



Democratic Services

Location: Phase II
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To: COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE

COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR PROPERTY AND
INFRASTRUCTURE

COUNCILLOR SUSAN O'BRIEN
CABINET MEMBER FOR FAMILIES, EDUCATION
AND WELLBEING

c.c. All Members of the Corporate, Finance and
Property Services Select Committee
c.c. Sundeep Kapur, Residents Services
c.c. Perry Scott, Corporate Director for Infrastructure,
Transport and Building Services
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 11 November 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (November 2021)
DEPARTMENT: RESIDENT SERVICES
SERVICE AREA / PROGRAMME: LIBRARY REFURBISHMENT PROGRAMME
RELEASE NO: 8

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 19 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.

Neil Fraser
Democratic Services Officer

Title of Report: LIBRARY REFURBISHMENT PROGRAMME RELEASE NO: 8

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 / Cabinet Member for Families, Education and Wellbeing

CAPITAL RELEASE REPORT (November 2021)

DEPARTMENT: RESIDENT SERVICES

SERVICE AREA / PROGRAMME: LIBRARY REFURBISHMENT PROGRAMME

RELEASE NO: 8

Cabinet Members	Councillor Jonathan Bianco Councillor Martin Goddard Councillor Susan O'Brien
Cabinet Portfolios	Property and Infrastructure Finance Families, Education & Wellbeing
Officer Contact	Sundee Kapur, Resident Services
Papers with report	Appendices A1 and A2 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 strong financial management.
Financial Cost	This report seeks the release of £98k from the 2021/22 Library Refurbishment Programme budget for West Drayton Library and Eastcote Library. In addition, the report seeks the release of £198k for works at various libraries from the Property Works Programme 2021/22 capital budget.
Relevant Select Committee	Corporate, Finance and Property.
Ward(s) affected	West Drayton and Eastcote

RECOMMENDATIONS

That the Cabinet Member for Property and Infrastructure, Cabinet Member for Finance and Cabinet Member for Families, Education & Wellbeing:

- 1. Agree to the following capital release request of £98k from the Library Refurbishment Programme for the refurbishment of West Drayton Library and Eastcote Library (Appendix A1); and**
- 2. Agree to the following capital release request of £198k from the Property Works Programme budget 2021/22 for works at Ickenham Library, Manor Farm Library, Oak Farm Library, Ruislip Manor and Eastcote Library (Appendix A2).**

Reasons for recommendations

Appointing a contractor for the refurbishment works at the Council libraries will ensure that these community facilities, which are valued by residents, remain in good condition.

Alternative options considered

The Council could choose not to progress with the refurbishment works.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Background

The Council completed a programme of library refurbishments works in 2014. The programme consisted of the refurbishment or rebuilding of all 17 libraries. As the libraries are vital and a well-used service for residents of all ages, it is now considered necessary to undertake further refurbishment works to ensure that libraries continue to remain as valued community facilities into the next decade.

The works for the proposed current programme will consist of the refurbishment works at 11 libraries. The exact scope of works for the refurbishment works will vary for each library. However, the works will typically involve items such as new floor and wall coverings, upgrades to toilet facilities and updates to the signage. The release of capital funds has already been approved for Ruislip Manor, Charville, Harefield, Yeading, South Ruislip, Manor Farm, Oak Farm, Hayes End and Ickenham libraries.

This report is seeking approval to:

1. release funds from the Library Refurbishment Programme budget for West Drayton Library and Eastcote Library refurbishment works.
2. release funds of £198k for condition works required at other libraries, which would include additional planned maintenance works and any identified remedial works.

Costs

The contractor's original tender value is based on the cost of fully designed refurbishment works for the first two libraries in the programme to provide a cost per square metre with a schedule of rates for each component of the works. This was then applied to the floor areas for the remaining libraries for the programme to get the total contract sum. As the full designs for the refurbishment works for the rest of libraries are developed, the rates will be applied to these libraries, therefore the actual cost of the overall contract will be revised as each library is completed. It should be noted that not all the work items are being carried out on some of the future library refurbishments may not be extensive as those on the previous libraries.

This report is seeking release from the Library Refurbishment Programme budget for West Drayton Library and Eastcote Library refurbishment works. Capital release requests were prepared for further libraries throughout the programme once the designs had been completed and costs are confirmed for each individual library. Table 1 sets out the estimated cost plan for the library refurbishment programme. This is the final release request for the programme.

