



Democratic Services

Location: Phase II
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My Ref: CMD 329

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

**COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

c.c. All Members of the Corporate, Finance and
Property 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: 24 November 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (NOVEMBER 2021)

DEPARTMENT: Infrastructure, Transport and Building Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP)

Capital Budget 2021/2022: Electrics Programme - Electrical
Testing Remedial Works at 12 Corporate Sites

RELEASE NO: 16

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.

Steve Clarke
Democratic Services Officer

Title of Report: Property Works Programme Capital Budget 2021/2022: Electrics
Programme – Electrical Testing Remedial Works at 12 Corporate Sites - Release No:
16

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 Property and Infrastructure / Cabinet Member for Finance

CAPITAL RELEASE REPORT (NOVEMBER 2021)

DEPARTMENT: Infrastructure, Transport and Building Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget 2021/2022: Electrics Programme – Electrical Testing Remedial Works at 12 Corporate Sites

RELEASE NO: 16

Cabinet Members	Councillor Martin Goddard Councillor Jonathan Bianco
Cabinet Portfolios	Cabinet Member for Finance Cabinet Member for Property and Infrastructure
Officer Contact	Dave Grimshaw - Infrastructure, Transport and Building Services
Papers with report	Appendix A - Capital Release request 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 £121k from the Property Works Programme 2021/22 capital budget for electrical remedial works at 12 corporate sites. The works are required as a result of electrical tests and inspections undertaken in accordance with BS7671 and the Electricity at Work Regulations (1989). Works are quoted using the Council's 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.
Relevant Select Committee	Corporate, Finance & Property Select Committee.
Ward(s) affected	Eastcote and East Ruislip, Northwood Hills, Uxbridge North, South Ruislip, Charville, Brunel, Ickenham, Manor, West Drayton.

RECOMMENDATION

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £121k from the Property Works Programme (PWP) Capital Budget 2021/2022 Electrics Programme for electrical testing remedial works at 12 corporate sites (Appendix A).

Reasons for recommendation

The regulations and British Standards require that all electrical installations be tested over a 5-year period. The Civic Centre and many of the Council's 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. Corporate sites that require these tests are set out in the report below.

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 Council's 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 was 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 (SPD).

An RCD measures the amount of electrical current passing through a circuit and breaks the circuit if a defect is detected – RCD's 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 also 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 Devices (SPD) are used to protect sensitive electronic equipment connected to the installation, such as computers and safety circuits, such as 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	Quoted Cost
Battle of Britain Bunker	£19,126
Charville Children's Centre	£1,513
Compass Theatre	£13,054
Merrifields House	£3,393
Northwood Hill Library	£2,110
Ruislip Manor Library	£17,761
South Ruislip Library	£10,569
Uxbridge Library	£9,393
Hillingdon Mortuary	£3,118
West Drayton Young People's Centre	£7,242
Winston Churchill Hall	£20,864
The Wren Centre	£2,703
Sub-Total	£110,846
Contingency - 5%	£5,543
PM Fee – 4.2%	£4,656
Total Budget Cost	£121,044

Financial Implications

Property Works Programme Revised Budget £2,634k, Previously Released/Pending Release £1,556k, Capital Release Requested £121k – 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, £1,556k has been released or is included in a release report in preparation (up to Release No.15) from the Property Works Programme 2021/22 capital budget.

This report is seeking the release of £121k for the electrical remedial works at the 12 corporate sites 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 £957k 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 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 £121k for the electrical remedial works at the 12 corporate sites 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 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. 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 - CAPITAL RELEASE REQUEST

Property Works Programme Capital Budget 2021/22 Electrics Programme: Electrical Testing Remedial Works at 12 Corporate Sites - Release No. 16

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Various Sites	Electrical Testing Remedial Works	Following the statutory fixed wire test, refurbishment works	121			
Total seeking release			121			
Previously released / pending release			1,556			
Budget			2,634			
Remaining budget			957			