

# Resources Overview and Scrutiny Panel

Agenda Item:

**A.6**

Meeting Date: 28th November 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 14/13

**Purpose / Summary:**

The Corporate Programme Board ensures that there are effective governance arrangements in place for the projects that the Council undertakes. This report provides an update of projects currently being undertaken.

**Recommendations:**

The Panel is asked to

- i) Note and comment on the most recent summary of projects and governance arrangements in place as contained within Appendix A and also the actions being taken to support projects with issues.

**Tracking**

Executive:	-
Overview and Scrutiny:	<b>Resources 28<sup>th</sup> November 2013</b>
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 requested by the Panel, a progress update on projects has been provided by 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 also provided.

The key activities in the last quarter are:

1. Civic Centre Foyer Redesign is now complete.
2. The Dalton Avenue contract with Riverside has been agreed and is ready for formal sign off.
3. Planning permission has been granted for the gypsy and traveller transit site. A timetable is in place with Homespace for delivery of the site, as per their contract.

The appendix shows the governance arrangements in place for the listed projects.

## **3. CONSULTATION**

Corporate Programme Board meeting 23<sup>rd</sup> October 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  
attached to report:**

**Appendix A: Dossier of Projects October/November 2013**

**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**

**CORPORATE IMPLICATIONS/RISKS:**

- **None**

## Appendix A Dossier of Projects - Status - October / November 2013

Project / Initiative Name	Project description	Directorate	Recent project activity	Status	Project Governance
		<b>Key to Status</b> Red Overdue; Significant issues Amber Some issues Green On schedule; In progress			
1 <b>Local Plan (including City Centre Master Plan)</b>	The new Local Plan (LP) 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 Master Plan which will form part of the LP. Identifying opportunities for the development of sites for office, leisure and retail accommodation	Economic Development	16/10/2013: Consultation was undertaken 29 July to 16 September 2013. Exploratory Compliance Meeting with Planning Inspector 17 September 2013. Initial consultation feedback of issues raised to LP Members Working Group 10 October 2013. Following the public consultation on the LP (preferred options) and a compliance meeting with an inspector, it is recommended to insert an additional stage of consultation in the LP programme and thereby reduce the risk of any future challenge to the process of the LP being prepared. This would delay the programme by approximately six months. It is anticipated that a report outlining the additional stage of consultation would reach Full Council on 4th March with a period of consultation to commence thereafter.		Local Plan Member Working Group. Full Council 16th July 2013. Detailed project plan.
2 <b>Promoting Carlisle</b>	Includes projects Discover Carlisle / Sense of Place / Carlisle Prospectus	Economic Development	10/10/2013: The Carlisle Prospectus is being developed implementing the Carlisle Story. A brief has been submitted to the designer.		JMT Sense of Place presentation 23rd May 2013.
3 <b>Public realm improvements</b>	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	10/10/2013: The first set of designs for street signage for winter lighting scheme will be used to display / identify business sponsorship. Gateway signage and interpretative signage in the City Centre at key entry points are being progressed. Business Case for set of public realm improvement projects is being developed. Partnership working with County Council will be key with these projects.		
4 <b>Old Town Hall Phase 1</b>	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	08/10/2013: TIC relocated and reopened from the Old Town Hall on the agreed date of 1st July 2013. Successful TIC opening event held on 17th July 2013. Final account agreed with the Main Contractor. Potential overspend of £16,441 due to a notified reduction in grant offer of £17,848 by English Heritage. Notification received on 25th June 2013 when the works were substantially complete thereby preventing the introduction of cost reduction measures. Notified reduction in grant offer by English Heritage due to a 'change of policy' reflected in the projected overspend. Increase in budget will be required to cover any shortfall in English Heritage grant offer. The City Council still needs to make a decision on how it responds to English Heritages notified grant reduction.		Business Case and PID.
5 <b>Old Town Hall Phase 2</b>	Develop options to refurbish and modernise the Tourist Information Centre	Economic Development	Inception meeting 11th July. Draft business case and PID prepared. Reprofiting expenditure.		Business Case and PID. Executive approval 30/09/2013.
6 <b>Economic Development Transformation 2013/14</b>	Restructure Grant reductions O/T reduction	Economic Development	Currently in the process of readvertising the Investment and Policy Manager post. Interim post to remain in place.		Transformation Board

