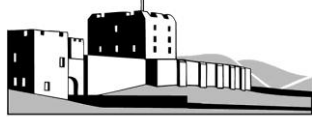


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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 29th March 2012

Title: PROJECT ASSURANCE GROUP

Report of: Town Clerk and Chief Executive

Report reference: CE 08/12

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) additional information on projects as requested by ROSP February 2012 meeting.

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

City of Carlisle

To: Resources Overview and Scrutiny Panel

Date: 29th March 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. Projects Summary

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

3. The Old Town Hall

This project is now predominantly focused on the required restoration and repairs to preserve the fabric of the building with a smaller amount for internal repairs and improvements including the first floor area currently occupied by the Tourist Information Centre.

The total budget for the project is £551,000 - City Council capital programme £131,300, LABGI £164,700 plus £255,000 awaiting receipt of English Heritage's funding approval (w/c 2nd April 2012). The English Heritage funding can only be used for prioritised building restoration works relating to the historic fabric of the building for up to 50% of those works and must be fully spent by 31st March 2013.

Two separate schedules have been drawn up. Schedule 1 tackles restoration work and basic repair to the building, which is eligible for grant funding from English Heritage and Schedule 2 sets out enhanced repairs and work to the interior parts of the building, which would need to be funded entirely by the City Council.

Consultant 'Invitation to tender' has been issued. Executive approval for release of funds was approved 12th March 2012.

The project is scheduled to be completed by 31st March 2013. Schedule 1 works are planned to be completed between September and November 2012, thus avoiding summer and Christmas holiday periods and schedule 2 works will be carried out between January and February 2013 to allow for temporary alternative arrangements for the Tourist Information Centre during the quieter winter period.

The project will be managed by the Economic Development Project Group with high level monitoring by the Project Assurance Group.

4. Planned enhancements to Council Buildings

There is a central allocation of funding for planned capital enhancements to Council property which is allocated annually on a needs basis.

The majority of works have been carried out for this financial year's allocation. However, significant under spends remain for works to the Civic Centre, Tullie House and Boustead Grassing and these have been due to 'uncontrollable factors'.

Civic Centre Completed works include the lift controls, boiler replacement and the re-wiring of the 1st floor. Refurbishment of the 1st floor was put on hold until the new Chief Executive was in place and is now planned for May 2012. A carry forward of the balance into the next financial year will be required.

Tullie House Completed works include boiler and chiller replacement and work to the heating system. Plans to replace a large roof light have been delayed. Replacement was scheduled for January as being the only available month for this work (due to opening times of Tullie House). No tenders were returned for the work and this will be rescheduled for January 2013 with a request to carry forward the allocated budget.

Boustead Grassing Demolition Works will be completed towards the end of the financial year and beginning of new one. This includes new fencing on 26th March and then trees will be planted to soften the landscape, as per planning.

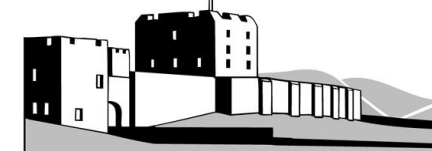
5. Recommendations

That Members note:

- (i) the most recent summary of significant projects. This is contained within Appendix A.
- (ii) the additional information on Old Town Hall and Enhancements to Council Buildings.




Project Assurance Group Monitoring performance of significant projects March 2012

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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>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>07/03/12: The new build was completed 19th Dec 2011.</p> <p>Possible overspend at £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. All consultants are also reporting unforeseen design costs with the intention to claim. The final account is being progressed.</p> <p>Heads of terms for the lease to the YMCA have been agreed and legal services instructed to complete the documentations.</p> <p>Budget for 11/12 £1,563,300 Expenditure to end of Jan 2012 £1,445,538</p>	

Project	Status	Comments/ Issues	PAG action
<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>14/03/12: The project team has reviewed the procurement package and talked to each housing association who had previously expressed an interest. Meetings are being held with the Associations to engage with organisations who have the capacity to deliver the scheme. Based on the feedback, which highlighted the need for a more direct and ongoing approach with the Housing Associations, to allow scheme viability to be engineered more successfully, it has been decided that our partner at Raffles, Lovells, will now handle the procurement process going forward, with the City Council remaining as an active partner in the negotiations and discussions.</p>	
<p>Replacement Women and 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. 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/Mike Swindlehurst</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>07/03/12: Planning application submitted, heard and approved on 16th Dec 2011, subject to conditions. Design work is now completed. Tenders for the building work have been received and are currently being reviewed. The Replacement Women and Families Accommodation project group met on 28th Feb.</p> <p>Budget for 2011/12 is £905,700. Majority of this budget is proposed to be carried forward to 2012/13.</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>14/03/12: Agreement is being sought with the County Council regarding how the traffic regulation order is to be implemented. Approval for the design section of Annetwell St has been granted and Executive approval is being sought for these works.</p> <p>This project can only be completed early 2012/13 and a carry forward will be required for approximately £70k.</p> <p>Budget for 2011/12 is £130,000 Expenditure to end of Jan 2012 is £35,247</p>	
<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. <i>Project Manager: Mike Swindlehurst</i> <i>Project Sponsor: Angela Culleton</i></p>	 	<p>07/03/12: The Executive on 13th March gave support for the 10 year life span, works with minimum maintenance and agreed to release funding for the project. The specification is currently being drawn up to progress to tender. The project is now on schedule to new timescales.</p> <p>Budget for 11/12 is £473,000 Expenditure to end of Jan 2012 is £5,608</p>	

Project	Status	Comments/ Issues	PAG action
<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. <i>Project Manager: Chris Pearson</i> <i>Project Sponsor: Jane Meek</i></p>		<p>13/03/12: The overall programme remains on target with the formation of the BID by means of a formal Ballot in July remaining achievable.</p> <p>Over 80 surveys were returned from the first stage of communication and consultation with city centre businesses, indicating issues to be included in the Business Plan. A further newsletter is to be circulated shortly setting out relevant issues and the launch of a web-site will provide information.</p> <p>An interim City Centre Management Company has been formed and this is the entity that will now be the formal Proposer for the BID as part of the required by the relevant statutory process.</p>	
<p>Castleway 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. <i>Project Manager: Mike Swindlehurst</i> <i>Project Sponsor: Peter Mason</i></p>		<p>07/03/2012: Building works opposite the Sainsbury site and demolition works are now complete. Foundations to the new store will begin imminently which will release the funding for this project.</p>	