



## Democratic Services

**Location:** Phase II  
**Ext:** 0185  
**DDI:** 01895 250185  
**My Ref:** CMD 328

**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 Select Committee  
c.c. Ward Councillors for Uxbridge North  
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:** 24 November 2021

## Non-Key Decision request

## Form D

### CAPITAL RELEASE REPORT (November 2021)

**DEPARTMENT:** Residents Services

**SERVICE AREA / PROGRAMME:** Civic Centre Works Programme (CCWP) Capital  
Budget 2021/2022: Electrics Programme – Electrical Testing Remedial Works in the  
Civic Centre.

**RELEASE NO:** 3

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 2 December 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:** Civic Centre Works Programme (CCWP) Capital Budget 2021/2022:  
Electrics Programme – Electrical Testing Remedial Works in the Civic Centre -  
**RELEASE NO:** 3

**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: Civic Centre Works Programme (CCWP) Capital Budget 2021/2022: Electrics Programme – Electrical Testing Remedial Works in the Civic Centre.

RELEASE NO: 3

<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, Transport & 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's policy of strong financial management.
<b>Financial Cost</b>	This report seeks the release of £162k from the Civic Centre Works Programme 2021/22 capital budget for electrical remedial works at various locations in the Civic Centre. This results from the electrical test and inspection undertaken in accordance with BS7671 and the Electricity at Work Regulations (1989) and is quoted works using our framework contractor and discounted rates approved in May 2017. The works include a contingency and Project Management fee and will commence immediately following capital release approval.
<b>Relevant Select Committee</b>	Corporate, Finance & Property Select Committee.
<b>Ward(s) affected</b>	Uxbridge North.

## RECOMMENDATION

**That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £162k from the Civic Centre Works Programme (CCWP) Capital Budget 2021/2022 Electrics Programme for electrical testing remedial works in the Civic Centre. (Appendix A).**

### Reasons for recommendation

The regulations and British Standard require that all electrical installations be tested over a 5-year period. The Civic Centre and many of the corporate properties are in the process of being tested as part of that requirement and, as a result, the issues found need to be addressed for the buildings to remain compliant with BS7671 and the Electricity at Work Regulations.

## **Alternative options considered**

No other options available.

## **Select Committee comments**

None at this stage.

## **SUPPORTING INFORMATION**

The fixed wire testing programme is a statutory requirement under the Electricity at Work Act 1989. Many of the corporate buildings have been tested, but some of the remedial works have been delayed by Covid-19.

Changes in the regulations covering electrical installations since the last electrical test and inspection were carried out have resulted in additional remedial works and resulting cost.

The changes were introduced in BS7671 in 2015 and, more recently, in 2018 and 2019 when the standard moved from the 17th to the 18th edition. These changes included the need to improve the level of electrical protection in the whole installation and at individual circuit level.

Changes included the introduction of Residual Current Devices (RCD), Residual Circuit Breaker with Overcurrent protection (RCBO) and Surge Protection Devices.

An RCD measures the amount of electrical current passing through a circuit and breaks the circuit if a defect is detected – RCDs protect people from an electric shock by cutting the power very quickly.

An RCBO is a protective device that prevents circuits from being overloaded with too many devices being plugged in and thereby preventing a short circuit and a potential fire and the same function as an RCD. An RCBO therefore protects people from an electric shock and also the equipment plugged in and the building.

Surge Protection Units (SPD) are used to protect sensitive electronic equipment connected to the installation, such as computers and safety circuits, fire detection systems and emergency lighting.

An SPD is required if a voltage surge could cause the following:

- Result in serious injury to, or loss of, human life; or
- Result in interruption of public services and/or damage to cultural heritage; or
- Result in interruption of commercial or industrial activity; or
- Affect a large number of co-located individuals.

This regulation applies to all types of premises which include domestic, commercial and industrial.

Officers understood the potential cost impact of these changes and ensured budgets for these remedial works were put into this financial year's capital budgets.

Table 1: Cost Plan

Location	Electrical Upgrades
Civic Centre Remedials - 1 South	£6,892.03
Civic Centre Remedials 2 North	£5,198.52
Civic Centre Remedials 2 West	£5,191.04
Civic Centre Remedials 2 South	£5,257.17
Civic Centre Remedials 2 East	£5,365.20
Civic Centre Remedials 1 North	£6,807.89
Civic Centre Remedials Former Astro Cafe	£3,403.94
Civic Centre 2 NW/SW/NE corner lighting	£5,105.92
Civic Centre Remedials 3 North and 3 East	£5,212.77
Housing Benefits Office	£789.67
Civic Centre Remedials 3 North West	£2,535.45
Civic Centre Remedials 3 North Centre Core	£1,795.20
Civic Centre Remedials 3 South West	£2,645.20
Civic Centre Remedials 3 South East	£2,539.72
Civic Centre Remedials 3 West Main Floor	£6,884.52
Civic Centre Remedials 3 South Main Floor	£6,770.54
Civic Centre Remedials 3 East Power and Lights	£6,941.56
Civic Centre Remedials 4 South	£7,252.52
Civic Centre Remedials 4 West	£6,004.69
Civic Centre Remedials 4 North	£7,353.69
Civic Centre Remedials 4 East	£8,069.02
Civic Centre Remedials 4 South West	£4,071.49
Civic Centre Remedials 4th Floor - 4 North East	£4,163.19
Civic Centre Remedials 4th Floor - 4 North West	£4,368.89
Civic Centre Remedials 4th Floor - 4 South East	£4,266.60
Civic Centre 1 South Lighting Re-wire	£15,013.92
Civic Centre 2 South and 2 South East Re-wire	£8,006.96
<b>Sub-Total</b>	<b>£147,907.31</b>
Contingency 5%	£7,395.37
Project Manager Fee 4.2%	£6,212.11
Total Release Requested	£161,514.78

## Financial Implications

**Civic Centre Works Programme Revised Budget £1,928k, Previously Released / Pending Release £1,026k, Capital Release Requested £162k. Appendix A**

The 2021/22 capital programme, approved by Cabinet and Council in February 2021, included a budget for the Civic Centre Works Programme (CCWP) of £604k. In June 2021, Cabinet 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, £1,026k has been released from the revised CCWP 2021/22 programme capital budget.

This report is seeking the release of £162k for the electrical remedial works in the Civic Centre detailed above within Table 1. The release request is based upon the framework contractor quoted cost and includes a project contingency of 5% of the quoted cost, and internal project management fees of 4.2% of the quoted cost.

The remaining £740k of the CCWP 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**

The Council is taking steps to ensure the safety of staff, visitors, and residents.

## **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 £162k for the electrical remedial works in the Civic Centre detailed above within Table 1 will be funded from the approved 2021/22 Civic Centre 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 officers have 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 (by the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure). 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 Capital Budget 2021/22 Electrics Programme: Electrical Testing Remedial Works in the Civic Centre - Release No. 3

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Civic Centre	Electrical Testing Remedial Works	Following the statutory fixed wire test, refurbishment works	162			
<b>Total seeking release</b>			<b>162</b>			
<b>Previously released / pending release</b>			<b>1,026</b>			
<b>Budget</b>			<b>1,928</b>			
<b>Remaining budget</b>			<b>740</b>			