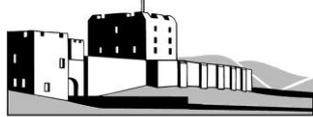


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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 18th October 2012

Title: PROJECT ASSURANCE GROUP

Report of: Town Clerk and Chief Executive

Report reference: CE 16/12

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 scrutinise the most recent summary of significant projects. This is contained within Appendix A.

Questions for / input required from Scrutiny

Members are invited to comment upon the projects within the report including issues being addressed by project managers. They are also asked to identify any further information or updates they may require in relation to the work of the Project Assurance Group.

Contact Officer: Sarah Mason

Ext: 7053

City of Carlisle

To: Resources Overview and Scrutiny Panel (ROSP)

Date: 18th October 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 from the Project Assurance Group every 3 months and this is attached.

2. Projects Summary

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

3. Recommendations

That Members note:

- (i) the most recent summary of significant projects. This is contained within Appendix A.

Appendix A

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Project Assurance Group October 2012

Action Status	
	Overdue
	On schedule; In Progress
	Completed

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 was November 2011. The budget was estimated £3.2m which included £1.89m funding from Government Places of Change Grant.

Revenue implications= An external managing agent is responsible for the financing, running and development of the centre.

Project update / any issues	Key Stages	Stage Status Icon
26/09/2012: The Contractor is in dispute and has submitted a loss and expense claim. In addition an adjudication notice has been received. The Council has commissioned a response, which has been served. Communications are ongoing and a decision is anticipated from the Adjudicator around 16-20 October on the disputed work and project delays.	Project documentation reviewed by PAG	
	Business Case Approval	
	CHIP/HALO funding bids submitted/ successful	
	Planning Consent	
	Construction of building	
	Settlement of final account	
	Lease to YMCA	
Project Manager	Mike Swindlehurst; Simon Taylor	
Project Sponsor	Keith Gerrard	

Appendix A

Replacement Families Accommodation

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.

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.

Project update / any issues	Key Stages	Stage Status Icon
<p>26/09/2012: The project is running to timetable and budget. The substructure is now complete with brickwork and blockwork progressing to first floor level. Anticipated completion is late May 2013.</p>	Project documentation reviewed by PAG	✓
	Planning and formal approval for the project	✓
	Tender Process for architect	✓
	Planning permission	✓
	Tender returns for contract under review	✓
	Construction period	▶
	Fit out	▶
Project Manager	Mike Swindlehurst; Simon Taylor	
Project Sponsor	Keith Gerrard	

Appendix A

Dalton Avenue, Raffles		
<p>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 the 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>		
Project update / any issues	Key Stages	Stage Status Icon
<p>26/09/2012: As a result of the previous aborted tender process and feedback from registered providers, Lovell began to undertake a review of the scheme's costings in Spring 2012. Within the last couple of weeks Lovell have submitted its revised costings. The project team has now been given a steer in relation to the price that the City Council (subject to Executive agreement) will accept for its land at Dalton Avenue in light of the new scheme costings. A partner registered provider for the properties will be sought. As the HCA require a start on the Dalton Avenue site by March 2013, there is a need to move quickly.</p>	Project Documentation reviewed by PAG	
	Tender for RP	
	Planning Permission	
	Start on site	
	17 units delivered	
	20 units delivered	
Project Manager	Simon Taylor	
Project Sponsor	Keith Gerrard	

Appendix A

Automating Services Phase 1

The Automating Services project aims to migrate services from traditional written, telephony and face-to-face contact towards electronic means ie. via the Council's website/email. The focus will be on aligning the website and back office systems. The services initially targetted will be those that are high demand and have the highest transactional cost. The capital outlay for any new technology (Business Process Management software) will be met by ictCONNECT. This initial phase will be in place by April 2013.

Project update / any issues	Key Stages	Stage Status Icon
<p>27/09/2012: The Automating Services project has picked up pace quickly over the last month. The project plan is on schedule for Phase 1 to be completed by end of November 2012. Phase 1 will include:</p> <ul style="list-style-type: none"> · Council Tax Connect Module installed. This will allow customers to register as an on-line e-citizen and be allocated a PIN number which will allow them access to their own information regarding Council Tax. The information will include viewing documents, balances, bands etc. · The Connect Module will also allow the customer to select E-billing instead of getting paper bills for their Council Tax. · Customers will be able to give information via the website for Council Tax eg. change of address, application of discounts etc. The information will be fed through to the Academy software system and appear as a work item, pre-populating screens allowing processing staff to confirm details. This will cut down scanning, indexing, post opening and other admin roles. · Paperless direct debits will be introduced for Council Tax, including software for the customer to set up DD on the website. · A marketing and communications plan is being formulated by the Communications Team. <p>Along with the above, process maps for Council Tax functions are being re-designed and challenged under a Lean review.</p>	Project documentation reviewed by PAG	
	Project approved by SMT	
	Review of website	
	Update CRM to version 18	
	Capita Connect Site Visit	
	Process Map Revenues Processes	
	Transform processes	
	Training	
	Communications	
	Connect Phase 1 Hardware Requirements	
	Benefits with Landlord Access Connect Roll out	
	Council Tax Connect Roll out	
	NDR Connect Roll out	
	E-Billing Connect Module	
Direct Debit over Web Module		

Appendix A

	Change of Address Connect Module	
	Connect Live (Council Tax)	
	Project Sign-off	
Project Manager	Jill Gillespie	
Project Sponsor	Keith Gerrard	

