



Democratic Services

Location: Phase II
Ext: 0692
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CMD No: 795

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

**COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR PROPERTY, HIGHWAYS
AND TRANSPORT**

c.c. All Members of the Property, Highways and
Transport Select Committee
c.c. Perry Scott – Corporate Director of Place
c.c. Ward Councillors for Uxbridge

Date: 15 May 2023

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (April 2023)

DEPARTMENT: Place

SERVICE AREA/ PROGRAMME: Civic Centre Transformation – Project
Management and Administration Support

RELEASE NO: 1

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 Tuesday 23 May 2023** 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.

Ryan Dell
Democratic Services Officer

Title of Report: Civic Centre Transformation – Project Management and Administration
Support RELEASE NO: 1

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 Finance / Cabinet Member for Property, Highways and Transport

CAPITAL RELEASE REPORT (April 2023)

DEPARTMENT: Place

SERVICE AREA/ PROGRAMME: Civic Centre Transformation – Project Management and Administration Support

RELEASE NO: 1

| | |
|---------------------------|---|
| Cabinet Members | Councillor Martin Goddard Councillor Jonathan Bianco |
| Cabinet Portfolios | Cabinet Member for Finance Cabinet Member for Property, Highways and Transport |
| Officer Contact | Perry Scott – Place Directorate |
| 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 Delivering on the Council Strategy 2022-2026 | This report supports our ambition for residents/ the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council |
| Financial Cost | This report seeks the release of £123k from the 2023/24 Civic Centre Transformation Programme capital budget for the project management and administration support to enable delivery of the Civic Centre Transformation programme. |
| Relevant Select Committee | Property, Highways and Transport Select Committee. |
| Relevant Ward | Uxbridge. |

RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Property, Highways and Transport agree to the following capital release requests of £123k from the Civic Centre Transformation Programme 2023/24 capital budget for the Project Management and Administration Support to enable delivery of the Civic Centre Transformation programme. (Appendix A)

Reasons for recommendation

Following Members approval to proceed with the redevelopment of the Civic Centre and its surrounding land, it is recommended that a Project Lead and Administration Support is required to enable the management and co-ordination of the cross service, multi-workstream Civic Centre Transformation Capital Project.

Alternative options considered

External or agency staff but it is more beneficial to the project to have internal staff who know our systems, teams, managers in order to progress matters efficiently and accurately.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

The re-development of the Civic Centre and its surrounding land is a cross-service, multi-workstream transformation project.

The project includes the following workstreams: -

Planning and development for the disposal of three potential residential sites.

The disposal of the three potential plots will assist with cross-funding the works required within the Civic Centre.

Civic Centre refurbishment and space planning

This entails the re-design to the physical layout of the main building to release two floors (8 quadrants) for external rental opportunities or to reduce operating costs and to reconfigure two floors to provide a new improved office layout for the existing Civic Centre workforce.

The redesign and refurbishment the Middlesex Suite to accommodate Uxbridge Library which will complement the Uxbridge Family Hub location.

Redesign and refurbish reception, link and north wing to house lettable office space and a public café.

Essential works to the Civic Centre

Significant works are required to the Civic Centre prior to the refurbishment programme:

- The updating/ replacement of the building's pneumatic building management system (BMS) and as a minimum to replace five critical controllers.
- The installation of a new fibre optic network spine to the building to enable each quadrant to benefit from new automatic controllers and sensors for lighting and heating.
- The installation of an additional interface to the main controller to interrogate faults and heating, cooling or energy consumption issues.

- Other works including asbestos management, LED lighting installation, window improvements, roof repairs, works to boilers, chiller pipework and lifts.

Project Management for the Civic Centre Project

The Project Lead and Administration support will project manage the cross-service, multi-workstream transformation project. This will include the co-ordination of the workstreams and the project leads, overseeing the refurbishment, staff moves, archiving, letting arrangements for areas of the building including marketing and seeking additional letting opportunities.

Table 1 Estimated Costs for Project Management and Administration Support

| Programme Cost plan | £'000 |
|----------------------------|--------------|
| Project Lead | 79 |
| Administration Support | 44 |
| | |
| Total | 123 |

Financial Implications

2023/24 Budget £12,000k, Previously Released £NIL, Capital Release Requested £123k – Appendix A.

The 2023/24 capital programme, agreed by Cabinet and Council in February 2023, included a budget for the Civic Centre Transformation Capital Programme of £12,000k.

This report is seeking the release of £123k for the Project Lead and Administrative Support to enable the project management and co-ordination of the cross-service, multi-workstream transformation project. The release request is based upon calculated salary costs for 2023/24.

The remaining £11,877k for the Civic Centre Transformation 2023/24 Capital Programme will be subject to the capital release procedure.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities

The planned refurbishment and use of the Civic Centre supports the delivery and co-location of services to residents. It also supports a modern workplace for staff.

Consultation carried out or required

No formal consultation is required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concurs with the financial implication set out above, noting that the recommended action to agree a release of £123k for the Project Lead and

Administrative Support to enable the project management and co-ordination of the cross service, multi workstream transformation project will be funded from the approved 2023/24 Civic Centre Transformation Programme capital budget.

Legal

Legal Services confirms there are no specific legal implications arising from the capital release being authorised. Whenever necessary legal advice is given in relation to specific issues as they arise to ensure that the Council always meets its legal obligations.

Infrastructure/ Asset Management

Asset Management are the authors of this report.

Planning

1. The project expenditure in this report is ineligible for financing from planning obligations, i.e. balances received from Section 106 agreements.
2. The reason for ineligibility is because the project does not fit the criteria of any S106 agreements with existing unallocated balances.

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

Civic Centre Transformation Capital Programme 2023/24. Release No1

| Location | Project / Expenditure Title | Information | Funds Release Sought £000's | Approve | Hold | More Information Required |
|------------------------------|-----------------------------|--|-----------------------------|---------|------|---------------------------|
| Civic Centre | Civic Centre Transformation | Project Management and Administration Support for the redevelopment of the Civic Centre and surrounding Land | 123 | | | |
| | | | | | | |
| | | | | | | |
| Total seeking release | | | 123 | | | |
| Previously released | | | 0 | | | |
| Budget | | | 12,000 | | | |
| Remaining budget | | | 11,877 | | | |