

DECISION NO:

For Member Services use only

Concurrence No:

066502

Action under delegated authority of Chief Executive

Action under delegated authority of Director of Finance and Cabinet Member for Finance

X

Action taken by Chief Executive in consultation with Cabinet Member(s)

Subject: Virement and exception to contract standing order for Urgent Old Building Emergency Light Upgrades

Signature and designation of officer(s) taking action:

21/10/2021

Chief Executive

Date

20/10/2021

Director of Finance

Date

11/10/2021

Procurement Officer

Date

Name of Cabinet Member(s) Consulted:

I have been consulted and concur with the proposals set out below:

Councillor P Mason

21/10/2021

Cabinet Member for Finance & Business Services

Signature:

Date:

Councillor

Cabinet Member

Signature:

Date:

Name of any member who has declared a conflict of interest in relation to this decision: _____

THIS DOCUMENT WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE

The report overleaf sets out the decision to be taken, the reasons for the decision, and the details of alternative options, if any, considered and rejected.

Officer decisions are available for public inspection, both at the Borough Offices and on the Council's website. Officer decisions are kept for a period of six years at the Borough Offices and for six months on the website after the decision is made. Background papers are available for four years.

RECOMMENDED that:

- a) A virement for an estimated budget of £18,683.50 from revenue contingency is agreed;
- b) An exception to the Council's contract standing orders be approved due to the urgent nature of these works

Purpose

To urgently upgrade the emergency lighting at Bishops College in the Old building, Ingram House, and the three public halls due to a number of failures on the annual compliance testing.

The Project

A new annual emergency light test has been undertaken in the Old building, Ingram House and the halls at Bishops College which has highlighted multiple failures. Predominantly the fittings are outdated tube and bulbs with battery packs with some older style LED's also failing the three hour burn test.

Under current health and safety legislation these fittings need to be replaced and brought up to the current standard.

The plan is to change all fittings to new LED's and where possible install LED's with an integrated emergency light built in. The projected life of the average LED light is around five years which will also save on the need to change lamps or bulbs each year if they were to fail a test again.

Due to the urgency to get these replaced a quote has been sourced from an electrical contractor that carries out compliance and ad-hoc work for the Council at present. B&M electrical will install and commission all lights with certificates provided upon completion. The cost of average fittings has been checked against other suppliers.

There are a total of 51 fittings that have failed and a recommendation for a further 32 due to poor light levels in multiple areas that are highlighted in the emergency lighting remedial list.

Expenditure to start this project is £16,985.00 and a contingency of 10% has been added (£1,698.50) for a total budget of £18,683.50.

It is proposed to use the funds in the revenue contingency budget which currently has a balance of £165,000.

Works Programme

To supply and install the new emergency lights will take several weeks dependant on access and supply chain. The works will be started as soon as possible to minimise risk if a power failure were to occur.

Financial, Legal and Risk Management Implications

There is the legal and insurance risk if action is not taken due to the requirement under health and safety legislation for sufficient lighting being available in an emergency situation. Due to the number of items that have failed compared to the previous year it is the best opportunity to update them all to LED for future proofing.

All lights to be replaced are beyond economic repair and the best option is to upgrade them to more energy efficient LED lights.

The works budget is an estimated £18,683.50 which includes a 10% contingency of £1,698.50 that has not been forecast in the current 2021/22 financial year and funding is required from revenue contingency which currently has a budget of £165,000.

Alternative Options Considered and Rejected

Considered all options.

Contribution to the Council's Objectives

Manage the Council's assets efficiently to maximise returns and contribute to Council priorities.

Meet the Council's obligations under Health and Safety legislation.

Contact Officer: Adam Bradford

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Date: 08/10/2021

Action reported to the Cabinet on:
