

PROPOSED DRAFT CAPITAL PROGRAMME FOR 2011/12 – 2013/14

EXECUTIVE MEMBER: Cllr Elaine Woodburn
LEAD OFFICER: Joanne Wagstaffe – Director of Resources and Transformation
REPORT AUTHOR: Ann Treble, Capital Accountant

Summary:

This report provides the details to the proposed Capital Programme 2011/12-2013/14, which was presented to, reviewed and amended by RPWG at its meeting in January 2011, and to Executive at its meeting of 4 February. It demonstrates how the proposed bids meet the key corporate priorities.

Recommendation:

- (i) Executive are asked to consider the new capital bids presented and make recommendations for the inclusion in the draft Capital Programme to Council.
- (ii) Executive are asked to note the value of the three year programme is £6,421,296.
- (iii) Executive are asked to consider the existing bids that were presented and approved by Council in March 2010.
- (iv) Executive are asked to note the proposed draft capital programme for 2011/12 to 2013/14, can be funded from capital receipts reserve, but this assumes £5,626,560 of capital receipts are realised in the three year period.
- (v) Executive are asked to note the forecast on Useable Capital Receipts Reserve uses balances at 30 September 2010.

1 INTRODUCTION

- 1.1 Effective asset management planning is a crucial corporate activity to ensure we meet our corporate and service aims, and deliver our services.
- 1.2 This paper details the draft Capital Bids put forward, for inclusion in the Capital Programme for 2011/12 and beyond, as well as the existing Capital Programme for 2011/12 and 2012/13, to give the proposed capital programme for the three years 2011/12-2013/14, and how they will be funded.
- 1.3 When considering approval of capital bids, we need to ensure that:-
- our spending decisions are meeting our key priorities
 - we would not fail to meet our statutory duties if a scheme was not approved
 - consideration has been given to sources of funding available
 - we have maximised external funding on all bids (where appropriate)
 - all revenue costs/savings as well as capital costs have been considered
- 1.4 Members are asked to note that the key priorities are those in place at the commencement of this financial year and are subject to change.
- 1.5 The draft capital bids included in the programme have been prepared by Service managers and Heads of Service. Finance has reviewed the draft bids to consider if the resulting spend is of a capital nature and is therefore appropriate to be included in any considerations for the programme.
- 1.6 The draft capital bids have been reviewed with the Service Managers to explore all sources of finance and, external sources of finance have been used wherever possible.
- 1.7 Executive are being asked to recommend approval to Council, in principle, the three year capital programme for 2011/12-2013/14. Before new schemes commence, they are to be further appraised via a PID/project brief being prepared and presented for approval to Executive. The PID/project brief will be used:
- To ensure that the project has a sound basis before the commencement of the scheme.
 - To establish what the project is aiming to achieve
 - Why it is important to achieve it (meeting the Council's key priorities)
 - Who is going to be involved in the project and what their responsibilities are
 - How and when it is all going to happen, including a profile of spend (and income if appropriate)

- To act as a base document against which progress can be assessed (at monthly capital budget monitoring meetings)
- To measure the success of the project against a set of agreed criteria.

1.8 The table below shows the changes made to the proposed 2011/12 capital programme since December 2010.

| | | |
|---|----------------|------------------|
| Three year programme total as presented to RPWG December 2010 | Bid Ref | 8,173,596 |
| Slippage as at 30 September 2010 | n/a | 465,000 |
| Nursery stock holding area MP | 5 | 27,000 |
| Removal of Phoenix lift bid | n/a | (100,000) |
| Removal of Beacon bid (now covered by increased bid for energy efficiencies) | n/a | (36,500) |
| Increase in bid energy efficiencies | 10 | 3,700 |
| Allocation to revenue of part of Website bid (as not eligible for capitalisation) | 1 | (30,000) |
| Removal of wash area from fuel tank bid | 4 | (6,500) |
| Removal of Millom cemetery bid | n/a | (140,000) |
| Removal of 'addition' on housing bid | 6 | (90,000) |
| Total revised three year programme as presented to RPWG January 2011. | | 8,266,296 |
| Land at Millom cemetery | n/a | 140,000 |
| Reduction in housing budget (see para 3.3) | 7 | (2,910,000) |
| Albion Square removal of own funding (schemes under development) | n/a | (2,000,000) |
| Albion Square 100% grant funded (NMP through BECWC) | n/a | 2,925,000 |
| Total revised three year programme presented to Executive 4 February 2011. | | 6,421,296 |

1.9 A bid for the redevelopment of the council's website is included in this report. The total expected spend is in excess of £60k but this is not all eligible for capital funding. The elements that are not attributable to 'securing future economic benefit to the council' i.e. those parts that advertise what we do, but do not allow for revenue collection are not eligible for funding by capital and must therefore be funded through revenue. This split is currently shown as £30k in capital and £30k in revenue (to be funded from Choosing to Change) but this split may change as project details are confirmed.

- 1.10 Members are asked to be aware that a number of projects may/are being currently explored that may lead to additional schemes on the Capital programme over the next three years. Any additional request will require additional funding. Members are asked to note that any funding in connection with potential schemes has not been reflected in the tables 2 to 4 of this report. These include:

| Potential scheme | Potential total cost |
|---|----------------------|
| Additional sweeper and other vehicles | £80,000 |
| A number of vehicles were bought out right previously and these are now close to/past their useful economic life. Work is being done to explore options including utilising existing vehicles/purchase of new with capital funding/lease of vehicles with revenue funding | |
| NCL | ? |
| Carbon reduction works and possible enhancements /changes to service provision as a result of standard service contracts review. Investigation into possible options, payback periods and external funding are currently being undertaken. | |
| Coastal Environmental Improvements | £200,000 |
| Toilets/car parks/access at beaches maybe able to utilise external funding – report on Coastal Initiative expected to be presented to November Executive | |
| Albion Square | ? |
| May be a requirement for funding over the approved allocation shown in Appendix B | |
| Pow Beck | ? |
| May be a requirement to fund this development-amount and timing unknown | |

- 1.11 Members are also asked to note that Copeland has been granted approval from DCLG for a capitalisation direction with regard to any potential statutory redundancy costs, to a maximum of £95,000. Members are asked to note that this potential cost has not been reflected in the tables 2 to 4 of this report, but once costs have been established relevant funding options will be considered.

