

Resources Overview and Scrutiny Panel

Agenda Item:
A.10

Meeting Date: 29th August 2013
 Portfolio: Finance, Governance and Resources
 Key Decision:
 Within Policy and Budget Framework
 Public / Private Public
 Title: CORPORATE PROGRAMME BOARD
 Report of: Chief Executive
 Report Number: CE 09/13

Purpose / Summary:

The Corporate Programme Board ensures that there are effective governance arrangements on the projects that the Council undertakes.
 This report provides the most recent update of projects currently being undertaken.

Recommendations:

The Panel is asked to

- i) Note the most recent summary of projects, as contained within Appendix A and the actions being taken to progress projects with issues.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** The Corporate Programme Board has an advisory and high-level monitoring role in relation to the projects delivered by Carlisle City Council.
As required by ROSP, a progress update on projects will be provided from the Corporate Programme Board.

2. PROPOSALS

2.1 Projects dossier / status

A summary of the dossier of projects is detailed in Appendix A.

This dossier contains a summary of current project status. The majority of Council projects are progressing to schedule. Those that have issues are shown with a rating of amber for some issues and red for major issues. A summary of action that is being taken is provided.

The key activities in the last quarter are:

1. New Women's and Families Accommodation at Water Street was officially opened by the Mayor on 15th July.
2. Old Town Hall phase 1 project is complete.
3. Local Plan consultation has now started.
4. Sense of Place work is complete with the launch of the Carlisle Story.
5. Near completion of transformation projects for 2013/14.
6. Executive approval for funding of the Arts Centre development at Warwick Street Fire Station.
7. Civic Centre Foyer Redesign is nearly complete.

3. CONSULTATION

- 3.1** Corporate Programme Board meeting 11th July 2013.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 The Panel is asked to

- (i) Note the most recent summary of projects, as contained within Appendix A and the actions being taken to progress projects with issues.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 The Corporate Programme Board works to ensure quality assurance, alignment to key objectives and sound risk management in the delivery of the Carlisle Plan.

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**Appendices Appendix A Dossier of Projects July 2013
attached to report:**

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**

Dossier of Projects - Status - July / August 2013

Appendix A

Project / Initiative name	Project description	Directorate	Recent project activity	Status
			Key to Status Red Overdue; Significant issues Amber Some issues Green On schedule; In progress	
1 Local Plan	The new Local Plan is being produced in accordance with guidance introduced in the National Planning Policy Framework in 2012. It replaces the portfolio of documents that were to be produced under the Local Development Framework system with one, single development plan document containing strategic policies, general development management policies, site allocations and the proposals map. To include Employment Land Review to identify and agree strategic employment sites. To ensure that sufficient land is identified to provide for the housing needs of the area. To develop a revised City Centre Masterplan which will form part of the Local Plan. Identifying opportunities for the development of sites for office, leisure and retail accommodation	Economic Development	Full council approved public consultation on the Local Plan on 16th July. Public consultation 29 July - 16 September and implementation of the Consultation Strategy. Ongoing work under the 'Duty to Co-operate' and on the Infrastructure Delivery Plan. Working in collaboration with the Communications Team: Equality Impact Assessment; Health Impact Assessment, the on-line consultation option, identifying further consultation opportunities etc.	
2 Promoting Carlisle	Includes projects Discover Carlisle / Sense of Place / Carlisle Prospectus	Economic Development	Sense of Place launch 11th July. Old Town Hall phase 2, Public realm and Foyer projects will use Sense of Place implementation (Carlisle story).	
3 Public realm improvements	Develop and deliver a programme of public realm improvements in key areas of the City: 3 main work packages - Signage and interpretation, Botchergate and Rickergate	Economic Development	Will involve City and County Councils working in partnership. A working group has been established which will meet every 2 months. This group contains County Council and cross directorate City Council representatives. Light business cases to be prepared for the various individual projects.	
4 Old Town Hall Phase 1	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 £490,200, consisting of City Council and LABGI funding and grant from English Heritage. Project completion to be by 14th June 2013.	Economic Development	Project handover achieved 28th June. TIC now relocated and reopened from the OTH. Notified reduction in grant offer by English Heritage which will no longer take account of adjustments between budget and tender costs and additional conservation works identified following opening up of the building. Potential overspend therefore for £17,849. Negotiations are taking place with English Heritage about the level of grant funding.	
5 Modern TIC (OTH repairs Phase 2)	Develop options to refurbish and modernise the Tourist Information Centre	Economic Development	Inception meeting 11th July. Draft business case and PID prepared. Reprofiling expenditure.	
6 Economic Development Transformation 2013/14	Restructure Grant reductions O/T reduction	Economic Development	Currently in the process of recruiting the final 2 posts.	
7 Economic Development Transformation 2014/5	Parish Council and Village Hall grant reduction Access Officer Review Tourism Review Business and Employment Support and redevelopment TIC reduction in stock	Economic Development	Transformational savings have been identified and plans are being developed to deliver them.	

