



## Democratic Services

**Location:** Phase II  
**Ext:** 0185  
**DDI:** 01895 250185  
**My Ref:** LP

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

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:** 23 February 2021

## Non-Key Decision request

## Form D

### **CAPITAL RELEASE DRAW-DOWN REPORT (February 2021)**

**DEPARTMENT:** Finance

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

**DRAW-DOWN RELEASE NO:** 15

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 Wednesday 3 March 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 15

**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

# CAPITAL RELEASE DRAW-DOWN REPORT (February 2021)

DEPARTMENT: Finance

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

DRAW-DOWN RELEASE NO: 15

<b>Cabinet Members</b>	Councillor Martin Goddard
<b>Cabinet Portfolios</b>	Cabinet Member for Finance
<b>Officer Contact</b>	Michelle Kenyon, Procurement
<b>Papers with report</b>	Appendices A1 and A2 with capital release draw-down requests for approval Appendix B with urgent items from the previously approved contingency allocations

## HEADLINES

<b>Financial Summary</b>	To approve the draw-down of capital and revenue funds for previously agreed capital programme decisions. This report seeks the release of £40,126 from the Equipment Capitalisation - General 2020/21 capital budget for furniture and general equipment. The purchases will be made upon the release of funds.
<b>Previous Decision History</b>	The first capital release for this programme was previously approved formally by Members on 28 February 2020 for subsequent draw-down, where full information was provided on the programme, reasons for decisions and alternative options considered.
<b>Ward</b>	N/A

## RECOMMENDATIONS

That the Cabinet Member for Finance:

- 1) agree the release of £40,126 for General Equipment and Furniture from the Equipment Capitalisation - General 2020/21 capital budget as set out in Appendix A2; and
- 2) note the £1,129 of equipment expenditure authorised using the Urgent Contingency Allocations as set out in Appendix B.

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

### Appendix A1 – Corporate Technology and Innovation Programme 2020/21 Release No 15

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
<b>ICT EQUIPMENT</b>						
<b>ICT EQUIPMENT CONTINGENCY TOP-UP REQUEST</b>						
<b>Total seeking release</b>			<b>0</b>			
<b>Previously released / pending release</b>			<b>206,459</b>			
<b>Budget</b>			<b>278,000</b>			
<b>Remaining budget</b>			<b>70,548</b>			

## Appendix A2 – Equipment Capitalisation - General Equipment and Furniture

### 2020/21 Release No 15

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
<b>GENERAL EQUIPMENT</b>						
ERF 2863	Energizer Torch Large Vision Metal LED - 1300 Lumens X 13	<u>Food, Health and Safety</u> Replacement torches for the Environmental Health Officers and Grab Bags	328			
ERF 2869	Trash Pumps X2	<u>Green Spaces</u> 2" Honda Trash Pumps and ancillaries, pipes, connectors etc to replace existing Pumps used for pumping water out of Graves.	3,365			
ERF 2870	Floor Scrapers X40	<u>BSU - Main Stores</u> Heavy duty floor scrapers c/w blade for street cleaning	398			
ERF 2871	Museum vacuum cleaner X1	<u>Archives and Museums Service</u> Museum Vac 800 watt model with variable controller with various accessories. This vacuum will remove dust whilst causing no damage to the object itself.	451			
ERF 2872	Electrical oven X1	<u>Providers and Commissioned care</u> Replacement for the electrical oven was decommissioned due to a leak in South Lodge's roof	650			

ERF 2873	Ladder X1	<u>Highways</u> We require a ladder to work at height for installing street signs etc	104			
ERF 2874	Tools for installing signs.	<u>Highways</u> Tespa banding tool, 1/2 inch banding buckly clips for installing signs.	74			
ERF 2876	Wooden paving maul X 4	<u>Highways</u> Required to carry out paving works	130			
ERF 2877	Wooden lute X8	<u>Highways</u> Required to rake tarmac	25			
ERF 2878	Bunker rakes, dew brushes leaf rakes and rubber mallets	<u>Golf</u> Replacement for broken items at Haste Hill and Uxbridge Golf Course	699			
ERF 2881	Hedge cutters X15 Strimmers X13 Backpacks X6 Hand held blowers X12 Chainsaws X2 Pole saw x1 Tillers X2, Pedestrian mowers X7	<u>Green Spaces</u> Machinery required to replace old and beyond economical repair items	27,750			
ERF 2882	Water boilers Bin with automatic lid, Can opener, Microwave,	<u>Extra Care</u> Kitchen equipment required for Caterplus to provide meals and service to residents	1,300			

	Tableware and crockery	within extra care schemes				
ERF 2885	Tarmac rakes	<u>Highways</u> Require to carry out daily tarmac work	53			
ERF 2886	Bollards X10	<u>Highways</u> Required for replacements for the special bollards installed in Windsor Ave, Hillingdon	230			
<b>GENERAL EQUIPMENT CONTINGENCY TOP-UP REQUEST</b>						
Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
<b>FURNITURE</b>						
ERF 2864	Stools	<u>Adult Education</u> Replacement for broken furniture	540			
ERF 2868	Chairs X13 Divider Screens X20	<u>Facilities</u> Chairs required to replace old worn out chairs at the Imported Food Office. Dividers to be used in COVID-19 Testing and Vaccination Centres	2,900			
<b>FURNITURE CONTINGENCY TOP-UP REQUEST</b>						
Furniture & General Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	1,129			
<b>Total seeking release</b>			<b>40,126</b>			
<b>Previously released/Pending release</b>			<b>418,749</b>			
<b>Budget</b>			<b>765,000</b>			
<b>Remaining budget</b>			<b>306,125</b>			

## APPENDIX B

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

FURNITURE - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
2880	Profiling Bed X 1	<u>4 Hatton Grove</u> The bed is adjustable in height between 40cm - 80cm (16" – 31"), enabling carers / nurses to care for users successfully, without bending and causing back injuries.	900
2867	Microwaves X2	<u>Nestles Avenue Children Centre</u> Replacement for broken equipment	150
2884	Telephone handsets X3	<u>Chapel Lane</u> The staffing is primarily lone working and the portable handsets which can be located upstairs/ downstairs and in the kitchen enable staff to access a phone quickly	79
<b>Total</b>			<b>1,129</b>

ICT EQUIPMENT - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
<b>Total</b>			<b>0</b>