2 OPTIONS

- 2.1 A summary of the draft Capital Programme for the years 2011-14 is shown in appendix A.

- 2.2 Appendix B demonstrates how the proposed bids meet the key corporate priorities (as at commencement of year) as detailed in para 1.3. It also separates the bids between:
- NEW bids and
 - ROLLING existing bids (these bids have been previously approved by Council but a number have undergone further scrutiny this year)
- The bids for the three year period total £6,421,296.

3 FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

- 3.1 Table 1 below shows the sources of funding for draft Capital Programme for the three years 2011-2014. It is important that the funding of the proposed Capital Programme is fully understood and can be demonstrated. This should contribute to Executive's confidence in recommending the draft capital programme (in whole or part).
- 3.2 The proposed 2011/12- 2013/14 capital programme expenditure can be financed as follows:

Table 1: Financing of the proposed 2011/12- 2013/14 Capital Programme

| | 2011/12 | 2012/13 | 2013/14 |
|--|------------------|----------------|----------------|
| Funded by: | £ | £ | £ |
| Useable Capital Receipts | 876,351 | 379,800 | 252,800 |
| Useable Capital Receipts - Preserved right to buy sales (post stock transfer) | 570,319 | 0 | 0 |
| Useable Capital Receipts - Residual Right to Buy receipts (pre stock transfer) | 174,681 | 290,000 | 290,000 |
| Other External Funding | 3,148,000 | 210,000 | 210,000 |
| Other Reserves & contributions | 19,345 | | |
| TOTAL FINANCING | 4,788,696 | 879,800 | 752,800 |

- 3.3 The high demand for private sector renewal housing assistance, residents continuing requirement for Disabled Facilities Grant support (both of which target vulnerable residents to improve their private dwellings to ensure quality of life and decency standards), requires a level of funding which will not be met by external funding in the coming three years.

The past three years have seen a sharp decline in the main source of external funding for the housing capital programme - the DCLG housing grant, from £1.175m in 2008/09 to £842k in 2009/10 to £554k in 2010/11, and it has now been abolished leaving no funding available for 2011/12 onwards.

The anticipated DFG commitment for the current year 2010/11, as at December 2010 was £680k, with prudent estimates of £900k per year for years 2011/12 onwards. As the DCLG monies are now no longer available the only external source of finance is the DFG award, which has been £210k for the past four years, although a bid of £675k has been submitted for 2011/12. As this award will not be announced until March 2011, its receipt has been assumed at £210k, with the remainder of the funding for the proposed housing capital coming from Copeland's own resources.

The revised housing assistance policy that was approved in August 2010, saw a restriction in eligibility of applicants and the exclusion of all but category 1 hazards. It also ensures that all assistance is now given in the form of an interest free loan repayable upon sale of the property as opposed to loan and grant.

Members are reminded that we need to fulfill our **statutory** duties, with regard to providing Disabled Facilities Grants, and this must take precedence over the allocation of funding to be used in fulfillment of our powers, regarding Housing Renewal Loans. With this in mind there is no proposed budget allocation for home renewal for 2011/12 onwards and this activity will cease upon completion of works on all current loans.

The budget for 2011/12, detailed in Appendix A, relates to slippage on current Housing loans and DFGs i.e. commitments made this year that will not require payment until next year of £455k and an allocation for 2011/12 for DFGs (only) of £500k. The level of funding for DFGs is set against the need for an extensive review of; activity carried out/expenditure incurred/funding sources and options for recovery of expenditure in the future.

CAPITAL RESOURCES

- 4.1 Table 2 below shows the forecast position of the movement (i.e. use and new capital receipts) on usable capital receipts for 2011/12 (table 3 shows 2012/13 and table 4 shows 2013/14) which will be used to fund the capital programme.
- 4.2 Members are asked to note that the opening balance figures in Table 2 (and so consequently Tables 3 and 4) are as at quarter 2 to 30 September 2010. The Useable Capital Receipts Reserve balances will need to be adjusted by any commitments made in 2010/1 that will be paid for in 2011/12 (slippage). Any fluctuation in the opening balances as a result of this will be matched by an equal adjustment to the draw down (spend) on the reserve, i.e. nil net impact on reserves.

Table 2: Impact of the forecast capital programme spend and receipts for 2011/12 on the Useable Capital Receipts Reserve

| USABLE CAPITAL RECEIPTS | Receipts from sale of assets | Preserved right to buy sales | Residual Right to buy | VAT sharing receipt | Housing Loans/Grants Repaid | TOTAL |
|--|-------------------------------------|-------------------------------------|------------------------------|----------------------------|------------------------------------|--------------|
| | £ | £ | £ | £ | £ | £ |
| Forecast Opening balance at 1 April 2011 (as at 30 September 2010) | (79,087) | (570,319) | (1,349,385) | (1,590,723) | (7,275) | (3,596,789) |
| Forecast draw down to fund draft 11/12 capital programme | 876,351 | 570,319 | 174,681 | | | 1,621,351 |
| Forecast Capital Receipts in year (adj for quarter 2 10/11) | (1,596,560) | | | (331,082) | | (1,927,642) |
| Forecast useable Capital Receipts closing balance at 31 March 2012 | (799,296) | 0 | (1,174,704) | (1,921,805) | (7,275) | (3,903,080) |

Table 3: Impact of the forecast capital programme spend and receipts for 2012/13 on the Useable Capital Receipts Reserve

| USABLE CAPITAL RECEIPTS | Receipts from sale of assets | Preserved right to buy sales | Residual Right to buy | VAT sharing receipt | Housing Loans/Grants Repaid | TOTAL |
|--|-------------------------------------|-------------------------------------|------------------------------|----------------------------|------------------------------------|--------------|
| | £ | £ | £ | £ | £ | £ |
| Forecast Opening balance at 1 April 2012 | (799,296) | | (1,174,704) | (1,921,805) | (7,275) | (3,903,080) |
| Forecast draw down to fund draft 12/13 capital programme | 379,800 | | 290,000 | | | 669,800 |
| Forecast Capital Receipts in year | (2,600,000) | | | (136,892) | | (2,736,892) |
| Forecast useable Capital Receipts closing balance at 31 March 2013 | (3,019,496) | | (884,704) | (2,058,697) | (7,275) | (5,970,172) |