Table 1: Libraries Refurbishment Programme Estimated Cost Plan

Items	Original Cost Estimate	Previously Released	Seeking Release
Construction works (Greyline Builders Ltd)	2,647,135	1,844,665	132,443
ICT cabling reconfiguration works and removal and storage and equipment	54,400	54,400	-18,844
Removal and storage: books and furniture	60,000	60,000	62,960
Consultant (Architectural Design Services)	195,000	225,000	-36,784
Consultant (M&E Services)	30,000		
Consultant (CDM Principal Designer)	9,563	9,563	-2,550
Capital Programme Works Service Fees	59,561	59,561	51,335
BT, Asbestos Survey and CCTV			34,687
Planning and Building Control	2,000	2,000	-2,000
Contingency	264,714	153,012	-123,012
Total	3,322,373	2,408,201	98,235

Additional Planned Maintenance and Condition Works

Whilst each library is closed, the opportunity will be taken to undertake any planned maintenance works that are required as well as any identified historic remedial works.

This report also seeks the release of a further £198k to close out these condition works. The works will be undertaken by the same works contractor appointed to carry out library refurbishment works.

Table 2: Planned Maintenance and Condition Works

Project Cost Plan	Cost (£)
Structural Works (Ickenham Library)	8,304
Listed Building Electrical Lighting (Manor Farm Library)	45,000
Unanticipated additional roofing repairs works (Oak Farm Library)	35,000
External Repairs to Entrance (Eastcote Library)	15,000
Ruislip Manor – Alterations to flooring	30,000
Electric Door for the Childrens Area (Eastcote Library)	15,000
Window Replacement (Eastcote Library)	50,000
Total	198,304

Financial Implications

Libraries Refurbishment Programme Revised Budget £2,532k, Previously Released £2,408k, Capital Release Requested £98k – Appendix A1

The original total capital programme budget, approved by Cabinet and Council in February 2019, included a budget for the Libraries Refurbishment Programme amounting to £3,000k funded from Council resources. A total of £2,064k expenditure was incurred in prior years on the refurbishments of several libraries, with funding of £468k re-phased from 2020/21 to complete the rest of the programme, (of which £344k was already released.)

Previously, £2,408k has been released from this programme for design services and refurbishment of Ruislip Manor, Charville, Harefield, Yeading, South Ruislip, Manor Farm, Oak Farm, Hayes End and Ickenham libraries. Approval was also obtained for the contract award for the refurbishment works for the whole programme to Greyline Builders Ltd.

This report seeks the capital release of a further £98k in total for West Drayton Library and Eastcote Library refurbishment works to complete the programme.

Property Works Programme Revised Budget £2,634k, Previously Released/Pending Release £1,358k, Capital Release Requested £198k – Appendix A2

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, £1,358k has been released or is included in a release report in preparation (up to Release No.14) from the Property Works Programme 2021/22 capital budget.

This report seeks the release of £198k from the PWP 2021/22 budget for the additional works required at Ickenham, Manor Farm, Oak Farm, Ruislip Manor and Eastcote libraries that were outside the scope of the tendered works for the libraries refurbishment programme. These works will be carried out by the main contractor for the libraries refurbishment programme.

The remaining £1,078k 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 refurbishment of the Council libraries will ensure that these community facilities, which are valued by residents, remain in good condition into the next decade.

CORPORATE CONSIDERATIONS

Corporate Finance

The recommended capital release of £98k for the refurbishment of West Drayon and Eastcote libraries will be funded from the approved capital budget for the Libraries Refurbishment Programme. There are additional condition works at several libraries totalling £198k to be funded from the 2021/22 approved revised Property Works Programme capital budget. Both programmes are financed by Council resources.

Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 7 of the Public Libraries and Museums Act 1964. 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 authored 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 (by the Cabinet Member for Finance and other relevant Cabinet Members). 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.

APPENDIX A1

Libraries Refurbishment Programme 2019/20-2023/24: The Refurbishment of the London Borough of Hillingdon Libraries

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
West Drayton Library and Eastcote Library	Libraries Refurbishment Programme	Main contract works and associated costs	98			
Total seeking release			98			
Previously released			2,408			
Revised Budget			2,532			
Remaining budget			26			

APPENDIX A2

Property Works Programme Budget 2021/22 Release No 15: Planned Maintenance and Condition Works at Manor Farm, Oak Farm, Ruislip Manor and Eastcote Libraries

Location	Project / Expenditure title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Manor Farm, Botwell, Oak Farm, West Drayton and Eastcote Library	Libraries Maintenance and Condition Works	Building condition works	198			
Total seeking release			198			
Previously released/Pending release			1,358			
Budget			2,634			
Remaining budget			1,078			