



Democratic Services

Location: Phase II
Ext: 0693
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My Ref: CMD 357

**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. Gary Penticost, 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: 13 January 2022

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (JANUARY 2022)

DEPARTMENT: Infrastructure, Transport and Building Services

SERVICE AREA / PROGRAMME: Civic Centre Works Programme
(CCWP) Capital Budget 2021/22: Fire Safety Programme - Fire
Prevention Works

RELEASE NO 4

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 21 January 2022** 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: Civic Centre Works Programme (CCWP) Capital Budget 2021/22: Fire
Safety Programme - Fire Prevention Works - Release No 4**

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 (JANUARY 2022)

DEPARTMENT: Infrastructure, Transport and Building Services

SERVICE AREA / PROGRAMME: Civic Centre Works Programme (CCWP) Capital Budget 2021/22: Fire Safety Programme - Fire Prevention Works

RELEASE NO 4

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 - 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 £23k from the Civic Centre Works Programme Fire Safety Programme 2021/22 capital budget to complete improvement works to the Civic Centre sprinkler system. The figure includes a contingency and project management fee. The works will commence immediately following capital release approval and using the Council's framework contractor.
Relevant Select Committee	Corporate, Finance & Property Select Committee

Ward(s) affected

Uxbridge South

RECOMMENDATION

That the Cabinet Member for Property and Infrastructure and the Cabinet Member for Finance agree to the following capital release request of £23k from the Civic Centre Works Programme (CCWP) Capital Budget 2021/22; Fire Safety Programme for improvements to the sprinkler system. (Appendix A)

Reasons for recommendation

Following a 25-year inspection of the sprinkler heads it has been recommended that the existing sprinkler heads are changed to ensure they operate correctly and are fully compliant.

Alternative options considered

No other options available as the works are a legal requirement.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

The Council has two sprinkler systems that cover the mezzanine and basement car parks. The main sprinkler tank is located near the basement car park exit shutters. The sprinkler heads have reached the end of their life span and require replacement. The pumps and controls have both previously been upgraded.

Table 1: Cost Plan

Works	Cost £
Replacement of 780 sprinkler heads	19,500
Subtotal	19,500
Project Managers Fee 5%	975
Contingency 10.5%	2,048
Total	£22,523

Financial Implications

Civic Centre Works Programme Revised Budget £1,928k, Previously Released / Pending Release £1,188k, Capital Release Requested £23k. 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, £1,188k has been released from the revised CCWP 2021/22 programme capital budget.

This report is seeking the release of £23k for the improvements to the sprinkler system and new fire extinguishers in the Civic Centre detailed above within Table 1. The release request is based upon quoted cost and includes a project contingency of 10.5% of the quoted cost, and internal project management fees of 5% of the quoted cost.

The remaining £717k 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

By undertaking these works, staff and visitors to the Civic Centre will benefit from an effective fire preventive system.

Consultation carried out or required

Consultation not required.

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 £23k for the improvements to the sprinkler system, 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 and 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 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 requests for approval

Civic Centre Works Programme (CCWP) Capital Budget 2021/2022; Fire Safety Programme for improvements to the sprinkler system.

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Civic Centre	Fire improvement works	Sprinkler system head replacement	23			
Total seeking release			23			
Previously released / pending release			1,188			
Budget			1,928			
Remaining budget			717			