Table 4: Impact of the forecast capital programme spend and receipts for 2013/14 on the Useable Capital Receipts Reserve

| USABLE CAPITAL RECEIPTS | Receipts from sale of assets £ | Preserved right to buy sales £ | Residual Right to buy £ | VAT sharing receipt £ | Housing Loans/Grants Repaid £ | TOTAL £ |
|--|---|---|------------------------------------|----------------------------------|--|--------------------|
| Forecast Opening balance at 1 April 2013 | (3,019,496) | | (884,704) | (2,058,697) | (7,275) | (5,970,172) |
| Forecast draw down to fund draft 13/14 capital programme | 252,800 | | 290,000 | | | 542,800 |
| Forecast Capital Receipts in year | (1,430,000) | | | | | (1,430,000) |
| Forecast useable Capital Receipts closing balance at 31 March 2014 | (4,196,696) | | (594,704) | (2,058,697) | (7,275) | (6,857,372) |

4.5 The timing of capital receipts is critical to the funding of the proposed Capital programme. Members are reminded that the receipts detailed in tables 2-4 above are the best forecast prediction as of December 2010. The assets (predominantly land) will be placed on the market when conditions are favourable and this is kept under constant review by the Contracts and Property Manager and Capita DBS. It may be the case that some assets will be placed on the market sooner than currently anticipated, with resulting receipts ahead of those detailed in tables 2-4 above. It is not anticipated as at December 2010, that the assets will be offered for sale at later dates, however if this were to happen, the funding of the capital programme would need to be re-examined.

5 PROJECT AND RISK MANAGEMENT

5.1 It is imperative that the draft capital programme is considered at this early stage to ensure that adequate financing is in place before the 2011/12 programme commences. Once commenced, all budgets will be monitored monthly, with exceptions reported through Corporate Leadership Team and Executive so that management action can be taken to ensure the effective use of resources as planned by the Council.

5.2 The capital programme assumes funding from the sale of assets and external (grant) contributions. There is no assumption at this stage to borrow to finance the programme. Generation of capital receipts presents risks in terms of the timing and value of receipt. Capita DBS and the Contracts and Property Manager meet monthly and review asset sales.

- 5.3 The value of the Disabled Facility grant which now provides the only external funding for the housing programme, (£210k) has been estimated for 2011/12, based on current year receipt, as the award will not be made public until March 2011, although a higher bid of £675k has been submitted for 2011/12. The value of receipt has been duplicated for years 2012/13 and 2013/14. If the actual grant receipt fluctuates from these estimates, this will impact on the use of the Useable Capital Reserve as detailed in tables 2-4.
- 5.4 The report makes specific reference to the unknown possible requirement for internal and external capital funding that may arise in connection with potential schemes as detailed in paragraph 1.9 of this report. The risk that contributions may be required are not are not factored into the current proposed programme or funding

6 IMPACT ON CORPORATE PLAN

- 6.1 The proposed bids have been summarised under the Corporate key objectives as detailed in Appendix B:

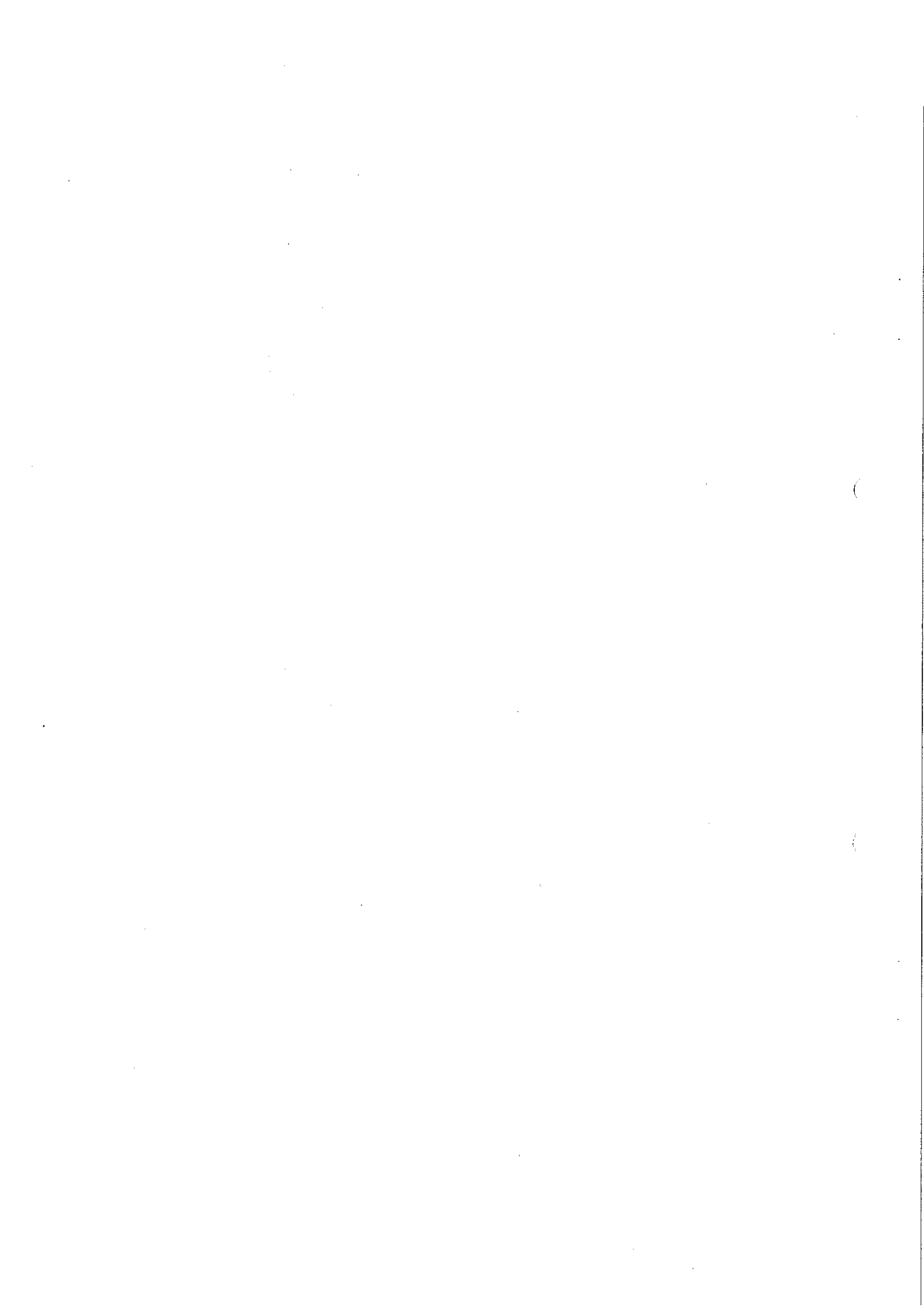
List of Appendices:

