



Democratic Services

Location: Phase II
Ext: 0185
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My Ref: CMD 331

**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 / Alana Martin, 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: 30 November 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (November 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget
2021/22 - Fire Programme – Fire System Replacement works at 11 corporate sites.

RELEASE NO: 19

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 8 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: Property Works Programme (PWP) Capital Budget 2021/22 - Fire
Programme – Fire System Replacement works at 11 corporate sites - **RELEASE
NO: 19**

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: Residents Services

SERVICE AREA / PROGRAMME Property Works Programme (PWP) Capital Budget 2021/22
- Fire Programme – Fire System Replacement works at 11 corporate sites.

RELEASE NO: 19

Cabinet Members	Councillor Jonathan Bianco Councillor Martin Goddard
Cabinet Portfolios	Cabinet Member for Property and Infrastructure Cabinet Member for Finance
Officer Contact	Gary Penticost, Infrastructure, Transport & Building Services
Papers with report	Appendix A with 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 <i>Strong Financial Management</i> .
Financial Cost	This report seeks the release of £24k from the Property Works Programme (PWP) Fire Programme 2021/22 to complete fire system replacement works to 11 Council owned corporate sites. The figure includes a contingency and project management fee. The works will commence immediately following capital release approval and using the Council's term contractor.
Relevant Select Committee	Corporate, Finance & Property Select Committee.

Ward(s) affected	Various
Portfolio Member approval	Councillor Jonathan Bianco

RECOMMENDATION

That the Cabinet Member for Property and Infrastructure and the Cabinet Member for Finance agree to the following capital release request of £24k from the Property Works Programme (PWP) Capital Budget 2021/22 - Fire Programme – Fire System Replacement works at 11 corporate sites. (Appendix A).

Reasons for recommendation

Following annual fire extinguisher servicing and 6 monthly fire alarm servicing, the Council's term contractor has recommended several sites for fire extinguisher and fire panel replacements.

The fire extinguishers were expired and would not perform as required in the event of an emergency. The fire panels were at end of life, being over 10 years old and required upgrading to ensure they were working efficiently to provide full coverage across the sites.

Alternative options considered

No other options available.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

1. The Council completes annual fire extinguisher servicing.
2. These replacements are required to ensure Hillingdon are compliant.
3. The Council has already replaced two fire panels that had failed and were not providing adequate fire protection on site.
4. The budget estimates have been calculated using the quoted costs from the Council's term contractor.
5. The 11 Council sites and relevant fire safety works are listed below:

Table 1: Cost Plan

Site Location	Details	Total £
Eastcote Library	Replacement fire extinguishers	478
Compass Arts Centre	Replacement fire extinguishers	1,887
South Ruislip Adult Learning Site	Replacement fire extinguishers	179
Manor Farm Library	Replacement fire extinguishers	138
Uxbridge Library	Replacement fire extinguishers	716
Yeading Children's Centre	Replacement fire extinguishers	573
South Ruislip Adult Learning	Replacement fire extinguishers	158
Harlington Road Depot	Replacement fire extinguishers	4,196
Northwood Library	Replacement fire extinguishers	326
Brookfield AEC	Replacement Fire Panel	5,026
Breakspear Crematorium	Replacement Fire Panel	7,405
Subtotal		21,082
Project Managers Fee 5%		1,054
Contingency 10%		2,108
Total		£24,244

Financial Implications

Property Works Programme Revised Budget £2,634k, Previously Released / Pending Release £1,731k, Capital Release Requested £24k – 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, £1,731k has been released or is included in a release report in preparation (up to Release No.18) from the Property Works Programme 2021/22 capital budget.

This report is seeking the release of £24k for the fire prevention system works required to ensure compliance at the 11 corporate sites 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% of the quoted cost.

The remaining £879k 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

By undertaking these works staff and visitors to the 11 Corporate sites will benefit from an effective fire preventive system and updated firefighting equipment.

Consultation carried out or required

N/A.

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 £24k fire prevention system works required to ensure compliance at the 11 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 The Regulatory Reform (Fire Safety) Order 2005. There are no legal impediments to capital release being authorised.

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.

BACKGROUND PAPERS

NIL.

APPENDIX A

Property Works Programme (PWP) Capital Budget 2021/2022; Fire Programme, Fire Prevention System Works at 11 Corporate sites. Release No 19

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Various	Fire Prevention Systems Works	Replacement of fire alarm panels and extinguishers	24			
Total seeking release			24			
Previously released / pending release			1,731			
Budget			2,634			
Remaining budget			879			