



Democratic Services

Location: Phase II
Ext: 0636
DDI: 01895 250636
CMD No: 822

**To: COUNCILLOR EDDIE LAVERY
CABINET MEMBER FOR RESIDENTS' SERVICES**

**COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

c.c. All Members of the Resident Services' Select Committee
c.c. Gary Penticost – Place Directorate
c.c. Perry Scott – Corporate Director of Place
c.c. Ward Councillors for Uxbridge, West Drayton, Yiewsley, Ruislip, Northwood, Hayes Town, Harefield Village

Date: 31 May 2023

Non-Key Decision request

Form D

**CAPITAL RELEASE REPORT (May 2023) DEPARTMENT: Place
SERVICE AREA / PROGRAMME: CCTV Programme 2023/24 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 Thursday 08 June 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.

Rebecca Reid
Democratic Services Apprentice

**Title of Report: CAPITAL RELEASE REPORT (May 2023)
DEPARTMENT: Place
SERVICE AREA / PROGRAMME: CCTV Programme 2023/24
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 Resident Services' / Cabinet Member for Finance

CAPITAL RELEASE REPORT (May 2023)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: CCTV Programme 2023/24

RELEASE NO: 1

Cabinet Members	Councillor Eddie Lavery Councillor Martin Goddard
Cabinet Portfolios	Cabinet Member for Residents' Services Cabinet Member for Finance
Officer Contact	Gary Penticost – Place Directorate
Papers with report	Appendix A – Capital Release Request for Approval

HEADLINES

Summary	To seek Cabinet Member approval for the release of capital funds for the CCTV programme 2023/24 – replacement cameras.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council.
Financial Cost	This report seeks the release of £83k for the camera replacement programme. The project manager is Fran Gates. The works will commence upon release of the funds and are due for completion by 31/03/2024.
Relevant Committee Select	Residents' Services Select Committee
Ward(s) affected	Uxbridge, West Drayton, Yiewsley, Ruislip, Northwood, Hayes Town, Harefield Village

RECOMMENDATIONS

That the Cabinet Member for Residents' Services and the Cabinet Member for Finance agree to the capital release request of £83k from the CCTV Programme 2023/24 budget for the camera replacement programme (Appendix A).

Reasons for recommendation

The CCTV strategy for 2023/24 includes replacement cameras on the 5-year planned programme due to existing cameras being 5 years old and reaching the end-of-life cycle. The replacement programme primarily targets the main town and village centres, where statistically there is more crime.

Alternative options considered

Officers considered not replacing the cameras; however, this would lead to system unreliability and possible failure of cameras impacting on evidence gathering capabilities for the Council and Police.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

The budget estimates have been calculated using the schedule of rates contained in the Council's CCTV Contractor, DSSL, Servicing and Maintenance Term Contract. Table 1 below provides a breakdown of the costs.

Table 1: Cost Plan

Project Details	Additional Information	CCTV Installations Contractor Costs (£)	Revenue Costs (£)
Replacement CCTV Cameras	27 cameras to be replaced in Uxbridge, Hayes, Ruislip, Manor Farm, Northwood, West Drayton, Yiewsley & Harefield	81,000	N/A
Contingency		2,000	
Total		£83,000	

Financial Implications

CCTV Programme 2023/24 Budget £83k; Previously Released Nil; Capital Release Requested £83k - Appendix A

The 2023/24 capital programme approved by Cabinet and Council in February 2023 included a budget of £83k for the CCTV Programme funded from Council resources.

The report requests the capital release of £83k from the CCTV Programme budget to enable the replacement of fixed CCTV cameras. The cost plan is based on schedule of rates within the approved Council's CCTV term contract and includes contingency of 2%.

There are no additional CCTV revenue cost implications from these purchases as they are replacing existing equipment. Annual support and maintenance costs are contained within the existing CCTV revenue budget.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities?

To further improve and enhance the CCTV infrastructure across the borough to prevent and deter criminal activity, assist police with evidential images and continue to keep our residents safe.

Consultation carried out or required

Consultations will be carried out by the CCTV Manager for sites as and when 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 £83k for the replacement of fixed CCTV cameras will be funded from the approved CCTV 2023/24 Programme capital budget. There are no additional revenue implications in relation to the replacement of the fixed CCTV cameras.

Legal

Legal Services confirm that the Council is responsible for carrying this function pursuant to Section 1 of the Localism Act 2011.

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

Authors of 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

CCTV Programme 2023/24 - (CR No 1).

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Hillingdon Town & Village Centres	CCTV Planned Programme	27 replacement cameras across the Borough	83			
Total seeking release			83			
Previously released			0			
Budget			83			
Remaining budget			0			