively to the Cabinet Member for Finance in a subsequent report, enabling further scrutiny.	5,000			
<b>Total seeking release</b>			<b>18,506</b>			
<b>Previously released/Pending release</b>			<b>0</b>			
<b>Budget</b>			<b>612,000</b>			
<b>Remaining budget</b>			<b>593,494</b>			

## APPENDIX B

### Items Approved by Corporate Directors from Contingencies 2021/22

FURNITURE - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
45	Single bed frame X 1 Single bed mattress X 1	<u>Direct Care Provision</u> To replace broken items	316
<b>Total</b>			<b>316</b>

EQUIPMENT - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
ERF 52	Adapt 660 chair with integrated lumbar support and 4D arm rests and neck curve  Phlor anti-fatigue mat	<u>Customer Contact Centre</u>  Items required due to DSE Assessment	892
<b>Total</b>			<b>892</b>

ICT EQUIPMENT - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
ERF 40	ICT Equipment	Supply & Delivery of new APC Symmetra PX 64KW scalable to 96KW - Unit UPS (Uninterruptible Power Supply) Unit to provide instant power to the Council's network infrastructure & server room in an emergency / power cut scenario	49,972
ERF 37	ICT Equipment	2 x 55" TV's and Stands To allow live monitoring of new Waste Services application by supervisors at Harlington Road Depot	958
<b>Total</b>			<b>50,930</b>