

**Democratic Services****Location:** Phase II**Ext:** 0833**DDI:** 01895 25 0833**My Ref:** RD**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:** 24 March 2021**Non-Key Decision request****Form D****CAPITAL RELEASE DRAW-DOWN REPORT (March 2021)****DEPARTMENT:** Finance**SERVICE AREA / PROGRAMME:** ICT Equipment, Furniture and General Equipment**2020/21****DRAW-DOWN RELEASE NO: 16**

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 01 April 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.

Ryan Dell  
Democratic Services Apprentice

**Title of Report: ICT Equipment, Furniture and General Equipment 2020/21 - Release No. 16**

**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 (March 2021)**

**DEPARTMENT:** Finance

**SERVICE AREA / PROGRAMME:** ICT Equipment, Furniture and General Equipment

**2020/21**

**DRAW-DOWN RELEASE NO: 16**

<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 £2,072 from the Corporate Technology and Innovation Programme 2020/21 capital budget for ICT Equipment and £26,079 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.

## **RECOMMENDATIONS**

That the Cabinet Member for Finance:

- 1) **agrees the release of £2,072 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 £26,079 for General Equipment and Furniture from the Equipment Capitalisation - General 2020/21 capital budget as set out in Appendix A2; and**
- 3) **notes the £5,526 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. 16

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>						
ICT Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	2,072			
<b>Total seeking release</b>			<b>2,072</b>			
<b>Previously released / pending release</b>			<b>206,459</b>			
<b>Budget</b>			<b>278,000</b>			
<b>Remaining budget</b>			<b>69,469</b>			

**Appendix A2 – Equipment Capitalisation - General Equipment and Furniture**  
**2020/21 Release No. 16**

Ref	Item / Quantity	Information	Funds Release Sought £'s	Approve	Hold	More Information Required
<b>GENERAL EQUIPMENT</b>						
ERF 2889	Bunker rakes Dew Brushes Leaf Rakes Rubber Mallets	<u>Golf</u> To replace broken pieces of equipment at Haste Hill and Uxbridge Golf Courses	699			
ERF 2890	120 Litre Steel Barrow X 15	<u>BSU/Stores</u> Item is required by Highways for general day to day works, moving materials around on site, from loose aggregate to small plant equipment	525			
ERF 2893	Road Sweeper Barrows X 10	<u>Street Cleansing</u> Glasdon Double Space Liner barrows for Solo sweepers	7,928			
ERF 2894	1065mm concrete bollards X 40	<u>Highways</u> Following a stock take, we are low on these bollards and request a new stock to carry out approved work order for bollard installation	950			
ERF 2895	1370mm concrete bollards X40	<u>Highways</u> Following a stock take, we are low on these bollards and request a new stock to carry out approved work order for bollard installation	1,288			

ERF 2896	Harwood Bollards X 40	<u>Highways</u> Following a stock take, we are low on these bollards and request a new stock to carry out approved work order for bollard installation	4,650			
ERF 2897	Dining set x 5 Cutlery Cups Glasses Jugs x 3 Salt and Pepper shakers Saucepan set 5 piece Kettle Toaster 4 slice Food blender Microwave	<u>Charville Lane</u> Various kitchen and utensils required to replace items due to wear and tear	591			
ERF 2900	Museum family and school interactive material	<u>Museums and Archive Service</u> Purchase boys and girls Victorian costumes, a shatterproof dressing up mirror and a lockable mobile shelved cupboard with plastic boxes. These are all for use with families and schools at the museum and archive on level 6 of Uxbridge Library	537			
ERF 2902	Horticultural Machinery	<u>Green Spaces</u> To replace strimmer's, blower, hedge cutters after a break in at Cherry Lane Cemetery	2,700			

GENERAL EQUIPMENT CONTINGENCY TOP-UP REQUEST						
Furniture & General Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	1,504			
FURNITURE						
ERF 2901	Display cases for Uxbridge Museum X 4	<u>Museums and Archives</u> Four acrylic display cases to use in Uxbridge Museum and Archive on level 6 of Uxbridge Library after the refurbishment	2,757			
FURNITURE CONTINGENCY TOP-UP REQUEST						
Furniture & General Equipment Contingency	Top up request	Reimbursement of urgent purchases as itemised in Appendix B below	1,950			
<b>Total seeking release</b>			<b>26,079</b>			
<b>Previously released/Pending release</b>			<b>458,875</b>			
<b>Budget</b>			<b>765,000</b>			
<b>Remaining budget</b>			<b>280,046</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
ERF 2898	Kitchen Cooker removal and fitting	<u>Children &amp; Young People's Services</u> Kitchen Cooker removal and fitting at Uxbridge Early Years Centre	1,950
<b>Total</b>			<b>1,950</b>

EQUIPMENT - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
ERF 2891	Covid Screening	<u>Adult Social Care Services</u> Plastic screens are to enable families/relatives to visitor their loved ones within the service and prevent infection spread of COVID-19 and offer protection to our staff and service users.	1,504
<b>Total</b>			<b>1,504</b>

ICT EQUIPMENT - URGENT ITEMS FROM CONTINGENCY			
Ref	Item / Quantity	Information	Amount £'s
ERF 2892	ICT Equipment	Equipment Required for Library Refresh Programme.  Manor Farm Library, Hayes End Library, Ickenham Library, West Drayton Library, Botwell Green Library	2,059
ERF 2858	1 x Memory Stick	Memory stick required to transfer CCTV footage of an employee of LBH in relation to a dismissal.	13
<b>Total</b>			<b>2,072</b>