



Democratic Services

Location: Phase II
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**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. John Phillips – Place Directorate
c.c. Perry Scott – Corporate Director of Place

Date: 5 October 2023

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (September 2023)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: Civic Centre Transformation Programme Capital
2023/2024: Fire Safety, Civic Centre
RELEASE NO 8

Dear Cabinet Members,

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 13 October 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 (September 2023)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: Civic Centre Transformation Programme Capital
2023/2024: Fire Safety, Civic Centre
RELEASE NO 8

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 (September 2023)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: Civic Centre Transformation Programme Capital
2023/2024: Fire Safety, Civic Centre

RELEASE NO 8

Cabinet Member(s)	Councillor Martin Goddard Councillor Jonathan Bianco
Cabinet Portfolio(s)	Cabinet Member for Finance Cabinet Member for Property, Highways and Transport
Officer Contact(s)	John Phillips – Place Directorate
Papers with report	Appendix A – Capital Release Request

HEADLINES

Summary	This report seeks approval of capital release for the Remapping of the Fire Detection System and replacement of Existing Fire Extinguishers at the Civic Centre.
Putting our Residents First	This report supports the Council objectives of <i>Our People</i> by recommending Remapping of the Fire Detection System and replacement of Existing Fire Extinguishers at the Civic Centre, thereby enhancing the future safety of the service users.
Financial Cost	The recommended costs for acceptance are £38,543.60. With the inclusion of fees and contingencies, a total project cost of £42k is requested for capital release from the Civic Centre Transformation 2023/2024 capital budget.
Relevant Select Committee	Property, Highways and Transport Select Committee.
Relevant Ward(s)	Not Ward Related.

RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Property, Highways and Transport agrees to the capital release requests of £42k from the Civic Centre Transformation Programme 2023/24 capital budget for the Remapping of the Fire Detection System and replacement of Existing Fire Extinguishers at the Civic Centre.

Reasons for recommendations

Reviews following recent Fire Alarm Activations at the Civic Centre have highlighted some issues with the current addressing of Fire Detection points within the Civic Centre.

These issues being:

1. Location names of activating devices showing on Panel being out of date as areas are now altered and have changed use.
2. Unidentified Points activating without known locations.
3. Zone maps are out of date and Zone areas are unclear.

These issues can all lead to delays in identifying false alarms and potentially delays in identifying the area a fire is located within. We are therefore looking to engage the Current Fire Term Contractor to complete a resurvey of the existing points, update the address of all locations and devices and produce new zonal maps for clear display and record purposes. In addition, a new system of work will be implemented whereby any future changes are logged and altered to ensure the system and location drawings are kept up to date.

We have also reviewed the current quantity & type of Fire Extinguishers located within the Civic Centre, which currently sits at 360+, to provide a more targeted and cost-effective option. Following recent servicing, we have received quotations exceeding £9.5k for the replacement of 135 extinguishers that are beyond their shelf life, with the remaining 200+ all expected to be due in the next few years.

Alternative options considered / risk management

No other options were considered.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Officers propose the complete removal of the current approximately 360+ extinguishers of various types and replacement with a reduced number of 150 Fluro-Free Foam Extinguishers and 15 Powder Extinguishers, which will be situated in targeted and documented locations at a cost of £22k. This will enable a reduction in future 3rd party servicing costs of approximately £12,530 over ten years and a saving of approximately £4,000 against future replacement costs.

The additional benefits of switching to these types of extinguishers will be:

- Removal of servicing costs for the next 10 years as these can be maintained by in-house operatives or site staff, with training included within supply cost.

- 45% reduction in the number of overall units as new extinguishers cover class A and Electrical risks.
- Removal of the decision to be made on which extinguisher to be used in event of fire.
- No need for replacing after 5 years.
- More environmentally friendly than traditional steel extinguishers.

All works will be in conjunction with the current Civic Centre Refurbishment programme.

Existing extinguishers still within the life cycle will be used as replacements for corporate sites until stock is depleted, providing further replacement costs savings whilst officers evaluate the benefits of extending the replacement programme.

Table 1: Installation and remedial works:

Works Description	Contractor	Cost (£)
Remapping of existing Fire Detection System with new Zone Maps and Location	Regen M&E Services	16,793.60
Replacement of existing Fire Extinguishers within Civic Centre	Safelincs Ltd	21,750.00
Contingency 10%		3,854.36
Total Cost		42,398

Financial Implications

Budget £13,403k, Previously Released/Pending Release £5,038k, Capital Release Requested £42k – 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. In June 2023, Cabinet approved the rephasing of £1,403k from 2022/23 into 2023/24, which gives a revised budget for 2023/24 of £13,403k.

Previously, £5,038k has been released / is pending release for:

- Enabling works to the 2 East and 1 North quadrants of the Civic Centre.
- The Project Lead and Administrative Support to enable the project management and co-ordination of the cross service, multi-workstream transformation project.
- The Architectural Services for the remodelling of the Civic Centre and Middlesex Suite.
- Specialist Consultants.
- Preparation work in relation to the external fabric remedials and internal fabric remodelling at the Middlesex Suite.
- The refurbishment of 3 Centre Core Passenger Lifts and the Goods Lift within the Civic Centre.
- External Fabric Remedials, including the roof remedials, associated works and the asbestos removal at the Middlesex Suite.
- Phases 1 and 2 of the Civic Centre and Middlesex Suite Refurbishment.

- Installation of a new bollard system in the Members' Car Park at the Civic Centre.
- Installation of the Commulite LED intelligent 24v communal emergency lighting system at the Civic Centre Basement Car Park.

This report seeks the release of £42k for the remapping of the Fire Detection System and replacement of Existing Fire Extinguishers at the Civic Centre in conjunction with the Civic Centre Refurbishment programme. The release request is based upon quoted costs and includes a project contingency of 10% of the quoted costs.

The remaining £8,323k of the Civic Centre Transformation Programme 2023/24 budget will be subject to the capital release procedure.

RESIDENT BENEFIT & CONSULTATION

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

This project will enhance the safety of the Civic Centre communal areas, providing its occupants with a safe environment.

Consultation required or carried out

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 £42k for the remapping of the Fire Detection System and replacement of Existing Fire Extinguishers at the Civic Centre in conjunction with the Civic Centre Refurbishment programme will be funded from the approved 2023/24 Civic Centre Transformation Project capital budget.

Legal

Pursuant to Section 2 of the Health and Safety at Work Act 1974, it is the Council's duty to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all its employees. The Council, as an employer with control of the Civic Centre, also has several fire safety duties under the Regulatory Reform (Fire Safety) Order 2005 towards its employees and other people using the building.

Provided that the existing term contract with the Current Fire Term Contractor and any other contract for the items in this report comply with the Council's Procurement and Contract Standing Orders, Legal Services confirm there are no legal impediments in the Council authorising the capital release recommended in 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 – CAPITAL RELEASE REQUEST

**Civic Centre Transformation Capital Programme 2023/24: Fire Safety, Civic Centre.
Release No 8**

Location	Project / Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Civic Centre	Fire Safety Civic Centre	Remapping of Fire Detection System & Replacement of Fire Extinguishers	42			
Total seeking release			42			
Previously released / Pending release			5,038			
Budget			13,403			
Remaining budget			8,323			