

**Democratic Services**

Location: Phase II
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My Ref: LP

To: COUNCILLOR MARTIN GODDARD CABINET MEMBER FOR FINANCE (DESIGNATE)

c.c. All Members of Executive Scrutiny Committee
c.c. Paul Whaymand, Corporate Director
c.c. Michelle Kenyon, Procurement
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 14 January 2021

Non-Key Decision request**Form D****CAPITAL RELEASE DRAW-DOWN REPORT (January 2021)**

DEPARTMENT: Finance

SERVICE AREA / PROGRAMME: ICT Equipment, Furniture & General Equipment

2020/21

DRAW-DOWN RELEASE NO: 13

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 22 January 2021** 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.

Liz Penny
Democratic Services Officer

Title of Report: ICT Equipment, Furniture & General Equipment 2020/21 - Release No 13

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 (Designate)

CAPITAL RELEASE DRAW-DOWN REPORT (January 2021)

DEPARTMENT: Finance

SERVICE AREA / PROGRAMME: ICT Equipment, Furniture & General Equipment 2020/21

DRAW-DOWN RELEASE NO: 13

Cabinet Members	Councillor Martin Goddard
Cabinet Portfolios	Cabinet Member for Finance (Designate)
Officer Contact	Michelle Kenyon, Procurement
Papers with report	Appendices A1 and A2 with capital release drawdown requests for approval Appendix B with urgent items from the previously approved contingency allocations

HEADLINES

Financial Summary	To approve the draw-down of capital and revenue funds for previously agreed capital programme decisions. This report seeks the release of £4,189 from the Corporate Technology and Innovation Programme 2020/21 capital budget for ICT equipment and £53,264 from the Equipment Capitalisation - General 2020/21 and capital budget for furniture and general equipment. The purchases will be made upon the release of funds.
Previous Decision History	The first capital release for this programme was previously approved formally by Members on 28 February 2020 for subsequent drawdown, where full information was provided on the programme, reasons for decisions and alternative options considered.
Ward	N/A

RECOMMENDATIONS

That the Cabinet Member for Finance (Designate):

- 1) **agrees the release of £4,189 for ICT Equipment from the Corporate Technology and Innovation Programme 2020/21 capital budget as set out in Appendix A1 of this report;**
- 2) **agrees the release of £53,264 for General Equipment and Furniture from the Equipment Capitalisation - General 2020/21 capital budget as set out in Appendix A2; and**
- 3) **notes the £5,715 of equipment expenditure authorised using the Urgent Contingency Allocations as set out in Appendix B.**

PLEASE NOTE: Appendices A1, A2 and B are attached to the decision request form so that the Cabinet Member can indicate for each scheme, whether project approval is granted and return it to Democratic Services for publication.

APPENDIX A - Draw-down of capital for previously agreed programmes

Appendix A1 – Corporate Technology and Innovation Programme 2020/21 Release No 13

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
ICT EQUIPMENT						
ICT EQUIPMENT CONTINGENCY TOP-UP REQUEST						
ICT Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	4,189			
Total seeking release			4,189			
Previously released / pending release			202,270			
Budget			278,000			
Remaining budget			71,541			

Appendix A2 – Equipment Capitalisation - General Equipment and Furniture
2020/21 Release No 13

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
GENERAL EQUIPMENT						
ERF 2839	Double bed x1	<u>4 Hatton Grove</u> Replacement Double divan bed	300			
ERF 2840	Office chairs x20	<u>Office Chairs</u> Replacements and specific DSE requirements	2,500			
ERF 2802	Compost Bins x210	<u>BSU/Main Stores</u> Compost bins 220LTR complete with lid and hatch	3,255			
ERF 2803	A3 laminator x1 Step on 45L Container bins x3 Step On 68LContainer Bins x3	<u>South Ruislip Early Years Centre</u> Laminator is to replace the broken one we currently have Step on container bins, as per health and safety regulations	170 138			
ERF 2805	Dewalt Combi Drill x1	<u>Green Spaces</u> Cordless Dewalt Combi drill with two batteries	215			
ERF 2806	Bulk Bins for commercial waste operations	<u>Waste Services</u> 1100 litre refuse containers x30 1100 litre recycling containers flat lid	22,220			

