

## Mandate Proposal

### Introduction and background

#### 1. Why should a project be started, or growth bid considered now?

The work needs to start to ensure car parks have adequate lighting to operate safely.

The project is for the following Car Parks :

1. Castle Car Park
2. York Road MSCP
3. Leapale Road MSCP
4. Farnham Road MSCP

#### 2. What is the good idea or problem to be solved?

It is a good idea and problem solved as the new lights will provide safety for the car park users and reduce energy cost in turn reducing carbon emission, the new proposed lights energy reduction will give payback on the capital cost in just over 5 years.

To keep carbon emission and cost down to we are proposing to keep the outer body of the existing light and only replace internal new LED body.

#### 3. What will be delivered? What are the success criteria? What is the purpose of the project?

The existing expected life of the lights is about 5 years which we are now reaching. Therefore, the new lights will provide continuity for keeping the car park well lit and safe. The criteria of the project is to ensure safe and adequate lighting for the car park users. The first 2 points all give reason for the purpose of the project but additionally the new lights will have more flexibility in its operation such only working to full capacity when people in the vicinity otherwise lights would dim down to an agreed pre-set level (10% would be good recommendation as this is required level required for emergency lights). All the points mentioned also provide good energy saving as the new LED lights are more efficient the existing so for like for like bases there is a 30% energy saving without taking into account the new dimming function that would give further savings. In the proposed tender we include item for the successful contractor provide a five year comprehensive maintenance where the light will be inspected monthly to meet the requirement of the emergency lights being tested.

#### 4. What priority, corporate objective or strategy is fulfilled by this project?

Following items will help the Council meet its priority, objectives and strategy :

1. Provide safe a well lit car park meeting the Home Office safe car park scheme
2. Comply with health safety requirement by meeting required light levels
3. Provide energy and carbon reduction, in turn also reducing our energy cost
4. Ensuring emergency lights are being tested monthly and functioning

#### 5. What are the strategic options available to GBC to deliver a solution?

To do nothing is not a real option as in the long run it will cost more to maintain the existing lights and we could be subject to claims if any incidents occurred due to poor lighting.

#### 6. Who are the lead Director and Service Manager and portfolio Holder (Cllr) who will lead and direct the project and use the products in live service

Service Lead is Chris Wheeler, Head of Operational and Technical Services. Director is Ian Doyle and Lead Councillor is James Steel.

#### 7. What impact assessments have been undertaken? What are the impacts on other service leaders or projects?

Impact of unlit or poorly lit car park could mean closing the car park down as could be deemed unsafe leading loss of revenue plus more importantly the reputational risk

#### 8. What general approach will be taken to deliver?

Works will be tendered via the Councils normal procurement route using JCT form tender/contract. The successful contractor will upgrade lights as per specification and then maintain the lights for five years. Five years maintenance is relevant as the lights will come with 5-year warranty to the contractor as they will purchase the lights.

<b>9. When and why must the work/project start?</b>			
We propose to start the works in April 2022, In discussion with car park we agree a program of works with the contractor of in which order the car parks are done. We expect all the lighting upgrade works to be completed with first 5 months.			
<b>10. What stakeholders will need to be involved?</b>			
Car parks and its users Parking Services Comms service – to keep users aware			
<b>11. What resources (internal and external) are needed to consider this mandate and to develop the business case or progress this request?</b>			
Finance, Legal, Procurement			
<b>12. What are your best estimates for the Whole Life Costs of this request or investment proposed? Split by capital, revenue and income stream/savings for this and future years.</b>			
<b>Year</b>	<b>Capital Total (£)</b>	<b>Revenue Total (£)</b>	<b>Income Total (£)</b>
2022/23	300,000		
2023/24		5,000, this cost is already included in revenue budget for maintain the existing lights.	We expect to see energy saving of £56.5k per year
2024/25		5,000, this cost is already included in revenue budget for maintain the existing lights. plus this will apply additional 2 years	We expect to see energy saving of £56.5k per year
<b>12a. For projects, what are the potential resource costs to progress to the next stage/gate?</b>			
Electrical Engineers, procurement and legal team in producing procuring document for tender, plus car park staff input			
<b>13. What are the strategic Issues, Assumptions, Constraints, Dependencies, Opportunities, Risks</b>			
Issue – There is an issue that works will need to be arranged in operational car park which provides all H & S risk that are associated with this. Proper H & S plan with comprehensive risk assessments and method statements will be required by the successful contractor			
Assumptions – There is an assumption that our estimate for energy saving based on the hours of dimming is correct, though our estimate is more on the under cautious side, but we could further mitigate this by carrying out trial to ensure our projections are correct.			
Dependencies – There is a dependency on successful external contractor performing and delivering, this can mitigate by being diligent at procurement stage			
Constraints – A constraint of working in a fully operational car park as already highlighted.			

Opportunities – There is an opportunity to...to upgrade the existing lighting using Salix funding as the new lights would pay for themselves in just our 5 years (see separately attached payback calculation)
Risks – There is a risk that...existing car park lights will not meet the required level
<b>14. Reviewer List:</b>
Involved or sighted so far and to be updated on changes: <ul style="list-style-type: none"><li>• Operational and Technical Services</li><li>• Finance</li><li>• Strategy and Communications</li></ul> Next to be consulted <ul style="list-style-type: none"><li>• Assets</li><li>• Legal</li><li>• Procurement</li></ul>
<b>15. CMT Direction</b>
Next steps: Capital Bid Funding approval