Appendix A - Draft capital programme 2011/12-2013/14
Appendix B – Meeting key objectives
Appendices 1-5,& 7 Capital bids

List of Background Documents: None

Consultees:

Head of Service and Service Managers
Contracts and Property Manager – Chris Lloyd
Strategic Housing Manager – Laurie Priebe



DRAFT CAPITAL PROGRAMME BUDGET 11/12, 12/13, 13/14

| BID NO | OTHER (CORPORATE) | Expenditure | | | | Funding | | | | | | 2012/13 | | | | 2013/14 | | | | OVERALL TOTAL 11/12-13/14 £'000 | Manager |
|------------------------------|--|---|---|-----------------------------------|--------------------------------|----------------|-------|---------------|---|------------------------|---------------|--------------------|---|---|-----------------------------------|--------------------------------|---|---|-----------------------------------|---------------------------------|---------|
| | | 2011/12 Existing programme March 10 Council £'000 | Slippage £'000 approval sought Exec 10/11 (to September 2010) | Draft bids submitted Nov 10 £'000 | TOTAL 11/12 including slippage | UCRR | Cameo | WNF | Preserved Rights To Buy Sales (post stock transfer) | Residual Rights To Buy | External | Existing borrowing | Existing programme March 10 Council £'000 | Slippage £'000 approval sought Exec 10/11 | Draft bids submitted Nov 10 £'000 | TOTAL 12/13 including slippage | Existing programme March 10 Council £'000 | Slippage £'000 approval sought Exec 10/11 | Draft bids submitted Nov 10 £'000 | | |
| Corporate Department: | | | | | | | | | | | | | | | | | | | | | |
| | Management Information Systems | | | | | | | | | | | | | | | | | | | | |
| 8 | New Financial Management System | 15,000 | | | 15,000 | 15,000 | | | | | | | | | | | | | | | |
| 9 | Mosaic | 6,195 | | | 6,195 | | 6,195 | | | | | | | | | | | | | | |
| 1 | Website Redevelopment | | | 30,000 | 30,000 | 30,000 | | | | | | | | | | | | | | | |
| 2 | Building Control Data Capture | | | 45,700 | 45,700 | 45,700 | | | | | | | | | | | | | | | |
| | Management Information Systems Total | 21,195 | | 75,700 | 97,895 | 91,700 | | 6,195 | | | | | | | | | | | | | |
| | Public Buildings | | | | | | | | | | | | | | | | | | | | |
| 10 | Public Buildings Condition Survey Backlog | 200,000 | | | 200,000 | 200,000 | | | | | | | | | | | | | | | |
| 11 | Energy Efficiency Measures | 52,800 | | 3,700 | 56,500 | 56,500 | | | | | 217,000 | | | 217,000 | 200,000 | | | 200,000 | 617,000 | | |
| 6 | Land Purchase at Milton | 140,000 | | (110,000) | 30,000 | 30,000 | | | | | 52,800 | | | 52,800 | 52,800 | | | 52,800 | 152,100 | | |
| | Public Buildings Total | 392,800 | | (106,300) | 286,500 | 286,500 | | | | | 269,800 | | 110,000 | 379,800 | 252,800 | | | 252,800 | 818,100 | | |
| | Property | | | | | | | | | | | | | | | | | | | | |
| 12 | New Creations | 13,150 | | | 13,150 | | | | | | | | | | | | | | | | |
| 13 | Surveys, Clearing, Repairs, Adopt Drains | 192,651 | | | 192,651 | 192,651 | | | | | | | | | | | | | | | |
| 16 | Copeland Centre | | 125,000 | | 125,000 | 125,000 | | | | | | | | | | | | | | | |
| 5 | Nursery Stock Holding Area (M2) | | | 27,000 | 27,000 | 27,000 | | | | | | | | | | | | | | | |
| | Property Total | 205,801 | 125,000 | 27,000 | 357,801 | 344,651 | | 13,150 | | | | | | | | | | | | | |
| | Leisure and Environmental Services | | | | | | | | | | | | | | | | | | | | |
| 3 | Wharfedale Cemetery | | 100,000 | | 100,000 | 100,000 | | | | | | | | | | | | | | | |
| 4 | Fuel Tanker and Servicing/Washing Area at Moresby Park | | | 43,500 | 43,500 | 43,500 | | | | | | | | | | | | | | | |
| 14 | Children's Playgrounds and Cemeteries (slippage only) | | 10,000 | | 10,000 | 10,000 | | | | | | | | | | | | | | | |
| | Leisure and Environmental Services | | 10,000 | 143,500 | 153,500 | 153,500 | | | | | | | | | | | | | | | |
| | Regeneration | | | | | | | | | | | | | | | | | | | | |
| 15 | Mount Pleasant (Resonance Only) | 13,000 | | | 13,000 | | | | | | 13,000 | | | | | | | | | | |
| | Regeneration Total | 13,000 | | | 13,000 | | | | | | 13,000 | | | | | | | | | | |
| | TOTAL CAPITAL PROGRAMME - OTHER | 632,796 | 135,000 | 140,900 | 908,696 | 876,351 | | 13,150 | | | 13,000 | | 110,000 | 379,800 | 252,800 | | | 252,800 | 1,541,266 | | |