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7	<b>Economic Development Transformation 2014/5</b>	Parish Council and village hall grant reduction Access Officer review Tourism review Business and employment support and redevelopment TIC stock review	Economic Development	Transformational savings have been identified and plans are being developed to deliver them.		
8	<b>Arts Centre</b>	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.	Deputy Chief Executive's Team	08/10/2013: Budget approved by Full Council on 10th Sept. North West Construction Hub procurement process was used (first time for City Council). Due to lack of response to Expressions of Interest (1 out of 9), now utilising Chest procurement (due back November) with no impact on timescale. Emerging pilot projects up to March 2014 before close down and refurbishment to gauge interest in using the Arts Centre. Managing reputation is a risk during the pilot programme. A proforma / risk assessment for each user or potential user is being used to mitigate the risk.		Executive 1st July 2013. COSPP 11th July. Full Council 10th September. Initial outline Business Case to PAG. Project plan.
9	<b>Housing Strategy - Delivery of the Affordable Housing Programme including DALTON AVENUE</b>	The Affordable Homes Programme should deliver at least 109 affordable homes at various sites throughout the city by 2015 .	Economic Development	14/11/2013: Dalton Avenue - the legalities between partners have been agreed and formal sign off will be completed in November. Legal contracts have been prepared by the Council's legal team. A decision on the planning application (submitted 23 July) will be made by end of November.		Full Council approval / report of Housing Strategy 6th March 2012. Project Brief.
10	<b>Housing Strategy - Empty Homes</b>	Bringing empty homes back into use. There are 2 funding schemes - Cluster of Empty Properties initiative 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 target of 45 to be delivered by December 2014. The YMCA is the accountable body and the City Council offers technical support and referrals.	Economic Development	28/10/2013: 1. The Cluster of Empty Homes Scheme has approved 15 grants having committed £75k of grant. 30 live applications are being progressed by clients. New enquiries continue to be inspected. 2. Progress with the YMCA making homes programme remains slow. Although 15 schedules of work have not yet been produced YMCA is confident that a number of approvals will be issued this quarter. Meetings are currently being held with YMCA to discuss progress and future outcomes.		Full Council approval / report of Housing Strategy 6th March 2012. Project Brief.
11	<b>Housing Strategy - Gypsy and Traveller transit site</b>	The design, development and implementation of a seven pitch site for transit provision for the Gypsy and Traveller community.	Economic Development	22/10/2013: Planning permission for the transit site has been granted. As per the contract, Homespace now have eight weeks to deliver the hard standing. A staged timetable is in place for the remaining development.		Full Council approval / report of Housing Strategy 6th March 2012. Project Brief.

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12	<b>Homelife HIA</b>	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.	Economic Development	16/10/2013: Helped 73 clients including 35 home visits. Delivered work under the Electrical Safety Council Grant funding. Delivered work under the Sanctuary Scheme for victims of domestic and sexual violence. Delivered work under the Keep Safe scheme for victims of anti-social behaviour. Recruited 5 volunteers with a further 11 volunteers in process under the Community Neighbour programme. Recruited Housing Caseworker. Advertised for a Customer Services Apprentice. Installed HIA Case manager software for case workflow management. Selected SIG Energy as Carlisle's ECO provider, potentially leading to an investment of £5m of affordable warmth and energy efficiency measures. Appointed a Graphic Designer to develop the marketing of the HIA. Difficulties experienced in initiating the marketing of our managed repair services due to gaining agreement on a code of conduct that we can use with our contractors. There is a need to reduce the set up time for services as this puts pressure on the working capital and delays the establishment of income streams.		Business Case
13	<b>Civic Centre Foyer Redesign</b>	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.	Chief Executive's Team	09/10/2013: The foyer is now operational and has been refurbished to the required standard. The doors and appropriate heating have been ordered and due delivery. This project is now closed.		SMT
14	<b>Automating Services</b>	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.	Chief Executive's Team	09/10/2013: A report was presented to SMT on 1st October outlining the progress so far within this project and recommending longer term aims for the project. The project manager is meeting with each Directorate DMT over the next two weeks. A project plan will then be developed based around demand and key priorities within each directorate. Software will be utilised to build a front end interactive website, whilst a programme of work is carried out to "clean up" existing pages. Funding for a development officer has been authorised for the next 3 years to support the project manager on this project and other corporate priorities.		PID
15	<b>Sports Activation Fund</b>	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.	Deputy Chief Executive's Team	07/11/2013: A new Asian men's football session has started. This is the first phase of the project to provide sports and physical activities for Asian men and people that may not want to join a sports club but want to take part in sport in a social setting. The Activate young people clubs are going well.		Business Case
16	<b>Hostel Review</b>	Review of the current hostel provision.	Economic Development	07/11/2013: Draft outline proposals are in development. Joint work with Impact Housing Association at John St Hostel is ongoing to ensure seamless service provision. The review has been delayed to ensure proper focus and scoping. An external report on homelessness received late September 2013 concluded that Carlisle operates a good, well run high performing homeless service.		

