



Democratic Services

Location: Phase II

Ext: 0692

DDI: 01895 250692

Ref: CMD 241

**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. Conservative and Labour Group Offices
(inspection copy)

Date: 29 July 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (July 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Civic Centre Works Programme (CCWP) Capital
Budget 2021/2022; Electrical Programme – Installation of Electric Vehicle Charging
Points in the Basement Car Park.

RELEASE NO: 9

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 06 August 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: Civic Centre Works Programme (CCWP) Capital Budget
2021/2022; Electrical Programme – Installation of Electric Vehicle Charging
Points in the Basement Car Park. **RELEASE NO:** 9

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: Civic Centre Works Programme (CCWP) Capital Budget 2021/2022; Electrical Programme – Installation of Electric Vehicle Charging Points in the Basement Car Park.

RELEASE NO: 9

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 £17k from the Civic Centre Works Programme 2021/22 capital budget to install three new electric vehicle charging points in the basement car park. The figure includes a contingency and project management fee. The works will commence immediately following capital release approval and using the Council's framework contractor.
Relevant Selecty Committee	Corporate, Finance & Property Select Committee.

Ward(s) affected	Uxbridge South
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 £17k from the Civic Centre Works Programme (CCWP) Capital Budget 2021/2022; Electrical Programme for the installation of electric vehicle charging points in the basement car park (Appendix A).

Reasons for recommendation

As part of its Carbon Reduction Commitment, the Council is seeking to reduce its carbon footprint by replacing our existing fleet of pool cars with electric or hybrid vehicles. To enable these vehicles to be used, an additional three charging points are required to augment the existing charging points in the Civic Centre, bringing capacity to 6 fast charging points.

Alternative options considered

No other options available.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

1. The Council is phasing out the use of 'fossil fuel' cars as part of our carbon reduction commitment.
2. The Council has procured 5 hybrid and 3 fully electrical vehicles to be used as pool cars that have zero emissions.
3. The electric vehicles have a capacity to travel 250 miles and need to be charged so that they are ready for the next user.
4. The new charging points will fully re-charge the three electric cars overnight, or 'top up' a part charged car in 6 hours or less.
5. The new charging points will provide the infrastructure to charge 6 electric vehicles at any one time.
6. The budget estimates have been calculated using the quoted costs from the Council's framework contractor for electrical charging points.

Table 1: Cost Plan

Activity	Budget Cost
Supply & Install 7Kw charging Point	£5,100
Supply & Install 3.5Kw charging Point	£2,600
New Consumer Unit	£800
Cabling, Installation and Commissioning	£2,000
Out of House Works	£1,000
Authorising Engineer Costs	£3,500
Sub-Total	£15,000
Contingency @ 10%	£1,500
Project Management Fee @4.4%	£660
Total Budget Cost	£17,160

Financial Implications

Civic Centre Works Programme Revised Budget £1,928k, Previously Released / Pending Release £971, Capital Release Requested £17k. Appendix A

The 2021/22 capital programme, approved by Cabinet and Council in February 2021, included a budget for the Civic Centre Works Programme (CCW) of £604k. Cabinet, in June 2021, approved the re-phasing of £1,324k of the unspent 2020/21 budget into 2021/22, to give a revised budget of £1,928k, funded from Council resources. Previously, £971k has been released from the revised CCW 2021/22 programme capital budget.

This report is seeking the release of £17k for the installation of three electrical vehicle charging points within the basement car park. The release request is based upon quoted costs from the Council's framework electrical vehicle charging points contractor 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 £940k of the CCW 2021/22 capital 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?

These charging points will play a part in reducing the Council's carbon footprint and the emissions and particulates associated with fossil fuel cars and further demonstrate commitment to the environment.

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 £17k for the installation of three electrical vehicle charging points within the basement car park will be funded from the 2021/22 approved Civic Centre Work 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 & 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

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

Civic Centre Works Programme (CCWP) Capital Budget 2021/2022; Electrical Programme – Installation of Electric Vehicle Charging Points within the Basement Car Park - Release No 1

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Civic Centre - Basement Car Park	Electric Vehicle Charging Points	Installation of 3 new charging points for the new electric pool cars	17			
Total seeking release			17			
Previously released / pending release			971			
Budget			1,928			
Remaining budget			940			