DRAFT CAPITAL PROGRAMME BUDGET 11/12, 12/13, 13/14

| BID NO | 2011/12 Existing programme March 10 Council £'000 | 2011/12 | | TOTAL 11/12 including slippage | Funding | | | | | | | | 2012/13 | | | 2013/14 | | | TOTAL 13/14 including slippage | OVERALL TOTAL 11/12- 13/14 £'000 | Manager | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--------------------------------------|-----------|-------|-----|---|---------------------------|----------|-----------------------|--|---|--|--------------------------------------|--|--|--|--------------------------------------|---|-----------|--------------------------------------|-----------|---------|--------|-------|---------|---------|---------|--|--------|-----------|---------|-------------|---------|-----------|-------------|---------|---------|-----------|--|
| | | Slippage £'000 approval sought Exec 10/11 (to September 2010) | Draft bids submitted Nov 10 £'000 | | UCRR | Cameo | WNF | Preserved Rights To Buy Sales (post stock transfer) | Residual Rights To Buy | External | Existing borrowing | Existing programme March 10 Council £'000 | Slippage £'000 approval sought Exec 10/11 | Draft bids submitted Nov 10 £'000 | TOTAL 12/13 including slippage | Existing programme March 10 Council £'000 | Slippage £'000 approval sought Exec 10/11 | Draft bids submitted Nov 10 £'000 | | | | TOTAL 13/14 including slippage | | | | | | | | | | | | | | | | | | | |
| TOTAL CAPITAL PROGRAMME - OTHER (from sheet 1) | | | | | | | | | | | | | | | | | | | | 632,796 | 135,000 | 140,900 | 908,696 | 876,351 | 13,150 | 6,195 | | | | | 13,000 | | 269,800 | | 110,000 | 379,800 | 252,800 | | 252,600 | 1,541,296 | |
| HOUSING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Grants & Financial Assistance & Empty Properties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Renewal Grants | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Empty Properties | 1,410,000 | 455,000 | (910,000) | 955,000 | | | | 570,319 | 174,681 | 210,000 | | | 1,500,000 | | (1,000,000) | 500,000 | 1,500,000 | (1,000,000) | 500,000 | 500,000 | 500,000 | 1,955,000 | | | | | | | | | | | | | | | | | | |
| | Disabled Facilities Grants | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL CAPITAL PROGRAMME - HOUSING | | | | | | | | | | | | | | | | | | | | 1,410,000 | 455,000 | (910,000) | 955,000 | | | | 570,319 | 174,681 | 210,000 | | | 1,500,000 | | (1,000,000) | 500,000 | 1,500,000 | (1,000,000) | 500,000 | 500,000 | 1,955,000 | |
| Schemes under development | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Albion Square | | 2,000,000 | 925,000 | 2,925,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL CAPITAL PROGRAMME - SCHEMES UNDER DEVELOPMENT | | | | | | | | | | | | | | | | | | | | | 2,000,000 | 925,000 | 2,925,000 | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------|-----------|---------|-----------|---------|--------|-------|---------|---------|-----------|--|--|-----------|--|-----------|---------|-----------|-------------|---------|---------|-----------|--|
| TOTAL CAPITAL PROGRAMME EXPENDITURE | 2,042,796 | 2,590,000 | 155,900 | 4,788,696 | 876,351 | 13,150 | 6,195 | 570,319 | 174,681 | 3,148,000 | | | 1,769,800 | | (890,000) | 879,800 | 1,752,800 | (1,000,000) | 500,000 | 752,800 | 6,421,296 | |
|--|-----------|-----------|---------|-----------|---------|--------|-------|---------|---------|-----------|--|--|-----------|--|-----------|---------|-----------|-------------|---------|---------|-----------|--|

| | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|--|--|--|------------------|--|--|--|--|--|--|--|--|--|--|--|----------------|--|--|--|----------------|------------------|--|
| Total New Annual Programme | | | | 4,788,696 | | | | | | | | | | | | 879,800 | | | | 752,800 | 6,421,296 | |
|-----------------------------------|--|--|--|------------------|--|--|--|--|--|--|--|--|--|--|--|----------------|--|--|--|----------------|------------------|--|

| Funding summary | 2011/12 | 2012/13 | 2013/14 | Total |
|-------------------------|-----------|---------|---------|-----------|
| UCRR | 876,351 | 379,800 | 252,600 | 1,508,751 |
| Cameo | 13,150 | | | 13,150 |
| WNF | 6,195 | | | 6,195 |
| Preserved Rights to Buy | 570,319 | | | 570,319 |
| Residual Rights to Buy | 174,681 | 290,000 | 290,000 | 754,681 |
| External Funding | 3,148,000 | 210,000 | 210,000 | 3,568,000 |
| Existing Borrowing | | | | |
| | 4,788,696 | 879,800 | 752,800 | 6,421,296 |

| | | | | |
|----------------------------------|-----------|---------|---------|-----------|
| Funding from - CAP receipts only | 1,634,501 | 669,800 | 542,800 | 2,847,101 |
|----------------------------------|-----------|---------|---------|-----------|

| | New Bids | | | | | Existing Bids | | | | | | | | | | | |
|--|-----------------------|-------------------------------|---------------------|---|---------------------------------|-------------------------|---------|---------------------------------|--------|---|----------------------------|--------------------------------|--------------------------------|---------------------------------------|---------------------------------|---------------------------|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | Website Redevelopment | Building Control data Capture | Whitehaven Cemetery | Fuel Tanker/Service Area at Moresby Parks | Nursery Stock Holding Area - MP | Land Purchase at Millom | Housing | New Financial Management System | Mosaic | Public Buildings Condition Survey Backlog | Energy Efficiency Measures | New Cremators (Retention only) | Surveys, Repairs, Adopt Drains | Children's playgrounds and cemeteries | Mount Pleasant (Retention only) | Copeland Centre Reception | Albion |
| Meeting key priorities? | | | | | | | | | | | | | | | | | |
| 1.1 Leading local change | | | | | | | | | | | | | | | | | • |
| 1.2 Providing clear direction | | | | | | | | | | | | | | | | | |
| 1.3 Strong strategic partnerships | | | | — | | | | • | | | • | | | | | | |
| 2.2 Regenerating Copeland | | | | | | | | | | • | | | | | • | • | • |
| 2.5 Customer focussed | • | • | • | | • | • | • | • | • | • | | • | • | • | • | • | • |
| 2.6 Effective performance management and culture | | • | | | | | | • | • | | | | | | | • | • |
| 2.7 Strong financial asset management | | | | | | | | • | | | | | | | | • | • |
| 3.2 Safer Copeland | | | | • | | | | | | | | | | | • | • | |
| 3.3 Quality living environment | | | | | • | | | • | | • | | | | • | • | | • |
| 3.4 Sustainability | | | | | | | | | | | • | • | | | | | |
| 3.5 Quality housing | | | | | | | • | | | | | | • | | | | |
| 3.6 Leisure and culture | | | | | | | | | | | | | | • | • | | |
| 3.7 Improving health | | | | | | | | | | | | | | | | | |
| To fulfill statutory duties? | N | N | Y | N | N | Y | Y | Y | N | N | N | Y | N | N | N | N | N |
| Matched funding as % of bid | Nil | Nil | Nil | Nil | Nil | Nil | 1 | Nil | 100% | Nil | Nil | Nil | Nil | Nil | 100% | Nil | 100% |
| Revenue savings achievable? | Nil | 3 | Nil | Nil | 2 | Nil | Nil | Nil | Nil | Nil | 4 | Nil | Nil | Nil | Nil | Nil | Nil |
| Existing policy commitment? | No | No | No | No | No | No | No | No | No | No | Y** | No | No | No | No | No | No |