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17 <b>Sports Strategy and delivery plan</b>	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.	Deputy Chief Executive's Team	19/10/2013: The Sport and Physical Activity strategy is being delivered. This includes priority Sports such as Athletics, rounders, tennis, football, cycling, swimming and Badminton (but this list is not exhaustive). The sports facility strategy is in final draft stage as is the playing pitch strategy. Both documents feed into the overarching sport and Physical Activity Strategy. Key successes of the strategy include projects to be delivered by British cycling for the skyride local scheme, £183 000 from sport England to deliver the sports activation fund (see no. 15) and £3000 from England rounders to develop rounders as a sport for adults to participate in. The delivery of activities with this funding works hand in hand with the development of a facility strategy to ensure Carlisle has fit for purpose facilities that have a thought through rational that are part of a city wide partnership strategic approach. The Facility strategy and playing pitch strategy are going through the process of being presented to Executive so a clear direction can be agreed and the documents can be agreed as council policy.		Report to Executive Nov 2013. Then consultation.
18 <b>Harraby Campus Development</b>	Support the delivery of key sport and leisure facilities via Harraby School and Community Project.	Deputy Chief Executive's Team	The agreement between the two Councils was signed 11th July.		Report to Executive 11th Mar 2013.
19 <b>Clean up Carlisle</b>	3 themes with 2 years of funding: - Education - Enforcement - Enhanced Clean Up	Local Environment	23/10/2013: Since 1st April there has been 14 prosecutions and 76 fixed penalty notices. The team is currently focussing on dog fouling at different locations around Carlisle including Harraby, Brampton and Currock.		Executive reports 17th Feb and 2nd July 2012. Full Council 23rd Feb and 17th July 2012.
20 <b>Historic Quarter - Castle St Public Realm Improvements</b>	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	09/10/2013: Slight amendments to the draft traffic order to ensure accuracy, following discussions with the County Council. The City Council will now carry out the consultation once the draft is completed. Formal objections will be considered by the Highways and Transport Working Group on 16th December with formal approval by the Local Committee on 23rd January. Priority on workload within City Engineers team for submission to working group on 16th December.		Business Case
21 <b>Local Environment Transformation 2014/15</b>	Play Areas Review Bereavement Services Review Bring Sites Review	Local Environment	Bring Sites – Review is now complete and in house service is set to commence April 2014. Bereavement Services – Redrafting of non statutory paperwork and review of administrative procedures are underway. Play Areas – Report has been to Community O&S and Executive 28th October. Analysis of the data is complete for all play areas and Executive approved approach to adopt.		Transformation Board. Bring Sites Executive 5th August. Full Council 10th Sept. Play areas Executive 28th Oct 2013.
22 <b>Kingstown Industrial Estate</b>	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.		PID

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23	<b>Resources Transformation 2013/14</b>	HR support. Finance and Accountancy. Keepers.	Resources	All complete.		Transformation Board
24	<b>Resources Transformation 2014/15</b>	Financial Services restructure Closure of stores ICT Savings	Resources			
25	<b>Public Realm Caldewgate</b>	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.		
26	<b>Financial services and HR projects</b>	- Implementation of phased Electronic Document Management System (EDMS) - Conversion from Trent 6 to iTrent	Resources	17/10/2013: <b>EDMS</b> - Training has been carried out by some Service Support Team staff. Back scanning of creditors is now complete and indexing is continuing. <b>iTrent</b> - Software has been procured through government framework agreement. Initial training of iTrent is complete. The system should be built for testing by end of November.		
27	<b>Digital Information Services projects</b>	Projects include - - Shared Licensing - Civic WiFi Installation - Cash receipting Hosted Service PCIDSS Compliance - Open Source CMS - Business Continuity Planning for IT - Service desk improvement	Resources	No issues		ICT Strategy / light business cases
28	<b>Chief Executive's Team Transformation 2014/15</b>	Review of budgets.	Chief Executive's Team	Non staff savings have been identified.		Transformation Board
29	<b>Governance Transformation 2014/15</b>	Review of Governance Civic Admin post	Governance	Staff review underway.		Transformation Board