



## Democratic Services

**Location:** Phase II  
**Ext:** 0692  
**DDI:** 01895 250692  
**My Ref:** CMD 351

**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. Peter Elliot-Smith, Infrastructure, Transport and  
Building Services  
c.c. Perry Scott, Corporate Director for Infrastructure,  
Transport and Building Services  
c.c. Ward Councillors for West Ruislip  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 16 December 2021

**Non-Key Decision request**

**Form D**

### **CAPITAL RELEASE REPORT (November 2021)**

**DEPARTMENT:** Resident Services

**SERVICE AREA / PROGRAMME:** School Conditions Building  
Programme 2021/22

**RELEASE NO:** 6

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 24 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.

Neil Fraser  
Democratic Services Officer

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**Title of Report:** School Conditions Building Programme 2021/22 - Release No 6

**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 Property and Infrastructure / Cabinet Member for Finance*

# CAPITAL RELEASE REPORT (November 2021)

**DEPARTMENT:** Resident Services

**SERVICE AREA / PROGRAMME:** School Conditions Building Programme 2021/22

**RELEASE NO:** 6

<b>Cabinet Members</b>	Councillor Jonathan Bianco Councillor Martin Goddard
<b>Cabinet Portfolios</b>	Property & Infrastructure Finance
<b>Officer Contact</b>	Peter Elliott-Smith, Infrastructure, Building Services & Transport
<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 to appoint lead consultant for works associated with Whiteheath Junior School additional roofing, from the School Conditions programme.
<b>Putting our Residents First</b>	This report supports the Council objective of strong financial management.
<b>Financial Cost</b>	This report seeks the release of £15k from the 2021/22 School Conditions Building Programme budget for the pre-construction fees for Whiteheath Roofing additional works and is inclusive of capital programme team fees and contingency.
<b>Relevant Select Committee</b>	Corporate, Finance and Property.
<b>Ward(s) affected</b>	West Ruislip.

## RECOMMENDATION

**That the Cabinet Member for Finance and Cabinet Member for Property and Infrastructure agree to the capital release request of £15k from the School Conditions Building Programme 2021/22 budget for the consultation works at Whiteheath Junior School Additional Roofing (Appendix A).**

## Reasons for recommendation

Due to an existing consultant and contractor on-site carrying out similar works at present it would be more economic and practical to consider undertaking the works as a contract variation to the existing contracts.

## Alternative options considered

Alternatives considered were less extensive repairs however, due to the complete removal of tiles being required on these options, the associated costs mean a full replacement of the roof is most economic to ensure the leaks are resolved.

## Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

Following phase 3 flat roof works associated with Whiteheath Junior School, there has been newly identified age-related damage on a number of pitched roofs. Damage was previously unforeseen, leaks have been identified due to perished roof felt, significant moss ingress and age-related wear around associated roof lights. Water ingress and the degrading roof condition also presents poor conditions for children within the school. In addition to this the school kitchen's flat roof has several defects including water ingress and associated internal repairs which are in need of attention.

In order to progress the project, the variation of RAM consultancy as external consultants is required. This will allow the preparation of the works specification for the roofing works to be undertaken. The associated costs in relation to the release of capital funds for the consultancy are detailed in Table 1 below:

## Costs

There will be no school contribution for this project, as it is deemed to be an extension to the original Whiteheath Junior School roof project.

**Table 1: Cost Estimate for Additional Roof Works**

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	190,000	0	190,000
External Costs (Consultants)	9,750	9,750	0
Building control and Planning Fees	3,000	3,000	0
Capital programme fees (8%)	15,200	1,000	14,200
Contingency (10%)	19,000	1,000	18,000
<b>Total</b>	<b>£236,950</b>	<b>£14,750</b>	<b>£222,200</b>

## **Financial Implications**

### **Schools Conditions Building Programme 2021/22 Budget £3,322k; Devolved to Schools £67k; Previously Released £1,338k; Capital Release Requested £15k – Appendix A**

The 2021/22 revised programme budget for the Schools Conditions Building Programme totals £3,322k, including £1,772k rephasing from the 2020/21 budget. This is funded from capital grant and agreed school contributions in line with Council's policy. The total revised budget includes £67k that is devolved to schools.

The report requests the capital release of £15k from the Schools Conditions Building Programme budget for the consultants & associated fees costs towards additional roof works at Whiteheath Junior School. The cost plan is based on quotes and includes internal fees & contingency at £1k respectively. Total forecast costs for the additional works are £237k inclusive of the £15k requested in this report.

The original roof works at Whiteheath Junior School had a budget of £201k, including project school contribution of £24k. The project is expected to complete in 2021/22. There will be no school's contribution for the additional works as it is deemed an extension of the original Whiteheath Junior School roof project.

## **RESIDENT BENEFIT & CONSULTATION**

### **The benefit or impact upon residents, service users and communities**

Works will ensure that the school is fully functional and safe for its users.

### **Consultation carried out or required**

Consultation and agreement of works with the school in line with School Contribution Policy.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate Finance concurs with the financial implications in this report, noting that the proposed works will be funded from the School Conditions grant, with no impact on Council resources.

### **Legal**

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 16 of the Education Act 1996. 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. 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

### School Conditions Programme 2021/22 – Additional Roofing Works Consultant & Associated Costs at Whiteheath Junior School (Release No 6)

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
West Ruislip	Consultant & Associated Costs	Whiteheath Junior School Additional Roofing Works	15			
<b>Total seeking release</b>			<b>15</b>			
<b>Previously released</b>			<b>1,338</b>			
<b>Devolved to schools</b>			<b>67</b>			
<b>Budget</b>			<b>3,322</b>			
<b>Remaining budget</b>			<b>1,902</b>			