Dossier of Projects - Status - July / August 2013

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8 Replacement Women's 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.	Community Engagement	The project is complete and the building was officially opened by the Mayor on 15th July.	
9 Arts Centre	Work with partners to select a suitable site or property. Develop governance, operational and business plans. Continue to support the development of the Arts Centre through a 3 year programme of development works.	Community Engagement	A draft project plan and PID were presented to Corporate Programme Board 11th July . On 5th August the Executive approved funding for Warwick Street Fire Station to be developed. Full Council on 10th September to release the capital required to fund the development. Estimated completion of the Arts Centre is late 2014/15 with Arts promotion commencing Summer 2013.	
10 Housing Strategy - Delivery of the Affordable Housing Programme including DALTON AVENUE	The Affordable Homes Programme should deliver at least 109 affordable homes at various sites throughout the city by 2015 .	Community Engagement	Riverside have reached agreement with Lovell to deliver and manage 37 affordable homes in the Raffles area at Dalton Avenue. A planning application was submitted on 23rd July 2013 for 37 homes; 23 two-bed homes, 6 three-bed homes, 4 four-bed homes and 4 two-bed bungalows. An early timetable anticipates that contracts will be exchanged by November 2013, with a start on site by February 2014. To meet Homes and Communities Agency (HCA) funding the units must be complete by 31st March 2015 and so the timeframe is tight.	
11 Housing Strategy - Empty Homes	Bringing empty homes back into use. There are 2 funding schemes - Cluster of Empty Properties has a target of 45 empty properties to be returned back to occupation by April 2014. The City Council is the accountable body. The YMCA making homes programme has a remaining target of 30 to be delivered by December 2014. The YMCA is the accountable body and the City Council offers technical support and referrals.	Community Engagement	Cluster of Empty Properties - 10 quick fix grants have been awarded with a total spend of £50k.	
			YMCA making homes programme - 13 schedules of work have been produced and forwarded to YMCA. The July - September 2013 target is to complete the leases for 5 empty properties. There have been delays and as yet the YMCA have still to sign a lease.	
12 Housing Strategy - Gypsy and Traveller transit site	The design, development and implementation of a seven pitch site for transit provision for the Gypsy and Traveller community.	Community Engagement	Delivery of the transit site is an integral part of the City Council's contract with Homespace. Progress has been slow. A plan is now in place with the City Council working with Homespace on delivery of a transit site.	
13 homelife HIA	A Home Improvement Agency provided by Carlisle City Council. Set up of services to keep people at home and to aid hospital discharge. A partnership model. Funding for the project is external.	Community Engagement	Helped 160 people with affordable warmth and income maximisation measures through our Warm Homes service. Provided Handyperson Service to 20 private clients. Provided first private major works- value £10k/ fee income £1250. Bid for and was successful in gaining funding for the Electricity Safety Council for £3000.00 Gained from Cumbria Housing Executive in principle agreement to explore a countywide Affordable Loans product. Recruiting a Housing Caseworker for hospital discharge service.	

Dossier of Projects - Status - July / August 2013

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14 Civic Centre Foyer Redesign	To develop and expand existing reception facilities to assist customers in dealing with demands of Welfare Reform changes. To develop a multi working space for supporting agencies at one point of contact.	Community Engagement	The building work is now complete. The new space will be an area which can be utilised by partners as well as City Council officers. The self serve kiosks will be moved into the Foyer once the building work has been completed and the carpet laid. New triage posts start at the beginning of September. The timeline for the project has been extended to include the Carlisle Story (Sense of Place) theme and work to the entrance of the Civic Centre. This should be complete by the end of September.	
15 Automating Services	Project aims to migrate services from transactional written, telephony and face-to-face contact towards electronic means. Phase 1 has focussed on Council Tax including e-billing. Phase 2 will focus on Environmental Health, smarter use of social media and taking self serve out to community venues.	Community Engagement	The project is on target to deliver further efficiencies through self serve modules. Procurement of an authentication module will allow easier sign up for services such as e-billing to encourage customers to sign up. Yewdale Community Centre has been identified as a pilot for self serve. The Connect Housing Benefit module was launched at the beginning of August.	
16 Sports Activation Fund	This is a 3 year funded project to deliver a range of sports activities to Carlisle's most deprived communities. The total cost of the project is £275k and includes contributions from partners and a grant of £183k from Sports England. Carlisle City Council will manage the project and the service will be delivered by a partner appointed via a procurement process.	Community Engagement	Organised projects for young people in Harraby, Longtown, Brampton, Castle ward, Belah and Morton. These activities will engage young people age 14-19 and take place in the evening to offer positive activities and the chance to participate in sport. This will be an initial engagement period to launch the schemes during the summer holidays. Disability sessions have also been organised at the Sands Centre and James Rennie school.	
17 Community Engagement Transformation 2013/14	DFG reconfiguration IT savings in Customer CC Restructure in Customer CC Restructure in Comms, H & H Non staff savings	Community Engagement	The restructure in Community Engagement is nearly complete. Currently recruiting the Business and Project Management Officer post.	
18 Community Engagement Transformation 2014/5	Hostel Review	Community Engagement	A hostels review has been commissioned. The recommendations set out in the report are being considered.	
19 Sports Strategy and delivery plan	Carlisle City Council's vision for sport and how it will be delivered by partners. Sets out priorities and targets for sport development and participation. Projects to be delivered include sport and leisure facilities at Harraby, pool provision and additional sports hall and Sports Activation Fund.	Community Engagement	The sport and physical activity strategy is now finalised. The delivery plan has also been finalised to include elements of the facility needs assessment and the playing pitch needs assessment. All projects are aligned to meet the headlines of the Sport and physical activity strategy and projects are being set up and monitored accordingly. Rounders, tennis, athletics and golf development schemes going well. Facility work still being discussed internally. Harraby campus work going well. A business plan is being written with the Harraby Sports Group to include sports development to drive the business.	
20 Harraby Campus Development	Support the delivery of key sport and leisure facilities via Harraby School and Community Project.	Community Engagement	The agreement between the two Councils was signed 11th July.	

