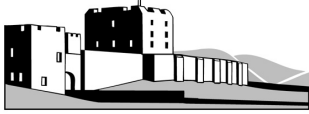


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## **RESOURCES OVERVIEW AND SCRUTINY PANEL**

### ***Panel Report***

#### **Public**

**Date of Meeting:** 21<sup>st</sup> July 2011

**Title:** PROJECT ASSURANCE GROUP

**Report of:** Deputy Chief Executive

**Report reference:** CE 20/11

#### **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**

1. Members are asked to note the most recent summary of significant projects. These are contained within Appendix A.

#### **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

**Ext:** 7053

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

## **City of Carlisle**

**To:** Resources Overview and Scrutiny Panel

**Date:** 21<sup>st</sup> July 2011

### **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**

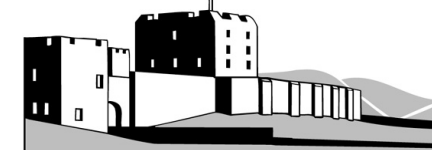
The latest summary of significant projects is included as Appendix A.

### **3. Recommendations**

That Members note the summary of the projects.




**Project Assurance Group**  
**Monitoring performance of significant projects**  
**July 2011**

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**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><b>Community Resource Centre</b>            The new Resource and Training Centre will provide support and opportunities for both homeless and people within the local community. Anticipated completion is October 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.  <i>Project Manager: Simon Taylor/ Mike Swindlehurst</i>  <i>Project Sponsor: Keith Gerrard</i></p>	  	<p>29/06/11: There has been a meeting with YMCA and there is another due another 30th June to have in place a leasing management agreement by Sept. The lease agreement will involve Housing, Finance, Legal and Property Services.            An agreement has been reached with the Design Consultant claim. Project build remains a month behind schedule due to the weather conditions in November 2010, with completion scheduled for the end of October 2011 as planned.</p> <p>Budget for 11/12 £1,493,400 and £69,900 carry forward.            Expenditure to end of May 2011 £190,555</p>	

Project	Status	Comments/ Issues	PAG action
<p><b>Car Parking Shared Service proposal</b> Proposed scheme to share car parking service with the County and possibly other Districts. Revenue implications= The proposed service has the potential to achieve modest revenue savings subject to the number of participating councils. <i>Project Manager: Keith Poole</i> <i>Project Sponsor: Angela Culleton</i></p>		<p>30/6/11: A meeting took place with the County Council and the Consultant who built the computer model. Revisions to the model will be made in order to bring the potential deficit within the range acceptable to the County Council. The final results of this will be discussed by AD (LE) and County Council prior to reports to Committee.</p>	
<p><b>Replacement Women and Families Accommodation</b> 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. <i>Project Manager: Simon Taylor</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>29/6/11: Planning application Sept 2011 with build planned to start early March 2012 with accommodation to open April 2013. Successful design consultant will be awarded commission w/c 4<sup>th</sup> July 2011. The quality and design specification are to be firmed up before meeting with Architect. Workshops with the homeless and Members will be held as soon as possible to confirm the brief.</p> <p>Budget for 11/12 is £878,000 and £27,700 proposed carry forward.</p>	

Project	Status	Comments/ Issues	PAG action
<p><b>Kingstown Industrial Estate</b> To bring roads and pavements at Kingstown Industrial Estate upto an adoptable standard. Timescales are to be reprofiled. The total project budget is £554,000. 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>30/6/11: The project is now being managed by the Resource Planning team. Meeting was held with County Highway Engineer at site to discuss various specifications for adoption. Once these are agreed, quotations will be sort from potential contractors to establish the number of roads that could be adopted within the available budget. Agreement with County will then be reached to enable work to commence. Following an initial meeting with Resource Planning on 30/6/11, the project plan will be reprofiled during the next month. There is a risk that the work will not be completed prior to the CNDR opening, as depending on the specification required by the County Council, it may not be possible to do the work during the winter months. The cost associated with the specification will limit the extent of the works; The priority is Kingstown Broadway (north section).</p> <p>Budget for 2011/12 is £499,100 Expenditure to end of May 2011 £0</p>	
<p><b>Customer Contact Centre Shared Service</b> Shared Customer Contact Centre project between Carlisle, Allerdale, and County Councils. 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>01/07/11: Allerdale, Carlisle and County Council are meeting on 13th July 2011 to discuss revisiting the shared service. The Agilysis IT contract is up for renewal by the County Council. Currently Agilysis run the switchboard function for the County and a decision needs to be made soon as to whether the switchboard function is included in the IT tender. Carlisle has offered to run the switchboard for the County on a client/contract basis until a decision is made around the shared service. There has been interest. However the customer access board at the County decided that a further meeting with Allerdale should take place before a firm offer is considered.</p>	

Project	Status	Comments/ Issues	PAG action
<p><b>Historic Quarter – Castle St Public Realm Improvements</b> Enhancements to the Historic Core of the City with particular emphasis on Castle Street:</p> <ul style="list-style-type: none"> <li>- Restricted zone for traffic</li> <li>- Pedestrianising and stone paving using traditional materials</li> </ul> <p>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>30/6/11: Physical works are now complete. Still awaiting DfT approval for restricted zone. Following approval there will be a 12 week lead-in to implement the order through the County Council.</p> <p>Carry forward to 11/12 £130,000</p>	
<p><b>Carlisle Roman Gateway Project</b> This consists of 2 strands - The creation of a new Roman Gallery within Tullie House, and Public Realm works and interpretation to Hadrian's Wall Path to complement the Roman Gallery. The opening date of the new gallery is 25<sup>th</sup> June 2011. The combined project budget is £2.279m. Council funding is £60k capital funding and £209,100 from its LABGI reserves. £2.01m to be sourced externally. Revenue implications= The new Gallery will be managed by the new Tullie Trust. The external element will be managed and maintained by the City Council; this is considered low maintenance and will be funded from existing budgets.</p>	  	<p>29/6/11: The Gallery opened on 25th June 2011 as planned and has received praise from both visitors and guests. Currently within budget; Final figures still to be received and final work still to be completed (multi media installation, graffiti and marketing) approx £28k.</p> <p>The Public Realm works are essentially complete. Information boards remain outstanding.</p> <p>Claims for Q1-4 2010/11 have been submitted to ERDF and the claim for Q1 2011/12 will be submitted in due course. Further works to make good the Border Galleries (where objects were removed) are due to be complete by w/c 11th July.</p> <p>Budget 11/12 £440,600 Expenditure to end of May 2011 £20,014</p>	

Project	Status	Comments/ Issues	PAG action
<p><i>Project Managers: Gavin Campbell</i> <i>Project Sponsor: Jason Gooding</i></p>			
<p><b>Service Improvement Project</b> (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>01/07/2011: Staff have now completed the Lean Systems Thinking training using Bereavement Services as a case study. Savings and efficiencies have been identified. Draft service improvement project plans have been drawn up for Local Environment and Community Engagement. A project board meeting on 19th July will confirm the way forward.</p>	
<p><b>Tullie House Trust</b></p>		<p>Performance monitoring arrangements for the new Trust: A draft service plan is in place and monitoring is underway. A cycle of quarterly meetings are timetabled and at each meeting a performance report will be considered. The actions, risks and performance indicators are/will be managed through Covalent.</p>	
<p><b>Awaiting project briefs</b> Upper Viaduct Car Park/Caldew Riverside (if required) City Centre:Business Improvement District Enterprise Centre Review of Tourism  Old Town Hall project is to be reinstated</p>			

<b>Project</b>	<b>Status</b>	<b>Comments/ Issues</b>	<b>PAG action</b>
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