Y** Contribute to Carbon reduction

1 External receipt based on current year receipt at £210k of £675K bid

2 Estimated £13k saving a year with closure of Beck Green Nursery.

3 Saving in productive time to be utilised to generate revenue income (as opposed to savings)

4 Potential for hire of room income to increase if works carried out and potential for existing room hire income to decrease if works not carried out - awaiting figures

Potential for saving energy costs - awaiting figures



Project Background

Project Title

CBC website redevelopment

Project Sponsor

Hilary Mitchell

Designation

Head of Policy and Performance

Project Manager

Abby Jackson

Project Background

A new content management system is required so the CBC site can keep up with current web functions expected from a local authority. For the website to generate the savings it has been created for, through self service and customer interaction, it needs to engage customers/residents, ensuring their experience of the website is efficient, that they will return to regularly rather than contacting services through more costly measures (phone, post). If we stay with our current system it will cost in the region of £40K simply to transfer our existing site to the new version of the current immediacy, it will not however pay for improved functionality. The overall improvements we need. The CBC site now needs to be able to cope with allowing access to open data, use of multi media and interactive content. It needs to provide our customers and residents with access to every service the council provides online. This includes payments, requests and applications, but also access to information about the council, the chance to receive updates on new policies or statements and changes to services. It should be the most important medium for the council to inter

Description (how is it to be undertaken?)

Purchase of a new CMS system and migration of all content and development of new web functionality from the current CBC site. Whilst the project will be managed by the web manager it will only succeed with the contribution of services and closely working with IT.

Corporate Priorities

How does the project fit within the Council's priorities?

2.5 Supports better engagement with residents and partners by linking to these priorities in the corporate implementation plan: Closer to the community, customer focussed services, accessing our services - all of which are carrying forward into draft corporate plan 2011/12.

Objectives

What the project will achieve?

A fully functional and capable CBC website that will enable us to meet customers' needs through providing an up to the minute information service as well as an interactive payment, request, apply, search and public consultation service. It has now been made essential for LG websites to engage the public through other forums such as social media, consultation databases, online forms, forums, blogs and multi media. This is fast becoming the way majority of people communicate and the fastest, most cost effective way to get out current information on services. It is about delivering quality services to customers at lower cost and through other channels. The more people that visit the CBC website and have a pleasant and efficient experience through easy navigation and interactive service, the more customers will return and become regular users of the website, generating savings as well as interest for the council. The website is single best investment a council can make, delivering a return in investment (ROI) of between 5:1 and 10:1 over 5 years.

Scope

Project Appraisal Outline

This is a new project that whilst complementing and interacting with the other web development projects for CRM and self service it will not conflict with or overlap the development of these projects. It is a single programme of work that will improve the infrastructure of the website and the back office functionality to edit it.

Overview of the Business Case and Benefits

Outline Business Case Overview and Benefits

A new content management system is required for the website as our current version - Immediacy 6 will no longer be supported by our current suppliers, Alterian by 2012. This will leave us with an

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Unsupported site that would cause security risks and continue the degradation of the website. A new CMS system will enable us to have support and protection for as long as we wish to stay with that supplier. We would be able to have a website that fully supports changes to self service and the way that the public increasingly choose to interact with the council about the services they wish to receive. The overall benefits would be the savings as outlined in what the project will achieve through encouraging customers to use our cost effective channels to communicate with the council and providing us with a more cost effective way to communicate with them. It is not about advertising us as a council, but solely about providing a service to customers that is quick and up to date as well as giving them a choice in how they wish to interact with us, be it through online forms, social media or online surveys. The website needs to provide a single channel for both the delivery of

Project risks

1) Continuing with our current version puts us at risk of security breaches due to having an unsupported CMS version.
 2) The continuous degradation of the website, we would be at risk of ending up with a site that cannot support new web functionality and would not deliver what customers expect from a local authority website.
 3) The current website will not offer the potential for ongoing efficiencies.

What is the likelihood of each risk?

| | | | |
|----------------|------------|-----|--|
| HIGH - 1 and 2 | MEDIUM - 3 | LOW | |
|----------------|------------|-----|--|

Is the impact of each risk?

| | | | |
|----------------|------------|-----|--|
| HIGH - 1 and 3 | MEDIUM - 2 | LOW | |
|----------------|------------|-----|--|

Project Resource Requirements

Project timescale and milestones

The overall project would take 6 months to complete. Plus one month for a soft launch to the public to test any issues we may experience once the website goes live. The 6 months would include design that will tie in with ongoing corporate branding work being undertaken, and content migration. Milestones include: Installation of server, design of templates, information architecture, editorial review and content, user review and testing, customising site, security testing and the final soft launch.

What will be the reviewing process and the controls of the project?

A timescale of each milestone will be created and constantly reviewed by checking progress. There will be regular progress meetings with a web project group to discuss any issues and ensure the project is running to timescale and if there are any issues that need to be dealt with. A PID will be created and approved by members and a project plan monitored regularly.

What are the resource requirements and any impact on services?

Our best estimate at the deadline for submission of the form is a total cost of £60,000. In addition the costs of staff members that will need to dedicate all their time to the new system, migration and launch throughout the estimated 6 months. A cost of web managers time at an estimate of £13.62 per hour over 6 months = £12094.56 and IT support officer estimate of £12.77 over 6 months = £11339.76.