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21 Clean up Carlisle	3 themes with 2 years of funding: - Education - Enforcement - Enhanced Clean Up	Local Environment	There have been 8 successful prosecutions as well as 56 fixed penalties for dog-fouling and 58 fixed penalties for littering (to 8th August). Presentations have been given to 1200 junior school children and an anti-litter project has been carried out with 230 Year 7 students. A new tactic of 'bagging and flagging' dog waste has been used to draw attention to the problem in specific areas, eg Hammond's Pond. As the small flags draw attention to the dog waste, owners are more likely to clear up after their dog. A new batch of 30 litter bins has been delivered with built-in ashtray to catch smoking-related litter. These will replace existing bins as they become unserviceable.	
22 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	Local Environment	The project has been delayed due to priority of work. However, a draft traffic order has been submitted to the County Council for checking and formal advertising. Formal objections will be considered by the Highways and Transport Working Group on 31st October with formal approval by the Local Committee on 4th December.	
23 Local Environment Transformation 2014/15	Play Areas Review Bereavement Services Review Bring Sites Review	Local Environment	Bring Sites – a review was undertaken in Spring 2013 which identified potential savings by reducing the number of sites and bringing the service back in-house. A project plan has been agreed and the new, in-house service will commence in April 2014. Bereavement Services – electronic payments now introduced. Play Areas – mapping and site work complete. Report to Executive in October.	
24 Cycle Way Ramp	This project is the formation of a cycle ramp, forming part of the original overall Sustrans cycleway scheme	Local Environment	Tenders received 2nd August. All came in over budget.	
25 Kingstown Industrial Estate	To bring roads and pavements at Kingstown Industrial Estate up to an adoptable standard.	Local Environment	Carry forward of £30k (residual budget from road repairs) approved to repair footpaths.	
26 Resources Transformation 2013/14	HR support. Finance and Accountancy. Keepers.	Resources	All restructures in Finance, HR and Stores are finalised with all voluntary redundancies leaving by the end of August.	
27 Resources Transformation 2014/15	Financial Services restructure Closure of stores ICT Savings	Resources		
28 Public Realm Caldewgate	Section 106 money from Sainsbury's to improve hard landscaping in Caldewgate.	Resources	Project design to be progressed following outcomes of other public realm work and Sense of Place.	

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29 Financial systems upgrade and development projects	<p>Projects include -</p> <ul style="list-style-type: none"> - Upgrade of financial software - New employee management system - Implementation of phased Electronic Document Management System (EDMS) - Contractorplus replacement 	Resources	<p>EDMS - Successful testing of Data Synchronisation. This will be uploaded in Live and further testing will be carried out in early July. Training for staff has been completed on the Creditor version.</p> <p>Financial systems upgrade - Income Management upgrade in test and the implementation date has been revised to 14/10/2013. Civica have issued a subsequent release of software. Staff resources have been an issue. However, the restructure will see a focussed team working on ICON and a second focussed team working on e-purchasing.</p> <p>Integrated Employee Management System - Specification complete and issued to Midland HR. Agreement with Department of International Development on the application of their Framework Agreement which allows a direct award to Midland. Arrangement also includes Allerdale Borough Council.</p>	<div style="background-color: green; height: 20px; width: 100%;"></div> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <div style="background-color: green; height: 20px; width: 100%;"></div>
30 Digital Information Services projects	<p>Projects include -</p> <ul style="list-style-type: none"> - VEEAM solution - Shared Licensing - Carlisle Metro WiFi - New mobile phone contract - Cash receipting Hosted Service PCIDSS Compliance - New ACT website - Open Source CMS 	Resources	No issues	<div style="background-color: green; height: 20px; width: 100%;"></div>
31 Chief Executive's Team Transformation 2014/15	Review of budgets.	Chief Executive's Team	Non staff savings have been identified.	<div style="background-color: green; height: 20px; width: 100%;"></div>
32 Governance Transformation 2014/15	Review of Governance Civic Admin post	Governance	Staff review underway.	<div style="background-color: green; height: 20px; width: 100%;"></div>