



## Democratic Services

**Location:** Phase II  
**Ext:** 7655  
**DDI:** 01895 277655  
**My Ref:** CMD 317

**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. Dave Grimshaw, 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:** 10 November 2021

## Non-Key Decision request

## Form D

### Property Works Programme (PWP) Capital Budget 2021/22 - Contingency Fund - Refurbish 4 kitchens at No 3 Colham Road Release No 17

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 Thursday 18 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.

Anisha Teji  
Democratic Services Officer

**Title of Report:** Property Works Programme (PWP) Capital Budget 2021/22 – Contingency  
Fund – Refurbish 4 kitchens at No 3 Colham Road Release No 17

**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 (November 2021)**  
**DEPARTMENT: Residents Services**  
**SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget 2021/22 – Contingency Fund – Refurbish 4 kitchens at No 3 Colham Road.**  
**RELEASE NO: 17**

<b>Cabinet Members</b>	Councillor Martin Goddard Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Cabinet Member for Finance Cabinet Member for Property and Infrastructure
<b>Officer Contact</b>	Dave Grimshaw, Infrastructure, Building Services & Transport
<b>Papers with report</b>	Appendix A with capital release requests for approval
<b>HEADLINES</b>	
<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds.
<b>Putting our Residents First</b>	These works are consistent with the Council's strategy for Putting our Residents First by maintaining our residential care facilities.
<b>Financial Cost</b>	This report seeks the release of £31k from the Property Works Programme 2021/22 capital budget for the refurbishment of the 4 kitchens at 3 Colham Road Residential Care Home. The release request includes a Contingency and Project Management fee.
<b>Relevant Select Committee(s)</b>	Corporate, Finance & Property
<b>Ward(s)</b>	Brunel
<b>Portfolio Member approval</b>	Councillor Jonathan Bianco

## RECOMMENDATION

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure approve the capital release request of £31k from Property Works Programme 2021/22 capital budget for the refurbishment of 4 kitchens at 3 Colham Road, Residential Care Home (Appendix A).

### Reasons for recommendations

The existing kitchens are in a poor condition and risk not passing the Care Quality Commission Audits for site condition and infection control.

### Alternative options considered

There are no other options for these kitchens.

### Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

No 3 Colham Road provides support and accommodation for up to 13 people who have a range of needs, including learning and physical disabilities. The service is made up of four lodges within the one building, with each service user having their own room and each with a small catering kitchen.

The 4 kitchens have deteriorated over time and are now in need of a complete refurbishment to keep up with the standards expected and to take into account changes in the requirements for a care home kitchen.

The works will be undertaken by our framework 'back up' contractor for repairs and benefit from and 18% reduction on the National Housing Federation standard rates for the works; a saving of £5,804.

A breakdown of costs is provided in Table 1 below: -

**Table 1: Cost Plan**

Activity	Quoted Cost
West Lodge Kitchen	£6,586
South Lodge Kitchen	£6,586
East Lodge Kitchen	£6,586
North Lodge Kitchen	£6,684
<b>Sub-Total</b>	<b>£26,442</b>
Contingency @ 10%	£2,644
Project Fee @5.5%	£1,454
<b>Total Budget Cost</b>	<b>£30,540</b>

## **Financial Implications**

### **Property Works Programme Revised Budget £2,634k, Previously Released/Pending Release £1,677k, Capital Release Requested £31k – 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 of £33k for 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, £1,677k has been released or is included in a release report in preparation (up to Release No.16) from the Property Works Programme 2021/22 capital budget.

This report is seeking the release of £31k for the refurbishment of 4 kitchens at 3 Colham Road Residential Care Home as detailed above within Table 1. The release request is based upon the framework contractor quoted cost and includes a project contingency of 10% of the quoted cost, and internal project management fees of 5.5% of the quoted cost.

The remaining £926k 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**

The replacement of these kitchens will provide the quality standards required and will ensure hot food can be prepared for each service user in each lodge independently.

## **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 a release of £31k for the refurbishment of 4 kitchens at 3 Colham Road Residential Care Home as detailed above within Table 1 will be funded from the approved 2021/22 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 & 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 and Development Team are the authors of this 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 2021/22 – Contingency Programme – Refurbish 4 Kitchens at No 3 Colham Road Release No. 17

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
No 3 Colham Road	Refurbish kitchens	Refurbish existing kitchens to meet new standards	31			
<b>Total seeking release</b>			<b>31</b>			
<b>Previously released</b>			<b>1,677</b>			
<b>Budget</b>			<b>2,634</b>			
<b>Remaining budget</b>			<b>926</b>			