



Democratic Services

Location: Phase II
Ext: 0693
DDI: 01895 250693
CMD No: 380

**To: COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

**COUNCILLOR JOHN RILEY
CABINET MEMBER FOR PUBLIC SAFETY AND
TRANSPORT**

c.c. All Members of the Corporate, Finance and
Property Select Committee
c.c. Paul Whaymand – Corporate Director of Finance
c.c. Stephen Gunter – Finance
c.c. Jamie Bell - Planning, Environment, Education &
Community Services
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 04 February 2022

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (FEBRUARY 2022)

DEPARTMENT: Procurement

SERVICE AREA / PROGRAMME: Contract Award for the Purchase of
a utility vehicle for Ruislip Lido

RELEASE NO: 5

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 Monday 14 February 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: Contract Award for the Purchase of a utility vehicle for Ruislip Lido - Release No: 5

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 Finance / Cabinet Member for Public Safety & Transport

CAPITAL RELEASE REPORT (FEBRUARY 2022)

DEPARTMENT: Procurement

SERVICE AREA / PROGRAMME: Contract Award for the Purchase of a utility vehicle for Ruislip Lido

RELEASE NO: 5

Cabinet Members	Councillor John Riley Councillor Martin Goddard
Cabinet Portfolios	Cabinet Member for Public Safety & Transport Cabinet Member for Finance
Officer Contact	Stephen Gunter – Finance Jamie Bell – Planning, Environment, Education & Community Services
Papers with report	Appendix A – Capital release request for approval

HEADLINES

Summary	This report seeks Cabinet Member approval to procure a replacement utility vehicle for the Ruislip Lido.
Putting our Residents First	This report supports the following Council objectives of <i>Our People</i> , <i>Our Natural Environment</i> , <i>Our Heritage and Civic Pride</i> , and <i>Strong Financial Management</i> .
Financial Cost	This report seeks the release of £17,876 from the 2021/22 - 2025/26 Purchase of Vehicles Capital Budget to replace a utility vehicle at the Ruislip Lido.
Relevant Select Committee	Corporate, Finance and Property Select Committee
Ward(s) affected	N/A

RECOMMENDATIONS

That the Cabinet Member for Public Safety and Transport and the Cabinet Member for Finance agree to the following capital release request of £17,876 from the 2021/22 - 2025/26 Vehicle Capital Budget for the acquisition of a utility vehicle at Ruislip Lido.

Reasons for recommendation

Purchasing a new vehicle will be more cost effective than repairing the present vehicle that is more than 15 years old and has experienced major component failure. Estimates for repair are in excess of £12K.

Purchasing the vehicle is essential to meet the operational requirements at the Ruislip Lido.

Alternative options considered

The Council could decide to repair the present vehicle but this would be a more expensive option over the vehicle life.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Purpose

This report outlines a proposal to purchase a utility vehicle to replace the existing ageing vehicle that is being used at the Ruislip Lido.

Background

The vehicle is used to carry grounds maintenance equipment (chainsaws, fuel, grass trimmers, first aid kits and signs etc.) around the Lido to support the safe and effective operation of the site. The rugged nature of the site means the Council needs to procure a vehicle that is fit for purpose, and this was considered in the three quotes requested by Procurement.

At present the existing utility vehicle is non-operational due to major component failure. The quotation to repair this vehicle amounts to approximately £12K although this does not offer any certainty of a significantly extended productive use. Due to the excessive age of the vehicle, other components may fail and require further expensive repairs.

A comparison against cost of hiring/leasing was not undertaken as this utility vehicle is not generally stocked by our contracted hire companies as the value is so low. At present, no grounds maintenance work is being done on the 66 acres and 1.6 miles of footpath due to the existing vehicle being non-operational.

Procurement

In accordance with Standing Orders, three quotations were received and the proposal is to purchase a John Deere Gator utility vehicle from Farol Ltd as this vehicle best meets the requirements of the Ruislip Lido operation.

Financial Implications

2021/22 Purchase of Vehicles Budget £3,821k, Previously Released Budget £3,745k, Capital Release Requested £18k – Appendix A

Approval is sought to procure a new utility vehicle to be used at the Ruislip Lido to replace the existing vehicle which is no longer operational.

The Service is looking to procure a replacement vehicle as the cost quoted to repair the existing vehicle (£12k) is prohibitive due to the age of the vehicle and the potential for on-going mechanical issues. There are also limited routes for either hiring or leasing a replacement due to the specialised vehicle specification.

The acquisition cost of the vehicle is expected to be £18k to be funded through the 2021/22 Fleet Purchase of Vehicles capital budget. The capital budget for the year is £3,821k with £76k remaining for release following the capital releases totalling £3,745k approved to date from the current year budget (see table below for previous approvals).

Purchase of Vehicles Budget	Previously Released
	£'000
Food Waste Vehicles	487
Refuse Collection Vehicles	2,326
Highways Tippers	239
Corporate Fleet Vehicles	693
Total	3,745

The expected annual running costs for the vehicle are expected to be £500 to be funded from Green Spaces revenue budgets.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities

The vehicle will ensure the continued delivery of services to the visitors of Ruislip Lido.

Consultation carried out or required

None Required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance concurs with the financial implications above, noting that the £18k acquisition can be managed within the 2021/22 Purchase of Vehicles budget.

Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 89 of the Environmental Protection Act 1990.

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

There are no asset management implications.

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 for Approval

Procurement of Utility Vehicle for Ruislip Lido to be funded from the Fleet Purchase of Vehicles Capital budget 2021/22

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Ruislip Lido	Procurement of Utility Vehicle for Ruislip Lido	Purchase of replacement utility vehicle for Ruislip Lido as existing vehicle is beyond repair and options for hire or lease are limited due to specialist specifications of the required vehicle.	18			
Total seeking release			18			
Previously released			3,745			
Budget			3,821			
Remaining budget			58			