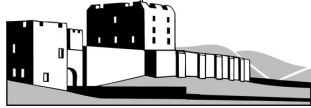


**CARLISLE
CITY COUNCIL**



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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 31st March 2011

Title: PROJECT ASSURANCE GROUP

Report of: Deputy Chief Executive

Report reference: CE 08/11

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.
2. Members are asked to note the changing profile of projects.

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.

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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: 18th March 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 agreed by ROSP, a progress update should be provided to this Committee from the Project Assurance Group every 3 months and that is the purpose of this report.

2. Project Summary

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

3. The changing profile of projects

The number of capital projects is reducing as a result of the reduction in capital resources.

The new projects emerging will be in response to the Transformation process and the need to review services and make significant savings i.e. those related to the Asset Management Plan, 'invest to save' schemes, major service reviews, commissioning and other projects. The Project Assurance Group will continue its advisory and monitoring role in relation to any significant projects within this programme of work will keep Members informed of these projects.

4. Recommendations

That Members note the summary of the projects and the changing profile of projects.

Project Assurance Group
Monitoring performance of significant projects
February 2011

Appendix A



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Project Schedule Icons



Project on schedule



Some concerns with project



Significant issues with project

Budget Schedule Icons



Project on budget











Some concerns with budget
eg. profiling issues











Significant under or over
spend





Project	Status	Comments/ Issues	Action
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Project	Status	Comments/ Issues	Action
<p>Connect 2 Cycleway/Sustrans Cycle route investigations and detailed designs for the Sustrans Connect 2 Scheme under which the City will receive a contribution of up to £975k from Sustrans and £150k from DfT Links for Schools. Payment will be made after each element of the scheme has been completed. Completion date for the project is March 2013. <i>Project Manager: Keith Poole</i> <i>Project Sponsor: Angela Culleton</i></p>	 	<p>17/3/11: Funding withdrawn from the City Council on 1st March 2011. The City Council and partners such as the Environment Agency have completed approximately 2000m of the Connect 2 scheme, mainly alongside the River Caldw, including the construction of 2 new bridges over the River Caldw. Further elements of the scheme are progressing including an underpass beneath the Carlisle Northern Development Road. Recently received s106 funding from Sainsbury's for a ramp at Castle Way becomes available when construction of the store commences. There are also further works imminent at Lime Street, Newark Terrace and Strand Road. The only major element still to be funded is the link over the railway between Currock and Maryport Cottages. It was anticipated that the Sustrans grant from Big Lottery would fund the majority of this element supplemented by funding from Cumbria County Council. The City Council remains committed to the provision of the remaining cycleway, but is unable to progress the link over the railway unless funding is available.</p>	
<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 October 2011. The budget is estimated to be £3.2m which includes £1.89 funding from Government Places of Change Grant. Revenue implications: The Council is seeking an external managing agent for the scheme and the tender process should be concluded at the end of March 2011; the 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>Feb 11: Steelwork was completed 1st Feb and the roof and wall cladding is on going. Anticipated completion of the new build is October 2011 and completion of existing Hostel refurbishment by April 2011. The concern is with the satisfactory completion of management arrangements; there are 2 interested parties in the management tender.</p> <p>Budget to end of Jan 2011= £712,167 Expenditure to end of Jan 2011= £705,876</p>	

Project	Status	Comments/ Issues	Action
<p>Housing Strategy 2010-11</p> <p>The aim is to make provision for those in need of housing within the area. 3 priority areas: Supporting Vulnerable People Decent Homes and Empty Homes Balancing the Housing Market</p> <p>The total budget for 2010/11 is £558,600. Revenue implications: These are contained within the revenue budget constraints.</p> <p><i>Project Manager: Simon Taylor</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>Decent Homes - All this year's budget is committed. £100k of this budget is Cumbria wide efficiency measures. Empty Homes - All of this budget is committed and there may be an element required for the creditor's list. Support for Affordable Housing - This will be spent by the year end.</p> <p>Budget to end of Jan 11= £297,074 Expenditure to end of Jan 2011= £179,789</p> <p>Funding under the Regional Housing Grant has been withdrawn in the Revenue Support Grant announcement in December. This will seriously inhibit delivery of the Housing Strategy capital programme in future financial years. The carry forward budget for 2011/12= £112,600</p>	
<p>Replacement Women and Families Accommodation</p> <p>The project aims 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</p>	 	<p>Feb 11: Design consultant tender process commenced. A review of the Homelessness and Hostel service is underway and the outcome of the review process may influence the Women and Families Accommodation project.</p> <p>Budget for 2010/11 is £28k Potential carry forward of £172k to 2011/12</p>	<p>The project is to be put on hold until the review of Homelessness and Hostel service is complete and implications are established (end of March 2011)</p>

