



## Democratic Services

**Location:** Phase II  
**Ext:** 0692  
**DDI:** 01895 250 692  
**Ref:** CMD 147

**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, Transport  
and Building Services  
c.c. Chairman of the Social Care, Housing and Public  
Health Policy Overview Committee  
c.c. Gary Penticost, Residents Services  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 13 May 2021

## Non-Key Decision request

## Form D

### CAPITAL RELEASE REPORT (May 2021)

**DEPARTMENT:** RESIDENTS SERVICES

**SERVICE AREA / PROGRAMME:** Housing Revenue Account Works to Stock  
Programme 2021/22 Fire Safety Workstream : Installation of Communal and  
Emergency Lighting at Whitehall Road

**RELEASE NO:** 10

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 Friday 21 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.

Neil Fraser  
Democratic Services Officer

**Title of Report:** Housing Revenue Account Works to Stock Programme 2021/22 Fire  
Safety Workstream : Installation of Communal and Emergency Lighting at Whitehall  
Road **RELEASE NO:** 10

**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 / Cabinet Member for Property and Infrastructure

## CAPITAL RELEASE REPORT (May 2021)

DEPARTMENT: RESIDENTS SERVICES

SERVICE AREA / PROGRAMME: Housing Revenue Account Works to Stock Programme  
2021/22 Fire Safety Workstream : Installation of Communal and Emergency Lighting at Whitehall Road

RELEASE NO: 10

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

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds. This is for the installation of LED Communal and Emergency Lighting at Whitehall Road.
<b>Putting our Residents First</b>	This report supports the Council objective of strong financial management.
<b>Financial Cost</b>	This report seeks the release of £35k from the 2021/22 Fire Safety workstream within the Housing Revenue Account Works to Stock Programme 2021/22 capital budget for Installation of LED Communal and Emergency Lighting at Whitehall Road. The project manager is John Phillips. The works will commence upon release of the funds and are due for completion by 09/2021.
<b>Relevant Policy Overview Committee</b>	Social Care, Housing and Public Health.
<b>Ward(s) affected</b>	Brunel.

## RECOMMENDATIONS

That the Cabinet Member for Finance, and the Cabinet Member for Property and Business Services, agree to the following capital release request of £35k from the Fire Safety workstream within the Housing Revenue Account Works to Stock Programme 2021/22 capital budget for the funding of the Installation of LED Communal Lighting System at Whitehall Road. (Appendix A)

## Reasons for recommendation

Fire risk assessments have identified that the Council does not comply with the mandatory requirement to provide emergency lighting in communal areas of residential low and medium rise blocks. Whitehall Road has been identified as a site that is deemed to require emergency lighting.

In addition, the Electrical Installation Condition Report confirmed significant defects on the electrical installation and, in order to ensure the electrical installations are in a satisfactory condition to ensure compliance with BS7671, a complete upgrade of the system is recommended.

## Alternative options considered

No other options for carrying out these works were considered.

## Policy Overview Committee comments

None at this stage.

## SUPPORTING INFORMATION

Fire Safety Risk assessments were undertaken; these identified a number of deficiencies with the building. The proposed works include the replacement of emergency and communal lighting with a low energy high efficiency lighting system. This will safeguard the residents by ensuring that, in the event of a fire breaking out within the building, the means of escape will have lighting at required levels to enable effective escape.

The Council stated that it would award a contract for these works to the "most economically advantageous tender" received if it complied in all respects with its requirements.

Table 1: Cost Plan - Installation of LED Communal Lighting

Item	Cost (£)
Tendered Works for Whitehall Road	29,972
<b>Total Tendered Works</b>	<b>29,972</b>
Project Contingency (15%)	2,997
Internal Fees (5%)	1,499
<b>Total Project Cost</b>	<b>34,468</b>

## Financial Implications

### **Budget £4,624k, Previously Released / Pending Release £957k, Capital Release Requested £35k – Appendix A**

The 2021/22 HRA Capital Programme, approved by Cabinet and Council in February 2021 includes a capital budget for the Works to Stock programme of £11,661k. Within this, the Fire Safety workstream budget is £4,624k.

Previously, £957k has been released or is pending release from the Fire Safety workstream for the remaining element of the replacement and installation of fire doors for Phase 18, which consists of 18 low and medium rise general needs housing blocks expected to be completed in 2021/22 along with Phase 15 and 16 Electrical Fire Safety Upgrades within an additional 715 general needs dwellings.

This report is seeking the release of £35k from the Fire Safety workstream for the installation of LED Communal and Emergency Lighting at Whitehall Road. The release request is based upon the most economically advantageous tender received for the works and includes a project contingency of 10% of the tendered cost, and internal project management fees of 5% of the tendered cost.

The remaining £3,632k of the Fire Safety workstream budget will be subject to the capital release procedure.

## **RESIDENT BENEFIT & CONSULTATION**

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

To provide tenants with adequate means of escape in the event of mains failure or fire. Improved general lighting within communal areas and reduction in energy costs with the introduction of LED lighting.

There is an anticipated energy saving of 50% per fitting on future energy costs on a like for like basis, with additional benefit of Carbon reduction and further cost savings due to automatic emergency lighting monthly maintenance checks reducing physical visits required by engineer from a minimum of 12 to zero per annum.

## **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 the release of £35k for the installation of LED Communal and Emergency Lighting at Whitehall Road will be funded from the 2021/22 approved capital programme for HRA Works to Stock, which is funded from rental income.

## **Legal**

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 4 of the Defective Premises Act 1972. 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.

## **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

### Housing Revenue Account Works to Stock Programme 2021/22: Fire Safety Workstream - Installation of LED Communal Lighting System at Whitehall Road. Release 10

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Whitehall Road	Fire Safety, Emergency Lighting Works	Installation of Communal LED Lighting system	35			
<b>Total seeking release</b>			<b>35</b>			
<b>Previously released</b>			<b>957</b>			
<b>Budget</b>			<b>4,624</b>			
<b>Remaining budget</b>			<b>3,632</b>			