



Democratic Services

Location: Phase II

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My Ref: SC

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

**COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR PROPERTY AND
INFRASTRUCTURE**

c.c. All Members of Executive Scrutiny Committee
c.c. Perry Scott, Director of Infrastructure,
Procurement, Business Improvement,
Communications, Waste Services and ICT
c.c. Chairman of the Corporate Services, Commerce
and Communities Policy Overview Committee
c.c. Jenny Evans, Residents Services
c.c. Bobby Finch, Residents Services
c.c. Ward Councillors for West Drayton and Uxbridge
South
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 01 April 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (April 2021)

DEPARTMENT: Infrastructure, Building Services & Transport

SERVICE AREA / PROGRAMME: Civic Centre Works Programme (CCWP) Budget
2020/21: Refurbishment of the Civic Centre Mezzanine Area to Enable the Relocation of
Services

RELEASE NO: 9

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 Tuesday 13 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.

Steve Clarke
Democratic Services Officer

**Title of Report: Civic Centre Works Programme (CCWP) Budget 2020/21:
Refurbishment of the Civic Centre Mezzanine Area to Enable the Relocation of
Services Release No 9**

Decision made:

Reasons for your decision: (e.g. as stated in report)

Alternatives considered and rejected: (e.g. as stated in report)

SignedDate.....

Cabinet Member for Property and Infrastructure / Cabinet Member for Finance

CAPITAL RELEASE REPORT (April 2021)

DEPARTMENT: Infrastructure, Building Services & Transport

SERVICE AREA / PROGRAMME: Civic Centre Works Programme (CCWP) Budget 2020/21:
Refurbishment of the Civic Centre Mezzanine Area to Enable the Relocation of Services

RELEASE NO: 9

Cabinet Members	Councillor Martin Goddard Councillor Jonathan Bianco
Cabinet Portfolios	Cabinet Member for Finance Cabinet Member for Property and Infrastructure
Officer Contact	Jenny Evans, Residents Services Bobby Finch, Residents Services
Papers with report	Appendix A with capital release requests for approval

HEADLINES

Summary	To seek approval for the release of capital funds to carry out the internal fit-out works of the Civic Centre mezzanine which will enable services that are currently delivered elsewhere to be relocated to the Civic Centre.
Putting our Residents First	This report supports the Council objective of: <i>Strong Financial Management</i> .
Financial Cost	This report seeks the release of £596k from the Civic Centre Works Programme (CCW) 2020/2021 capital budget for the internal fit-out works of the Civic Centre Mezzanine. The works will commence upon the release of funds.
Relevant Policy Overview Committee	Corporate Services, Commerce and Communities Policy Overview Committee
Ward(s) affected	West Drayton and Uxbridge South

RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £596 from the Civic Centre Works Programme (CCW) 2020/2021 capital budget for the Mezzanine Floor Fit-Out Works at the Civic Centre. (Appendix A)

Reasons for recommendation

The Abacus Family Centre is located on the proposed site for the new sports and leisure facility in West Drayton. As a result, there is a requirement to relocate the services that are currently run

from the centre. To ensure best use of the updated mezzanine area at the Civic Centre, consideration has also been given to move other services into the refurbished area. Relocating these services will ensure that the services can continue to be used by residents.

Alternative options considered

Other possible locations were considered for the Abacus Family Centre; however, the proposed location was deemed to be the most suitable.

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

Background

Approval to proceed with the new sports and leisure facility was approved by the Cabinet in March 2019. The proposed site for the sport and leisure facility is at the junction of Harmondsworth Road and Rowleys Place. As the Abacus Family Centre building is located within this proposed site, the services run from the building will need to be relocated to another site prior to construction works on the sport and leisure centre commencing.

It is proposed that the services run out of the Abacus Family Centre are relocated to the unused mezzanine area in the Civic Centre in Uxbridge. To make the best use of the mezzanine, other services will also be moved into the refurbished and updated area.

Proposed works

This report seeks the release of capital funds required to complete the fit-out works in the mezzanine, new partitions, new ceilings and LED lighting, the fitting out of each family contact room, treatment rooms, kitchen and WC areas, conference rooms and staff areas, as well as a refurbishment of the existing public reception area, and staff entrance from the car park.

Cabinet approved the appointment of a contractor to carry out these works on 18 March 2021.

Costs

The estimated costs for the works are set out in table 1 below. This report is seeking the release of £596k in capital funds from Civic Centre Works Programme (CCW) 2021/22 budget.

Table 1: Estimated Budget for Works to the Civic Centre Mezzanine

Item	Estimated Costs (£)	Previously Released (£)	Seeking Release (£)
Enabling Works	£123,212	£259,151	£569,853
Main Fit-Out Works	£705,792		
Allowance for FFE	£25,000	£0	£25,000
Consultancy Fees	£21,300	£40,643	(£19,343)
Site Investigation Surveys	£5,000	£31,620	(£26,620)
Statutory Approval	£2,550	£2,550	£0

Capital Programme Works Service Fee	£45,596	£22,799	£22,797
Contingency	£41,450	£16,839	£24,611
Total	£969,900	£373,602	£596,298

Financial Implications

2020/21 Budget £5,156k, Previously Released/Pending Release £1,914k, Capital Release Requested £596k - Appendix A

The 2020/21 capital programme, approved by Cabinet and Council in February 2020, included a budget for the Civic Centre Works Programme (CCW) of £2,828k. In June 2020, Cabinet approved the re-phasing of £2,328k of the unspent 2019/20 budget into 2020/21, to give a revised budget of £5,156k, funded from Council resources.

Previously, £1,914k has been released from the revised CCW 2020/21 programme capital budget.

This report is seeking the release of £596k for the fit-out works in the mezzanine as well as a refurbishment of the existing public reception area, and staff entrance from the car park. The release request is based upon the costs provided by the contractor appointed and approved by Cabinet on the 18 March 2021 to carry out these works and includes an element for FFE, consultancy fees and contingency.

The remaining £2,646k of the CCW 2020/21 capital budget will be allocated to projects as and when required subject to the capital release procedure.

RESIDENT BENEFIT & CONSULTATION

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

Relocating these services will ensure that the services run out of the building can continue to be made available for residents.

Consultation carried out or required

No formal consultation is required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that the recommended action to agree a release of £596k for the fit-out works in the mezzanine as well as a refurbishment of the existing public reception area, and staff entrance from the car park will be funded from the 2020/21 approved Civic Centre Work Programme Capital Budget.

Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 2 of the Health and Safety at Work etc Act 1974 Act.

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

Asset Management authored 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

Civic Centre Works Programme (CCWP) Budget 2020/21: Refurbishment of the Civic Centre Mezzanine to Enable the Relocation of Services Release 9

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Civic Centre, Uxbridge	Civic Centre Mezzanine Refurbishment	Refurbishment works to allow additional services to move into the Civic Centre	596			
Total seeking release			596			
Previously released			1,914			
Budget			5,156			
Remaining budget			2,646			