



## Democratic Services

**Location:** Phase II  
**Ext:** 0833  
**DDI:** 01895 25 0833  
**My Ref:** RD  
**CMD No:** 161

**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 - Corporate Director, Infrastructure,  
Transport and Building Services  
c.c. Corporate, Finance and Property Select  
Committee  
c.c. Gary Penticost/ Dave Grimshaw, Residents  
Services  
c.c. Ward Councillors for West Ruislip  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 28 May 2021

## Non-Key Decision request

## Form D

### **CAPITAL RELEASE REPORT (May 2021)**

**DEPARTMENT:** Residents Services

**SERVICE AREA / PROGRAMME:** Property Works Programme (PWP) Capital Budget 2020/21; Electrics Programme – Breakspear Crematorium Electrical Remedial Works and Carbon Reduction Upgrade of Lighting to LED

**RELEASE NO:** 32

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 Tuesday 08 June 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 (PWP) Capital Budget 2020/21; Electrics Programme – Breakspear Crematorium Electrical Remedial Works and Carbon Reduction Upgrade of Lighting to LED **RELEASE NO:** 32

**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: Property Works Programme (PWP) Capital Budget 2020/2021; Electrics Programme – Breakspear Crematorium Electrical Remedial Works and Carbon Reduction Upgrade of Lighting to LED.

RELEASE NO: 32

<b>Cabinet Members</b>	Councillor Martin Goddard Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Cabinet Member of Finance Cabinet Member of Property and Infrastructure
<b>Officer Contact</b>	Gary Penticost/ Dave Grimshaw, 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. To associate electrical remedial works with an LED lighting upgrade to reduce our energy consumption and carbon footprint.
<b>Putting our Residents First</b>	This report supports the Council's strategy for improving the way the Council operates by providing operational assets that are compliant and fit for purpose.
<b>Financial Cost</b>	<p>This report seeks the release of £158k from the Property Works Programme 2020/21 capital budget for the refurbishment of the electrical switchgear and the replacement of all the internal and external light fittings with LED to reduce Carbon Emission at Breakspear Crematorium. The budget includes contingency and project manager's fee.</p> <p>The works will commence immediately following capital release approval.</p>
<b>Relevant Select Committee</b>	Corporate, Finance and Property

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<b>Ward(s) affected</b>	West Ruislip
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## RECOMMENDATION

**That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £158k from the Property Works Programme (PWP) Capital Budget 2020/2021; Electrics Programme – Refurbishment of the Electrical Switchgear and the Replacement of all internal and external light fittings with LED to reduce Carbon Emission at Breakspear Crematorium (Appendix A).**

### Reasons for recommendation

The electrical equipment needs to be upgraded following the recent statutory inspection, as required by BS7671 and the Electricity at Work Act.

Modelling has shown that by replacing the 600 light fittings with LED equivalent, we can reduce the consumption by 56% and save £11,400 per annum and reduce our carbon footprint by 19.18 tonnes of CO<sub>2</sub> per annum.

The saving in energy cost will repay the capital expenditure in 9 years.

### Alternative options considered

The electrical remedials are a statutory requirement and the lighting is obsolete and represents an opportunity to save energy, money and carbon and give the site some enhanced lighting.

### Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

Following a survey of the top 20 energy consumers on the corporate estate, Breakspear Crematorium was the third highest consumer; with most of the energy being consumed by the existing lighting.

Undertaking these lighting works will allow us to model the energy and carbon opportunity across the remaining corporate sites.

The electrical remedials are a statutory requirement but delivered through our framework contractor are subject to a 23% discount on the National Housing Federation Rates.

To drive best value and to minimise disruption to the residents and staff, it is prudent to combine both electrical activities and deliver the works with our framework contractor.

Table 1: Cost Plan

Activity	Cost	Budget Cost
<b>Electrical Remedials</b>		
Breakspear Crematorium Chapels	£33,099.71	£33,100
Breakspear Crematorium Lodge Office	£4,344.21	£4,344
Breakspear Crematorium Cottage 1	£1,685.37	£1,685
Breakspear Crematorium Cottage 2	£1,685.37	£1,685
<b>Sub-total</b>		<b>£40,814</b>
Contingency at 5% (Quoted price)		£2,041
PM Cost at 5.25%		£2,143
<b>Electrical Total</b>		<b>£44,998</b>
<b>LED Lighting Upgrades</b>		
LED upgrades and new Luminaires	£93,293.18	£93,293
Allowance for out of hours working	£9,500.00	£9,500
<b>Sub-total LED</b>		<b>£102,793</b>
Contingency at 5% (Quoted price)		£5,140
PM Cost at 5.25%		£5,397
<b>LED Total</b>		<b>£113,330</b>
<b>Total Budget Cost</b>		<b>£158,328</b>

## Financial Implications

**Revised Property Works Programme Budget £3,321k (Pending S106 Allocation requested in a separate Cabinet Member report), Previously Released/ Pending Release £3,075k, Capital Release Requested £158k – 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, to give a revised budget of £3,261k, funded mainly from Council resources.

There is currently a separate Cabinet Member Report in process to request an allocation of £60k from the S106 Carbon Saving Contributions towards the LED lighting upgrades at Breakspear Crematorium. This will increase the Revised Property Works Programme Budget to £3,321k.

Previously, £3,075k has been released or is included in a release report in preparation (up to Release No. 32) from the revised Property Works Programme 2020/21 capital budget.

This report is seeking the release of £158k for the refurbishment of the electrical switchgear and the replacement of all internal and external light fittings with LED to reduce carbon emission at Breakspear Crematorium. The release request is based upon the quoted costs from the Council's framework electrical provider and includes a project contingency of 5% of the quoted cost, and internal project management fees of 5.25% of the quoted cost.

The remaining £88k 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

Adopting the recommendation to this report will enable the continuation of the required maintenance to corporate properties and allow them to, as a minimum, remain functional and safe for Hillingdon's residents, service users and staff.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that the recommended action to agree a release of £158k for the refurbishment of the electrical switchgear and the replacement of all internal and external light fittings with LED to reduce carbon emission at Breakspear Crematorium 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 214 of the Local Government Act 1972.

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

### Infrastructure / Asset Management

Asset Management officers 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). 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.

## TITLES OF ANY APPENDICES

Appendix A with capital release requests for approval

## APPENDIX A

### Property Works Programme (PWP) Capital Budget 2020/2021; Electrics Programme – Breakspear Crematorium Electrical Remedial Works and Carbon Reduction Upgrade of Lighting to LED. Release No. 32

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Breakspear Crematorium	Electrical Remedials and Upgrade of Lighting to LED	Refurbishment of the electrical switchgear and the replacement of all internal and external light fittings with LED to reduce carbon emission	158			
<b>Total seeking release</b>			<b>158</b>			
<b>Previously released / pending release</b>			<b>3,075</b>			
<b>Budget</b>			<b>3,321</b>			
<b>Remaining budget</b>			<b>88</b>			