



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Corporate Director Environment	Cllr Alan Vincent, Resources Portfolio Holder	20 March 2020

<b>Light Emitting Diode (LED) lighting works to the Civic Centre, Poulton-le-Fylde</b>
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### 1. Purpose of report

- 1.1 To seek approval for LED lighting works to the Civic Centre, Poulton-le-Fylde and to include the scheme in the Council's 2020/21 Capital Programme, funded from capital receipts.

### 2. Outcomes

- 2.1 To deliver the Asset Management programme of works.

### 3. Recommendations

- 3.1 That approval is given for LED lighting works to the Civic Centre.
- 3.2 That the scheme, costing £33,820 (Including contingencies), is added to the Council's 2020/21 Capital Programme, funded from capital receipts.

### 4. Background

- 4.1 The majority of the lighting in the Civic Centre uses traditional lamps which are becoming obsolete. LED lamps can use lower wattage than traditional lamps and by using less energy they reduce the overall running costs. The existing light fittings will need to be converted to LED compatible ones to allow for the change to be rolled out.

## 5. Key issues and proposals

- 5.1** Quotations for the LED lighting works have been sought through 'The Chest' procurement portal. Quotations were sought from six suppliers. Only one supplier provided a quotation despite sufficient invitations being sent out and time allowed for responses.
- 5.2** The supplier who quoted is currently ranked in first position on the Building Maintenance Reactive Repairs and Maintenance Works Framework for electrical work.
- 5.3** The quotation received is in line with the forecast cost. The supplier has been selected to undertake the LED lighting works at a cost of £33,820 including contingencies.

## 6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider the management, repair, maintenance and use of the Council's land and buildings."

<b>Financial and legal implications</b>	
Finance	The cost of the LED lighting works totalling £33,820 (including contingency) will be funded from capital receipts and added to the 2020/21 Capital Programme accordingly.
Legal	The quotation process followed the Council's Contract Financial Procedure Rules. However only one supplier provided a quotation. A contract will be entered into with the successful contractor.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</b>
sustainability	<b>x</b>
health and safety	<b>x</b>

<b>risks/implications</b>	<b>✓ / x</b>
asset management	<b>✓</b>
climate change	<b>✓</b>
ICT	<b>x</b>
data protection	<b>x</b>

## **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

## **List of appendices**

None