



## Democratic Services

**Location:** Phase II  
**Ext:** 0833  
**DDI:** 01895 250833  
**My Ref:** CMD 288

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

**COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

c.c. All Members of the Corporate, Finance and  
Property Select Committee  
c.c. Gary Penticost, Infrastructure, Transport and  
Building Services  
c.c. Perry Scott, Corporate Director for Infrastructure,  
Transport and Building Services  
c.c. Ward Councillors for Uxbridge South  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 27 September 2021

## Non-Key Decision request

## Form D

**Civic Centre Works Programme (CCWP) Capital Budget 2021/2022;  
Contingency Budget - Specialist Furniture and Access Controls for  
the Mezzanine Children's Contact Centre  
RELEASE NO: 2**

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, 5 October 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.

Jack Roberts  
Democratic Services Apprentice

**Title of Report: Civic Centre Works Programme (CCWP) Capital Budget 2021/2022;  
Contingency Budget – Specialist Furniture and Access Controls for the Mezzanine  
Children's Contact Centre  
RELEASE NO: 2**

**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 Property and Infrastructure / Cabinet Member for Finance*

## CAPITAL RELEASE REPORT (September 2021)

SERVICE AREA / PROGRAMME: Civic Centre Works Programme (CCWP) Capital Budget 2021/2022; Contingency Budget – Specialist Furniture and Access Controls for the Mezzanine Children’s Contact Centre

RELEASE NO: 2

<b>Cabinet Members</b>	Councillor Jonathan Bianco Councillor Martin Goddard
<b>Cabinet Portfolios</b>	Cabinet Member for Property and Infrastructure Cabinet Member for Finance
<b>Officer Contact</b>	Gary Penticost, Infrastructure, Transport & Building Services
<b>Papers with report</b>	Appendix A with capital release requests for approval

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds.
<b>Putting our Residents First</b>	This report supports the Council Objective of <i>Strong Financial Management</i> .
<b>Financial Cost</b>	<p>This report seeks the release of £38k from the Civic Centre Works Programme 2021/22 capital budget to supply specialist weighted furniture designed specifically for use in health and social care settings and additional door entry controls for foster parents and families. The furniture and controls will be provided within the new children’s services contact centre in the Civic Centre Mezzanine Offices.</p> <p>The costs include a contingency and project management fee and will be progressed following capital release approval.</p>

**Relevant Select Committee**

Corporate, Finance &amp; Property Select Committee.

**Ward(s) affected**

Uxbridge South.

## RECOMMENDATION

**That the Cabinet Member for Property and Infrastructure and the Cabinet Member for Finance, agree to the following capital release request of £38k from the Civic Centre Works Programme (CCWP) Capital Budget 2021/2022; Contingency Budget – specialist furniture and access controls for the Mezzanine Children’s Contact Centre (Appendix A).**

**Reasons for recommendation**

As part of the Mezzanine offices’ refurbishment project, specialist furniture is required for the Children’s Contact Centre. This furniture is durable and weighted. It is specifically designed to be used in health and social care settings and to minimise the opportunity for it to be misused.

The access controls and intercom will enable foster carers and parents to be given access to the Mezzanine car park and the corridor to the Mezzanine without the need for a swipe access card.

**Alternative options considered**

No other options available.

**Select Committee comments**

None at this stage.

## SUPPORTING INFORMATION

1. The furniture for use in health and social care needs to be durable.
2. This furniture is weighted to avoid misuse and as a result will enhance the safety of the new Mezzanine Contact Centre.
3. The furniture will be sourced from a supplier that is recognised for this type of furniture.
4. The access controls will be sourced from our framework contractor.
5. The access controls and associated intercom will allow foster parents and/or families to access and exit the Mezzanine car park without an ID/swipe card.

Table 1: Cost Plan

Item	Budget Cost
Pineapple social care furniture	£25,000
Car Park entry intercom	£3,255
Air Lock/Knife Arch door entry system	£4,583
Additional Panic Strip	£1,672
<b>Sub-Total</b>	<b>£34,510</b>
Contingency 5%	£1,726
Project Management Fee 4.2%	£1,449
<b>Total Budget Cost</b>	<b>£37,685</b>

## Financial Implications

### **Civic Centre Works Programme Revised Budget £1,928k, Previously Released / Pending Release £988, Capital Release Requested £38k. Appendix A**

The 2021/22 capital programme, approved by Cabinet and Council in February 2021, included a budget for the Civic Centre Works Programme (CCWP) of £604k. In June 2021, Cabinet approved the re-phasing of £1,324k of the unspent 2020/21 budget into 2021/22, to give a revised budget of £1,928k, funded from Council resources. Previously, £988k has been released from the revised CCWP 2021/22 programme capital budget.

This report is seeking the release of £38k for the supply of specialist weighted furniture designed specifically for use in health and social care settings and additional door entry controls for foster parents and families within the new children's services contact centre in the Civic Centre Mezzanine Offices. The release request for the specialist furniture is based upon quoted costs from the supplier that is recognised for this type of specialist furniture. The access controls cost is based upon quoted costs from the Council's framework contractor. Also included is a project contingency of 5% of the quoted costs and internal project management fees of 4.2% of the quoted costs.

The remaining £902k of the CCWP 2021/22 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?**

This furniture is specifically designed for use in the health and social care environments and will provide robust, durable and safe furniture for this specialist environment.

The access controls and intercom will allow reception staff to give access to the mezzanine car park for those that are just visiting the centre.

## **Consultation carried out or required**

N/A.

## **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 £38k for the supply of specialist weighted furniture designed specifically for use in health and social care settings and additional door entry controls for foster parents and families within the new children's services contact centre in the Civic Centre Mezzanine Offices, will be funded from the 2021/22 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. 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 officers authored the 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) Capital Budget 2021/2022; Contingency Budget – Specialist Furniture and access controls for the Mezzanine Children’s Contact Centre - Release No 2

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Civic Centre - Mezzanine	Specialist Furniture and access controls	Purchase of furniture that is durable and weighted and specifically designed to be used in health and social care settings and additional door entry controls for foster parents.	38			
<b>Total seeking release</b>			<b>38</b>			
<b>Previously released / pending release</b>			<b>988</b>			
<b>Budget</b>			<b>1,928</b>			
<b>Remaining budget</b>			<b>902</b>			