		x30 1280 litre refuse containers x15 940 litre refuse containers unlidded x10 940 litre refuse containers lidded x10				
ERF 2807	Food waste and kitchen caddies	<u>Waste Services</u> Replenish current stock levels	9,627			
ERF 2808	Dishwasher x1	<u>Uxbridge Children</u> <u>Centre</u> Replacement required	350			
ERF 2809	Petrol saws x2	<u>Highways</u> The current ones are old and are costing money to repair. These are over 7 years old	1,008			
ERF 2810	Laminator x1	<u>Libraries</u> Laminator required to fulfill laminating needs at Ruislip Manor Library including laminating posters and display materials	94			
ERF 2813	Ukuleles x100	<u>Green Spaces, Sport</u> <u>and Culture</u> Following on the success of ukuleles this term, schools have requested lessons	1,650			
ERF 2814	Steel Shovels x25	<u>BSU/Main Stores</u> Open mouth number 2 all metal shovel	187			
ERF 2815	Rest Centre Supplies	<u>Emergency</u> <u>Management and</u> <u>Response</u>	425			

	Single flock size air beds x10 Travel pillows x10 Air pumps (240v) x4 Rubber torches x10 First aid kits x 10 Travel kettle (230v) x4 Head torches (12 LED) x3	Replenish stock for the rest centre				
ERF 2828	220 litre Compost Converters x 210	<u>BSU/Main Stores</u> Items are required for the waste Division for an ongoing project to supply tenants, schools and other sections to convert green waste to compost.	3,255			
ERF 2830	Pedal Bin x1	<u>Yiewsley Library</u> 30 litre blue lid pedal bin to replace broken item in staff toilets	54			
ERF 2831	Outer Bin x30	<u>BSU/Main Stores</u> Black bin outer 120 litre cover	2,970			
ERF 2832	Springback traffic cylinder with sleeve (bollard) x10	<u>Highways</u> 10 x springback traffic cylinder bollards for maintenance works for Ryefield Avenue scheme.	49			
ERF 2833	Padlocks x75	<u>Green Spaces</u> 25 x RADAR Locks 25 x No. 10 locks 25 x No.14 locks	763			
ERF 2837	Mobile Hand Wash Station x1	<u>Child and Family Development Service</u> A new mobile sink is needed to replace the current one which did	374			

		not pass it's recent PAT test at Barra Hall Children's Centre				
ERF 2838	Douwe Egberts Excellence Compact Touch Coffee Machine x1	<u>Hayes End Library</u> Douwe Egberts Excellence Compact Touch coffee machine will be used at Hayes End Library to provide coffee and hot drinks to members of the public.	2,110			
ERF 2843	Desk Risers x2	Accordance with DSE Assessment Outcomes	24			

GENERAL EQUIPMENT CONTINGENCY TOP-UP REQUEST

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
FURNITURE						
FURNITURE CONTINGENCY TOP-UP REQUEST						
Furniture & General Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	1,526			
Total seeking release			53,264			
Previously released			308,835			
Budget			765,000			
Remaining budget			402,901			

APPENDIX B

Items Approved by Corporate Directors from Previously Released Contingencies 2020/21

FURNITURE - URGENT ITEMS FROM CONTINGENCY					
Ref	Item / Quantity	Information	Amount £'s		
ERF 2841	Adapt 650 Ergonomic Chairs x2 Puk Wrist rests x4 Adjustable Tilting Footrest x1 Microbreak (body) software x1 Back Support x1	<u>Safeguarding, Partnership and Quality Assurance</u> A workplace assessment has been completed by Access to Work. It has been assessed as requiring the items specified in order to minimise the effect of her disability at work.	1,526		
Total			1,526		

ICT EQUIPMENT - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
2818	Phillips LED Monitors x16	Manor Farm Library Refurbishment	1,698
2771	Printer and convertor	The printer is to replace a faulty printer connected to the Microfiche.	228
2822	Penguin Ambidextrous Vertical Mouse x1	Equipment required as a result of a DSE assessment.	71
2836	Dragon Pro 15 Monoaural headset USB SpeechAir 2Dock No SW C-Pen Reader Portable Text-to-speech Scanner Read & Write Single User - 1 year licence(Win/Mac)	As a result of a DSE Assessment	1,150
	Serial cards for the cash office x3	Required urgently by the cash office to connect their new devices to specialised printers	84
2842	ICT Equipment	Urgently required for the Waste Service.	958
Total			4,189