Project Budget and Efficiencies

| | 2011/12 £ | 2012/13 £ | 2013/14 | Total £ |
|-----------------------------|--------------|--------------|---------|------------|
| TOTAL Project Cost | 60,000 | | | 60,000 |
| Financing: | | | | |
| CBC Capital/(Saving) | 30,000 | | | 30,000 |
| CBC Revenue/(Saving) | 30,000 | | | 30,000 |
| CBC Revenue/(Saving) | 5,400 | 5,400 | 5400.00 | 16,200 |
| CBC Revenue/(Saving) | -5,500 | -5,500 | -5500 | -16,500 |
| External (name where from): | | | | 0 |
| | | | | 0 |
| | | | | 0 |

Has external funding been considered, if so who from? And if not, why not?

funding not available for this project
 N.B PLEASE CONSIDER ANY REVENUE COSTS/(SAVINGS) IN CAPITAL BIDS

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2011/12 BUDGET
OUTLINE BUSINESS CASE & BID FORM



| Forecast profiled spend | 2011/12 | 2012/13 | 2013/14 |
|-------------------------|---------|--------------|----------|
| April | | £10,000 | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | £50,000 | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| Total | | 60000 | 0 |

FOR CAPITAL PROJECT ONLY:

Depreciation charges

| Asset | Cost of Asset | Estimated Useful Life | Residual Value | Total Dep Charge | Action at end of useful |
|-------------|---------------|-----------------------|--------------------|------------------|-------------------------|
| Description | £ | please input no yrs | please input value | | |

Signature:
Date:

| |
|---|
| Hilary Mitchell; Jan Curwen; Abby Jackson |
| 27.10.2010 |

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COPELAND BOROUGH COUNCIL
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Project Background

| | |
|-----------------|--------------------------------------|
| Project Title | Building Control Data Capture |
| Project Sponsor | Pat Graham |
| Designation | Corporate Director - People & Places |
| Project Manager | Mark Key |

Project Background

The MIS Headway back office software project, which has begun the modernisation of the way in which the Council's Development Control, Land Charges and Building Control sections work is nearing completion. This project new project is the final step in that modernisation for the Council's Building Control service.

Description (how is it to be undertaken?)

The project manager is PRINCE 2 accredited and the project will follow these principles. It will firstly involve enabling the scanning of 5.5 years worth of archived and live Building Control applications into the MIS Headway system via the installation of a small software package, and will then involve the capture of this information and the installation of software package that will allow users (including external consultees) to view, scale and annotate drawings; the scanning work will be outsourced to specialists and will be done off site and information will be uploaded straight into the Council's back office software remotely.

Corporate Priorities

2.5 The project fits within the Council's priorities of customer focussed services, keeping you informed and accessing our services. 2.6 Effective performance management by using electronic systems.

Objectives

What the project will achieve?

The project will result in all Building Control files being held electronically, resulting in an increase in available archive and office floorspace and a more secure future for this information from both a data protection and business continuity point of view. The project will enable the future exchange of all information with external consultees (i.e. Fire Service, United Utilities, Structural Engineers, etc) and applicants (Approval Notices, Completion Certificates, etc) electronically, which will markedly reduce administration, printing and postage costs; by capturing information electronically, it will become instantly available at all times; the Council's Building Control section continually carries out work relating to thousands of live files, which can at times result in substantial amounts of productive time being lost by searching for hard copy information. Information will be uploaded to portable devices and used to carry out site inspections through the MIS Headway mobile working module, which was purchased as part of the Council's back office software package.

Scope

Project Appraisal Outline

The project will complete the modernisation of the Council's Building Control section but is dependent upon storage space being made available through a document management solution. Portable devices required for mobile working, and the ongoing capture of Building Regulations applications will be funded from future Building Control revenue budgets. Following this project, the Building Control Manager will continue to look at improving working practices between the Council's statutory consent functions as part of day to day duties and doctoral research being carried out through the University of Salford.

Overview of the Business Case and Benefits

Outline Business Case Overview and Benefits

The project fits with the Council's developing document management and data quality objectives and will make building control information far more secure, safe and accessible for all stakeholders. Electronic storage of information will allow the Council's Building Control section to operate in a far more efficient and effective manner by cutting unproductive time in searching for information to a minimum, removing the need for a great deal of administration work and the copying/printing/posting of information, which will be sent out to all relevant stakeholders electronically. Surveyors will be in a position to obtain any information required unexpectedly remotely, without the need to revisit the office. In terms of annual efficiencies that the project will create, printing/postage costs will be in the region of £5K per annum. It is envisaged that a further sum of approximately £25,000 per annum (625 hours per year) will also result - as well as reducing administrative cover (a £10K saving was offered up in the Building Control service review as part of planned modernisation works), gains in productive time will be used to bring in additional income by

Project risks

- 1) Current insufficient skill base may lead to resistance to change.
- 2) The Council's choosing to change programme may result in a shift away from proposed ways of working.

what is the likelihood of each risk?

| | | | |
|------|--------|-----|----------|
| HIGH | MEDIUM | LOW | √R1 & R2 |
|------|--------|-----|----------|

is the impact of each risk?

| | | | | |
|------|--------|-----|-----|-----|
| HIGH | MEDIUM | √R2 | LOW | √R1 |
|------|--------|-----|-----|-----|

Project Resource Requirements

Project timescale and milestones

Assuming a project start date of 1 April 2011, the project will be completed by year end 2011. The main milestones will be enabling remote scanning (by end of May 2011); installation of viewing software (by end of June 2011); Scanning of 2005/2006 records (by end of June 2011); Scanning of

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OUTLINE BUSINESS CASE & BID FORM

2007/2008 records (by end of August 2011); Scanning of 2009/2010 records (by end of October 2011); Scanning of 2011 records (by end of November 2011); Trial of live scanning operations (to end of project - December 2011).

What will be the reviewing process and the controls of the project?

The project will be reviewed and controlled by using PRINCE 2 project management principles.

What are the resource requirements and any impact on services?

Most of the work will be carried out by external sources. Project Management duties will be carried out by the Building Control Manager and support will be needed from the BC/DC Technical Support Officer and the ICT Section. The project management costs for the project will be £6K (37 weeks x 4hrs per week x hourly rate of £40.65). External costs are £40,700 (£2,700 for MIS interface with viewing software; £4,800 scanning setup costs (inc. software); £17,850 for scanning of 5 years of records; £15,350 for drawing viewing software). There is a further option to reduce long term costs and capitalise the licence costs of the viewing software (£5,000 per annum) by purchasing more than one year's licence but this has not been included in the costs provided in this bid.

