



## Democratic Services

**Location:** Phase II

**Ext:** 0693

**DDI:** 01895 250693

**My Ref:** CMD 306

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

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

c.c. All Members of the Corporate, Finance and  
Property Services Select Committee

c.c. Gary Penticost, Infrastructure, Transport and  
Building Services

c.c. Perry Scott, Corporate Director for Infrastructure,  
Transport and Building Services

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

**Date:** 26 October 2021

**Non-Key Decision request**

**Form D**

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

**SERVICE AREA/ PROGRAMME: Property Works Programme**

**2021/2022: Fire Safety Works - Installation of LED Communal and  
Emergency Lighting at Barra Hall Children's Centre**

**RELEASE NO: 14**

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 03 November 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.

Steve Clarke  
Democratic Services Officer

**Title of Report: Property Works Programme 2021/2022: Fire Safety Works - Installation  
of LED Communal and Emergency Lighting at Barra Hall Children's Centre - RELEASE  
NO: 14**

**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 (October 2021)

**SERVICE AREA/ PROGRAMME:** Property Works Programme 2021/2022: Fire Safety Works - Installation of LED Communal and Emergency Lighting at Barra Hall Children's Centre

**RELEASE NO:** 14

<b>Cabinet Member(s)</b>	Councillor Martin Goddard Councillor Jonathan Bianco
<b>Cabinet Portfolio(s)</b>	Cabinet Member for Finance Cabinet Member for Property and Infrastructure
<b>Officer Contact(s)</b>	Gary Penticost – Infrastructure, Transport and Building 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.
<b>Putting our Residents First</b>	This report supports the Council objective of <i>Strong Financial Management</i> .
<b>Financial Cost</b>	This report seeks the release of £21k from the Property Works Programme 2021/22 capital budget for the Installation of LED communal and emergency lighting to Barra Hall Children's Centre. The works will commence following the approval and budget release.
<b>Relevant Select Committee</b>	Corporate, Finance and Property Select Committee
<b>Relevant Ward(s)</b>	Townfield

## RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £21k from the Property Works Programme capital budget 2021/22 for the installation of LED communal and emergency lighting to Barra Hall Children's Centre.

## **Reasons for recommendation**

The recommendation is to upgrade the LED communal and emergency lighting to Barra Hall Children's Centre, a Council owned children's centre. The installation of LED communal and emergency lighting will provide users with adequate means of escape in the event of a mains failure or emergency, should the property need to be evacuated. The Council are required to carry out these recommendations to be compliant with current regulations.

The building does not currently have suitable emergency lighting installed. Following the replacement, every light fitting within the building will be replaced to emergency lighting across all rooms. The current emergency lighting would not provide sufficient lighting levels in the event of an emergency or mains failure to enable the staff and children to evacuate safely, or provide a safe working environment if they remain.

Officers procured the works via the open tender and the winning contractor were PFL Limited. They offer the most competitive price and are compliant in all respects with the Council's performance specification. The contract is to be awarded following Cabinet Member approval.

## **Alternative options considered / risk management**

None.

## **Select Committee comments**

None at this stage.

## **SUPPORTING INFORMATION**

Fire Risk Assessments were undertaken which identified several deficiencies with the building. Deficiencies reported were that additional communal lighting and emergency lighting were required. Due to the service users of the property full evacuation would be extremely difficult and timely in the event of electrical mains failure, therefore, the proposed works will supply nine hours of lighting within the home on completion.

The proposed works include the installation of LED communal and emergency lighting to Barra Hall Children's Centre in Hayes. This will safeguard those using the facility by ensuring that, in the event of an emergency or mains failure, the users will be provided with an adequate means of escape.

There will be appropriate consultation about the proposed works and programme with the users prior to commencement.

The cost breakdown of the recommended tender, and the overall costs of the installation of the LED communal and emergency lighting, are shown in Table 1 overleaf.

Table 1: Cost Plan

<b>Project Cost Plan</b>	<b>Cost (£)</b>
Works Costs	18,307
Project Contingency (10%)	1,831
FM Management fees (5%)	915
<b>Total</b>	<b>21,053</b>

## Financial Implications

### **Property Works Programme Revised Budget £2,634k, Previously Released/Pending Release £1,346k, Capital Release Requested £21k – 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. Allocations from the S106 Carbon Saving Contributions of £33k for the Charville Lane Children's Home Lighting Upgrades and £60k for Breakspear Crematorium were approved on 26 July 2021 with the decision coming into effect on 2 August 2021. This gives a revised budget of £2,634k, funded mainly from Council resources.

Previously, £1,346k has been released or is included in a release report in preparation (up to Release No 13) from the Property Works Programme 2021/22 capital budget.

This report is seeking the release of £21k for the installation of the LED communal and emergency lighting at Barra Hall Children's Centre. The release request is based upon the tendered costs and includes a project contingency of 10% of the tendered cost, and internal project management fees of 5% of the tendered cost.

The remaining £1,267k 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 Hillingdon residents, service users and communities**

To provide tenants, staff and visitors with adequate means of escape in the event of mains failure or fire within Barra Hall Children's Centre. Improved emergency and general lighting within communal areas with the introduction of LED lighting.

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

There will be appropriate consultation about the proposed works and programme with the residents prior to commencement.

## 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 £21k for the installation of the LED communal and emergency lighting at Barra Hall Children's Centre will be funded from the 2021/22 approved revised Property Works Programme capital budget.

### Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant of 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.

## TITLE OF ANY APPENDICES

Appendix A with capital release requests for approval.

## CAPITAL RELEASE APPENDIX A

**Property Works Programme 2021/22: Fire Safety Works - Installation of LED lighting within the communal areas at Barra Hall Childrens Centre - Release No 14**

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Barra Hall Childrens Centre	Install LED Lighting	Installation of LED communal and emergency lighting within the communal areas	21			
<b>Total seeking release</b>			<b>21</b>			
<b>Previously released</b>			<b>1,346</b>			
<b>Budget</b>			<b>2,634</b>			
<b>Remaining budget</b>			<b>1,267</b>			