Project	Status	Comments/ Issues	Action
<p>within existing budgets for running the London Road hostel. <i>Project Manager: Simon Taylor</i> <i>Project Sponsor: Keith Gerrard</i></p>			
<p>Kingstown Industrial Estate The project aims to bring roads and pavements at Kingstown Industrial Estate up to an adoptable standard. The anticipated completion of this project is now June/July 2011. The total project budget is £554,000. Revenue implications= Following completion the County Council will consider adoption of the Highway. <i>Project Manager: Keith Poole</i> <i>Project Sponsor: Angela Culleton</i></p>	 	<p>The project has been significantly delayed by factors outside of the Council's control. It is currently awaiting a price estimate from a specialist contractor. When this is provided final agreement from County Council will be sought as to the proposed works to ensure adoption of the roads.</p> <p>The remaining budget for this project has been reprofiled into the next financial year.</p>	<p>JG/AC Support from Resource Planning can be provided to progress this project.</p>
<p>Customer Contact Centre Shared Service 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. <i>Project Manager: Jill Gillespie</i> <i>Project Sponsor: Keith Gerrard</i></p>	 	<p>Development of the business case has for now been paused for the following reasons: The requirements of the Comprehensive Spending Review requiring authorities to identify savings based on their funding settlements. The desire is for partners to identify their own savings before entering into a shared service arrangement so the service is as lean as possible for the shared service. Fundamental reviews are now underway across all authorities which are seeing customer service strategies being reviewed. Until there is clarity as to the approach each authority is adopting the business case can't be finalised. No agreement has been reached with regard to who would be the employing authority for the service. Alignment of the business case with Cumbria CC ICT renewal timeline.</p>	

Project	Status	Comments/ Issues	Action
		The Project Board are set to meet again at the end of June following the various reviews and will consider the future options for the business case then. All authorities remain committed to collaborative working and will continue to review options for shared service working on an ongoing basis.	
<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 an 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>Work now substantially complete. Stone benches will not be completed before the end of the financial year.</p> <p>Budget to end of Jan 2011= £575,840 Expenditure to end of Jan 2011= £502,668</p>	Carry forward to 2011/12 required.
<p>Carlisle Roman Gateway Project This project consists of 2 strands - The creation of a new Roman Gallery within Tullie House and Public Realm works/interpretation to Hadrian's Wall Path to complement the Roman Gallery. The opening date of the new gallery is 25th 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</p>	 	<p>Public realm element of the project - Work progressing with no major issues. The project manager for this element is leaving the City Council. Completion date remains 31/03/11. Gallery works - on site progress is slightly ahead of programme. Off-site subcontracts and fabrication progressing as programme. Monthly contract meetings have indicated that these works are on schedule. Processing and authorising of the invoices for the 4th quarter needs to be closely monitored to avoid claw back of grant.</p> <p>Budget to date= £240,558 Expenditure to date= £295,541</p>	Ensure continuing project management of the external works and co-ordination of the processing and authorising of the invoices.

Project	Status	Comments/ Issues	Action
<p>be managed by the new Tullie House 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. <i>Project Managers: Gavin Campbell</i> <i>Project Co-ordinator: Neil Griffiths</i> <i>Project Sponsor: Jason Gooding</i></p>			
<p>Tullie House Trust To establish Trust status for Tullie House. Revenue implications= The business case utilises the 2010/11 budgets as the baseline figure with the aim of achieving 16% savings over the next three years. <i>Project Manager: Keith Gerrard</i> <i>Project Sponsor: Darren Crossley</i></p>	 	<p>Contracts/lease agreement are being finalised by legal representatives. Financial issues in respect of pensions, VAT, insurance and central recharges are being clarified.</p>	<p>What consideration has been given to the performance monitoring arrangements of the Trust?</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. Annual budget for 10/11 is £49,600. Revenue implications= The project aims to identify and deliver revenue savings by</p>	 	<p>A meeting of the project board took place in January. It was agreed that Lean Systems Thinking would be the methodology used throughout the authority. Three members of staff will attend a course on this approach in March and will then cascade the method through the services as appropriate. Improvements in the delivery of service to customers will require both the involvement of contact centre and back office processes. It was agreed that the next meeting would discuss how this would happen in Local Environment. The 2 new Development Officers are in post in customer services. They are working on different services from the project plan and progress is ahead of schedule.</p>	

Project	Status	Comments/ Issues	Action
<p>developing more efficient ways of working.</p> <p><i>Project Manager: Jill Gillespie</i> <i>Project Sponsor: Keith Gerrard</i></p>		<p>Budget to end of Jan 2011= £16,536 Actual expenditure to end of Jan 11= £20,602</p>	
<p>Car Parking Shared Service proposal 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>Awaiting Cumbria County Council decision on how they wish to proceed. Decision expected at the end of March.</p>	