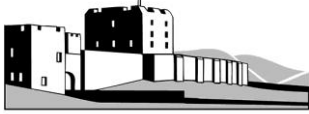


**CARLISLE
CITY COUNCIL**



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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 5th January 2012

Title: PROJECT ASSURANCE GROUP

Report of: Town Clerk and Chief Executive

Report reference: CE 01/12

Summary

The Project Assurance Group was established to ensure that there are effective governance arrangements on the significant projects that the Council undertakes. This report provides the most recent summary of significant projects currently being undertaken.

Recommendations

Members are asked to note:

- (i) the most recent summary of significant projects. This is contained within Appendix A.
- (ii) the reasons that transformation projects are being overseen by the new Transformation Board.

Questions for / input required from Scrutiny

Members are invited to comment upon the projects within the report and identify any further information or updates they may require in relation to the work of the Project Assurance Group.

Contact Officer: Sarah Mason

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City of Carlisle

To: Resources Overview and Scrutiny Panel

Date: 5th January 2012

1. Introduction

The Project Assurance Group has an advisory and high-level monitoring role in relation to the significant projects delivered by Carlisle City Council.

As required by ROSP, a progress update on significant projects is provided to this Committee from the Project Assurance Group every 3 months and this is attached.

2. Project Summary

The latest summary of significant projects is included as Appendix A.

3. The Transformation Board

It was reported to ROSP 18th March 2011 that the Project Assurance Group would continue its advisory and monitoring role in relation to **all** significant projects, including those emerging from the Transformation process.

However, the number of transformation projects required to deliver the necessary efficiency savings forms a significant programme of work. Due to the scale and complexity of this work, all these projects, including significant projects, will fall under the remit of the newly set up Transformation Board.

A report on the terms of reference and work of the Transformation Board will be drafted for the next meeting for ROSP scrutiny.

4. Recommendations




That Members note:

- (i) the most recent summary of significant projects. This is contained within Appendix A.
- (ii) the reasons that transformation projects are being overseen by the new Transformation Board.




Project Assurance Group Monitoring performance of significant projects September 2011








Project Schedule Icons





-  Project on schedule
-  Concerns with project
-  Significant issues with project





Budget Schedule Icons

-  Project on budget
-  Concerns with budget
eg. profiling issues
-  Under or over spend
greater than £10k

Project	Status	Comments/ Issues	PAG action
<p>Kingstown Industrial Estate To bring roads and pavements at Kingstown Industrial Estate upto an adoptable standard. Timescales are to be reprofiled. The total project budget is £473,100. Revenue implications= Following completion the County Council will adopt the Highway.</p> <p><i>Project Manager: Mike Swindlehurst</i> <i>Project Sponsor: Angela Culleton</i></p>	 	<p>23/11/11: The County Council has requested an additional testing regime to ensure that tenderers have sufficient data and a 40 year design life. This has been carried out and the results indicate that the road will need to be completely renewed to meet both the 10 and 40 year life. This is not possible within the budget available. Meetings are being held to decide a way forward.</p>	

Project	Status	Comments/ Issues	PAG action
<p>Community Resource Centre The new Resource and Training Centre will provide support and opportunities for both homeless and people within the local community. Anticipated completion is November 2011. The budget is estimated £3.2m which includes £1.89 funding from Government Places of Change Grant. Revenue implications= An external managing agent will be responsible for the financing, running and development of the centre.</p> <p><i>Project Manager: Simon Taylor/ Mike Swindlehurst</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>02/11/11: There is a possible overspend of £60-£100k or 3% of gross budget, depending on final account agreements. Of this, approx £50k is unforeseen works to John Street hostel, to comply with H&S regulations in respect of wiring systems etc. These were camouflaged in the old building and exposed during the works.</p> <p>There were also additional IT requirements, accommodation of new utility regulations which changed during construction period and meeting of BREEAM (Building Research Establishment Environmental assessment method) sustainability requirements throughout.</p> <p>The exact overspend will not be known until final account Feb 2012. The new build is still scheduled to be finished before Christmas.</p> <p>Budget for 11/12 £1,563,300 Expenditure to end of October 2011 £1,000,233</p>	
<p>Dalton Avenue, Raffles The project aims to deliver 37 units of housing over 2 years for rent charged at an affordable level. The build will be carried out by a private developer Lovell's (in receipt of a grant from the Homes and Community Agency) on land owned by the Council. A Registered Provider (RP) will purchase the land and properties and manage them. Cost of the land – value £370,000 which should be recouped when it is sold to a RP.</p> <p><i>Project Manager: Simon Taylor</i> <i>Project Sponsor: Keith Gerrard</i></p>		<p>24/11/11: A tender was carried out under EU procurement processes for a housing provider to acquire and manage the completed stock.</p> <p>No bids were forthcoming. Discussions from the parties who registered an interest are being carried out with the Homes and Community Agency and the developer.</p>	

