



Democratic Services

Location: Phase II
Ext: 0185
DDI: 01895 250185
Ref: CMD 232

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

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

c.c. All Members of Corporate, Finance & Property
Select Committee
c.c. Perry Scott, Corporate Director of Infrastructure,
Transport and Building Services
c.c. Gary Penticost – Infrastructure, Transport &
Building Services
c.c. Ward Councillors for Brunel
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 20 July 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (July 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget
2021/2022; Installation of Safety Barriers and Access Gates to Loading Dock at
Harlington Road Depot.

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 Wednesday 28 July 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
2021/2022; Installation of Safety Barriers and Access Gates to Loading Dock at
Harlington Road Depot – 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)

SignedDate.....

Cabinet Member for Finance / Cabinet Member for Property and Infrastructure

CAPITAL RELEASE REPORT (July 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget 2021/2022; Installation of Safety Barriers and Access Gates to Loading Dock at Harlington Road Depot.

RELEASE NO: 10

Cabinet Members	Councillor Jonathan Bianco Councillor Martin Goddard
Cabinet Portfolios	Cabinet Member for Property and Infrastructure Cabinet Member for Finance
Officer Contact	Gary Penticost – Infrastructure, Transport & Building 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 Objective of, <i>Strong Financial Management</i> .
Financial Cost	This report seeks the release of £11k from the Property Works Programme 2021/22 capital budget, for the installation of a safety barrier and access gates to the loading dock at the Harlington Road Depot. The figure includes a contingency and project management fee. The works will commence immediately following capital release approval.
Relevant Select Committee	Corporate, Finance & Property Select Committee

Ward(s) affected	Brunel
Portfolio Member approval	Councillor Jonathan Bianco

RECOMMENDATION

That the Cabinet Member for Property and Infrastructure and the Cabinet Member for Finance, agree to the following capital release request of £11k from the Property Works Programme (PWP) Capital Budget 2021/2022 to install safety barriers and access gates to loading dock at Harlington Road Depot (Appendix A).

Reasons for recommendation

The raised loading dock at the Harlington Road Depot requires safety barriers and access gates to reduce the risk of a fall or entrapment.

Alternative options considered

No other options available

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

The loading dock at the Harlington Road Depot is used by the Council's Highways Team to store and dispatch materials. The loading dock is raised from the carriageway level so that materials can be transferred easily to the back of the maintenance vehicles. The introduction of new safety barriers and gates will reduce the risk of falling or entrapment. The barriers will have gates that can only open in towards the loading dock, preventing a fall and creating a corridor from the dock to the maintenance vehicle. Steps and a handrail will also be installed to enable staff to safely ascend to the loading dock from the footpath.

Table 1: Cost Plan

Activity	Budget Cost
Install new guard rail and gates	£7,500
Install new steps to loading dock	£1,800
Erect loading bay signage	£400
Mark out storage and unloading areas	£350
Sub-Total	£10,050
Contingency @ 10%	£1,005
Project Fee @4.4%	£442
Total Budget Cost	£11,497

Financial Implications

Property Works Programme Revised Budget £2,574k, Previously Released/Pending Release £1,142k, Capital Release Requested £11k – Appendix A

The 2021/22 capital programme, approved by Cabinet and Council in February 2021, included a budget for the Property Works Programme (PWP) of £1,152k. Cabinet, in June 2021, approved the re-phasing of £1,389k of the unspent 2020/21 budget into 2021/22. £33k allocation from the S106 Carbon Saving Contributions is in the process of being requested, to give a revised budget of £2,574k, funded mainly from Council resources.

Previously, £1,142k has been released or is included in a release report in preparation (up to Release No 9) from the Property Works Programme 2021/22 capital budget.

This report is seeking the release of £11k for the installation of a safety barrier and access gates to the loading dock at Harlington Road Depot. The release request is based upon quoted costs and includes a project contingency of 10% of the quoted costs and internal project management fees of 4.4% of the quoted costs.

The remaining £1,421k of the PWP 2021/22 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 knowledge that the Council is taking steps to ensure the safety of the staff members that carry our essential highways maintenance across Hillingdon.

Consultation carried out or required

N/A.

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 £11k for the installation of a safety barrier and access gates to the loading dock at Harlington Road Depot will be funded from the 2021/22 approved Property Works Programme capital budget.

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 Act 1974. There are no legal impediments to the Council authorising the 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. 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 (PWP) Capital Budget 2021/2022; Installation of Safety Barriers and Access Gates at Harlington Road Depot

Release 10

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Harlington Road Depot	Loading Dock Safety Barrier	The Highways Team Loading Dock requires a safety barrier to reduce the risk of a fall or entrapment.	11			
Total seeking release			11			
Previously released / pending release			1,142			
Budget			2,574			
Remaining budget			1,421			