Business Improvement District		
<p>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. The project budget is £80,000 which includes £60,000 City Council contribution.</p>		
Project update / any issues	Key Stages	Stage Status Icon
<p>27/09/2012: The results of a ballot for the proposed 'BID' area for Carlisle City Centre were announced 28 September. The proposal has not been approved. The majority of Business ratepayers in the proposed BID area, who voted, voted against the proposal, although the majority of rateable value voted in favour. A 'yes' vote is required for both categories to allow a BID to be approved.</p> <p>37.3% turnout Of those who voted: 55 voted Yes 69 voted No 63 Number of votes that were required by number for a Yes vote 8 Number of additional votes that were needed for a Yes vote On the Rateable Value the BID was successful as 67% of RVs were in favour. As the BID ballot failed, the project is now closed.</p>	Project documentation reviewed by PAG	
	Formation of project board, recruitment of Director and creation of Tourism and City Centre Management Company	
	Bid Consultation and Development Phase	
	Bid Campaign Phase	
	Ballot Phase	
	Formation of the BID	
Project Manager	Chris Pearson	
Project Sponsor	Jane Meek	

Appendix A

Old Town Hall Restoration and Repair

This project will help secure the fabric of the building in the short to medium term, and enhanced repairs and work to the interior parts of the building. The total cost of the project is £551,000 - £296,000 City Council and LABGI funding and £255,000 grant from English Heritage. Project completion to be by 31st March 2012.

Project update / any issues	Key Stages	Stage Status Icon
<p>27/09/2012: Tenders have been issued to selected contractors and are due back 10th October, with the recommended contractor being selected by 31st October. Full Council will agree to the City Council budget based upon the recommended tender on 13th November.</p> <p>A grant offer of £55,800 has been received from English Heritage. Discrepancies have been identified between this current offer and the previous offer of funding ie. justification for a temporary roof canopy during the roof repair work and contribution towards roof repairs caused by disturbance to the roof surface during the works.</p> <p>A response from English Heritage is anticipated which could result in additional grant funding of up to £17,500 which would reduce the level of City Council contribution as previously agreed by Executive. Results of the tenders and confirmation from English Heritage will give a clearer indication of the financial situation.</p> <p>The tender report will be available at the end of October. If tenders are high, the timeframe for any negotiations will be very tight for reporting the final budget figure to Full Council on 13th November.</p> <p>English Heritage has verbally indicated flexibility with the Partnership Scheme in Conservation Area Programme (PSICA) timetable. However, a formal response has not yet been received agreeing to the extended programme ie. extending the project after the 31st March deadline.</p>	Project documentation reviewed by PAG	
	Executive approval project proposals	
	Consultant tenders	
	English Heritage funding approved	
	Co-ordinating consultant appointed	
	Stage 1 'Final Project Plan' approved	
	Statutory Applications submitted	
	Building work tenders / Statutory approvals	
	Main Contractor appointed	
	External works	
	Internal repairs	
	PSICA Programme completion	
Project Manager	Chris Pearson	
Project Sponsor	Jane Meek	

Appendix A

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.

Project update / any issues	Key Stages	Stage Status Icon
<p>25/09/2012: Works started 17th September and will continue to the end of November. Enhancements will be made to the corners of Annetwell Street and Abbey Street and a raised crossing point will be installed across the highway. The materials will match Castle Street. There is a County Council Highway Authority embargo that prevents any disruptive work (ie. the road closure) to the highway during the Christmas period. Work will therefore recommence in the New Year and be completed by February 2013.</p>	Project documentation reviewed by PAG	
	Approval by County Council	
	Consents and Orders	
	Finalise design	
	Traffic Management	
	Works	
Project Manager	Keith Poole	
Project Sponsor	Angela Culleton	

Appendix A

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.	
Project update / any issues	Key Stages
<p>26/09/2012: The project has been on hold awaiting a response from the County Council as to the possibility that 10 year specification will be adopted by them. None was received, so the project will now continue to a 10 year lifespan. The intention is to inform the successful contractor w/c 1st October. The anticipated completion, subject to weather and contractor resources, is now December 2012.</p>	Project documentation reviewed by PAG 
	Business Case Approval 
	Tender Process 
	Construction work 
	Project Completion 
Project Manager	Mike Swindlehurst
Project Sponsor	Angela Culleton

Castle Way Cycle Ramp

This project is the formation of a cycle ramp, forming part of the original overall Sustrans cycleway scheme. The cost of the project is £370k and forms part of s106 Sainsbury funding. Funding will be released once Sainsbury actually start construction on site.

Project update / any issues	Key Stages	Stage Status Icon
<p>26/09/2012: Consultant commission has been tendered and awarded. The design work is approaching completion. Following the floods on 22/23 June, the Environment Agency has indicated that they would not be able to approve the previous preferred design option. An alternative option has been produced which is complicated by the desire to accommodate a ramp for cyclists, pedestrians and disabled persons and that it be adoptable. Initial estimates indicate that the new scheme is just viable financially and is able to accommodate all the new elements. Planning can now be progressed in November/December. Subject to approval, the tender process will produce the true costs.</p>	Project documentation reviewed by PAG	
	Surveys	
	Consultations	
	Consultant tender process	
	Design period	
	Planning process	
	Contractor tender process	
	Construction	
Project Manager	Mike Swindlehurst	
Project Sponsor	Peter Mason	