Project	Status	Comments/ Issues	PAG action
<p>Replacement Women and Families Accommodation</p> <p>To develop a new provision for homeless families and women to improve the quality of service, address equality and accessibility issues and comply with government legislation. The estimated cost of the project is £1,850,000 which includes a split of funds from the original Centre of Excellence project and funding allocations under the Housing Strategy programme. A capital receipt is also included for the current hostel building. Revenue implications= It is currently proposed that the maintenance of the building will be the responsibility of the City Council and ongoing running costs met from within the service and contained within existing budgets for running the London Road hostel.</p> <p><i>Project Manager: Simon Taylor</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>02/11/11: The budget has been reprofiled and approved in new capital spending proposals. Planning application will be heard on 16th December. Designers are progressing towards meeting the building regulations. It is anticipated that the scheme will go out to tender on 30th January with site start at end of April.</p> <p>Budget for 2011/12 is £905,700. Majority of this budget is proposed to be carried forward to 2012/13.</p>	
<p>Customer Contact Centre Shared Service</p> <p>Shared Customer Contact Centre project between Carlisle, Allerdale, and County Councils.</p> <p>Revenue implications= The business case for a shared service demonstrates that revenue savings are possible and will need to be further quantified once a firm decision has been made regarding the option to be adopted.</p> <p><i>Project Manager: Jill Gillespie</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>The Shared Customer Services project board met on 7th Dec 2011 to formally close the project. Cumbria CC has decided to deliver the service in house, when it's current contract with a third party supplier ceases on 31st March 2012. This will allow them greater flexibility in their approach to service delivery.</p> <p>All three authorities remain committed to collaborative working, when appropriate and will continue to review options for shared service working on an ongoing basis.</p>	

Project	Status	Comments/ Issues	PAG action
<p>Historic Quarter – Castle St Public Realm Improvements Enhancements to the Historic Core of the City with particular emphasis on Castle Street: - Restricted zone for traffic - Pedestrianising and stone paving using traditional materials The total budget is £773,100 Revenue implications= The area is adopted highway and is maintained for the County Council under claimed rights funded by them. The additional items of furniture will be maintained by existing pedestrianised area budget. <i>Project Manager: Keith Poole</i> <i>Project Sponsor: Angela Culleton</i></p>	 	<p>24/11/11: Still awaiting DfT approval for the restricted zone. This project is being completed under budget and some of the remaining budget is being used to complete the road resurfacing work associated with the Roman Gateway project and work at Annetwell St to enhance paving. The sign lining and resurfacing work has been completed on Paternoster Row, Castle St and Abbey St, and approval for the design section of Annetwell St is being sought from the County Council.</p> <p>The project is scheduled to be completed by the end of the financial year.</p> <p>Budget for 2011/12 is £130,000 Expenditure to end of October 2011 is £26,339</p>	
<p>Service Improvement Project (previously named Service Migration Programme) The Service Improvement Project involves a customer centered approach to service delivery, to increase queries dealt with at first point of contact, improve performance, realise efficiencies and explore channel migration. Revenue implications= The project aims to identify and deliver revenue savings by developing more efficient ways of working. <i>Project Manager: Jill Gillespie</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>24/11/11: The service improvement programme is progressing. The Lean review of Disabled Facilities Grants has been completed and is in the implementation stage. Two Lean reviews have just been completed within Community Engagement: Benefits Advice Service and Support and Administration functions. The recommendations from both reviews have been given to the Assistant Director for Community Engagement. The implementation of these recommendations will allow efficiencies and savings to be made which will form part of the savings from Community Engagement. A Transformation Board workshop meeting has been arranged for 20th December to discuss and agree an ongoing programme of work. It is envisaged that areas of services which are currently producing high demand and low value will be reviewed in the early stages, as this is where most efficiencies are expected to be found. The Transformation Board will now advise and monitor this programme of work.</p>	

Project	Status	Comments/ Issues	PAG action
<p>Solar Photovoltaic (PV) Project A study to assess the feasibility of installing PV solar panels to Council buildings. The panels would be funded by the Asset Fund and generate an income of >8% by claiming the current feed in tariff(FIT) rate.</p>		<p>16/11/11: Members are making a decision on 19th Dec 2011 on a smaller revised scheme for the Hexagon at the Civic Centre based on £50,000 capital cost and a 5% rate of return. In anticipation of the Executive supporting the initiative and due to the short timeframe, tenders have been requested and are due back 20th Dec 2011. This will allow the project to be completed by 31st Mar 2012.</p>	
<p>Business Improvement District (BID) This project, initially being facilitated by the City Council, involves the formation of a company to be the driving force in developing a Business Improvement District covering mainly the city centre retail area.</p>		<p>30/11/11: The Project Initiation Document (PID) was reviewed by PAG. This clearly details the aims of the project, the scope, approach, timescale, budget and risks.</p>	