Project Budget and Efficiencies

| | 2011/12 £ | 2012/13 £ | 2013/14 | Total £ |
|--------------------|--------------|--------------|---------|------------|
| TOTAL Project Cost | 46,700 | | | 46,700 |

Financing:

| | | | | |
|---------------------------|-------|---------|---------|---------|
| CBC Capital/(Saving) | | | | 0 |
| CBC Revenue/(Saving) | 5,000 | 5,000 | 5,000 | 15,000 |
| CBC Revenue Income Raised | | -30,000 | -30,000 | -60,000 |

This will not result in a reduced need in the revenue expenditure budget, but it will result in generation of revenue income.

External (name where from):

| | | | | |
|--|--|--|--|---|
| | | | | 0 |
| | | | | 0 |
| | | | | 0 |

Has external funding been considered, if so who from? And if not, why not?

External funding is not normally readily available for projects such as this, although the University of Salford have expressed an interest in providing funding for future cross departmental developments as part of the Building Control Manager's doctoral research project into interdisciplinary working practices.

N.B PLEASE CONSIDER ANY REVENUE COSTS/(SAVINGS) IN CAPITAL BIDS

Forecast profiled spend

| | 2011/12 | 2012/13 | 2013/14 |
|-----------|---------|---------|---------|
| April | | 4,800 | |
| May | | 18,050 | |
| June | | 4,500 | |
| July | | | |
| August | | 4,500 | |
| September | | | |
| October | | | |
| November | | 4,500 | |
| December | | 4,350 | |
| January | | | |
| February | | | |
| March | | | |
| Total | 40700 | 0 | 0 |

FOR CAPITAL PROJECT ONLY:

| Depreciation charges Asset | Cost of Asset | Estimated Useful Life | Residual Value | Total Dep Charge | Action at end of useful |
|----------------------------|---------------|-----------------------|--------------------|------------------|-------------------------|
| Description | £ | please in put no yrs | please input value | | |

Signature:

Date:

[Signature and Date box]

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OUTLINE BUSINESS CASE & BID FORM



Project Background

| | |
|-----------------|--|
| Project Title | Whitehaven Cemetery Extension |
| Project Sponsor | Keith Parker |
| Designation | Head of Environmental Services |
| Project Manager | Stephen Benn and on site manager Martyn Morton |

Project Background

To extend Whitehaven Cemetery. We will run out of burial space at this cemetery within two years at the current rate of use. Extending the Cemetery will provide 220 more burial spaces giving us 5 more years use. Land adjacent to the proposed development also belongs to the Council so in the longer term the Council can continue extending into this land. If we do not go ahead with the proposed development and use the only other Whitehaven alternative at Hensingham It is anticipated this site will be fully utilised by 2018, with no further option to extend because the area is surrounded by development. The Council's next nearest site at Thornhill cemetery has a 300 burial capacity at the moment and at the current rate of use will become full at 2024.

Description (how is it to be undertaken?)

This project will be put out to tender working from our plans and costings, Acting Contracts and Projects Manager will be the Clerk of Works and Construction Design Manager.

Corporate Priorities

How does the project fit within the Council's priorities?

The Council is statutorily obliged to provide for the burial of the dead and thus this is an underpinning service for the Council.

Objectives

What the project will achieve?

The project will achieve 220 new graves in Whitehaven cemetery and leave an area earmarked for green burials.

Scope

Project Appraisal Outline

The creation of 220 graves at Whitehaven cemetery.

Overview of the Business Case and Benefits

Outline Business Case Overview and Benefits

Within Copeland there are open graveyards at Millom (we are currently looking for land to extend), Nether Wasdale (limited as restricted spaces for residents), Thornhill (currently 300 spaces left), Hensingham (currently 217 spaces left) and Whitehaven (currently 60 spaces left). By opening more graves in Whitehaven Cemetery local residents retain some choice of site for burials.
 Note: If approved the burial plots within the borough will be exhausted within a period of 19 years and at Whitehaven cemetery capacity will grow from a period of less than two years to 8 years.

Project risks

- 1) Run out of burial space, and it is a statutory obligation to provide suitable burial space.
- 2) Ground water at the Whitehaven cemetery may cause problems for the project. (monitoring to date and an interim report have identified no issues in this respect)

what is the likelihood of each risk?

| | | | |
|------|--------|-----------|--|
| HIGH | MEDIUM | LOW R1&R2 | |
|------|--------|-----------|--|

Is the Impact of each risk?

| | | | |
|------------|--------|-----|--|
| HIGH R1&R2 | MEDIUM | LOW | |
|------------|--------|-----|--|

Project Resource Requirements

Project timescale and milestones

This will be put out to tender, and from the time of advertising these will be returned in 6 weeks and shortlisted with the project taking 5-7 weeks to complete.

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COPELAND BOROUGH COUNCIL
 2011/12 BUDGET
 OUTLINE BUSINESS CASE & BID FORM



What will be the reviewing process and the controls of the project?

The Acting Contracts and Projects Manager will be onsite daily to oversee the project and their will be an contractors site meeting each week.

What are the resource requirements and any impact on services?

Their will be no impact on services. Contractor will work around internments.

Project Budget and Efficiencies

Please see Appendix A for options and costings

| | 2011/12 £ | 2012/13 £ | 2013/14 | Total £ |
|-----------------------------|--------------|--------------|---------|------------|
| TOTAL Project Cost | | | | 0 |
| Financing: | | | | |
| CBC Capital/(Saving) | | | | 0 |
| CBC Revenue/(Saving) | | | | 0 |
| External (name where from): | | | | |
| | | | | 0 |
| | | | | 0 |
| | | | | 0 |

Has external funding been considered, if so who from? And if not, why not?

N.B PLEASE CONSIDER ANY REVENUE COSTS/(SAVINGS) IN CAPITAL BIDS

| Forecast profiled spend | 2011/12 | 2012/13 | 2013/14 |
|-------------------------|----------|----------|----------|
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| Total | 0 | 0 | 0 |

FOR CAPITAL PROJECT ONLY:

Depreciation charges

| Asset | Cost of Asset | Estimated Useful Life | Residual Value | Total Dep Charge | Action at end of useful |
|-------|---------------|-----------------------|----------------|------------------|-------------------------|
|-------|---------------|-----------------------|----------------|------------------|-------------------------|

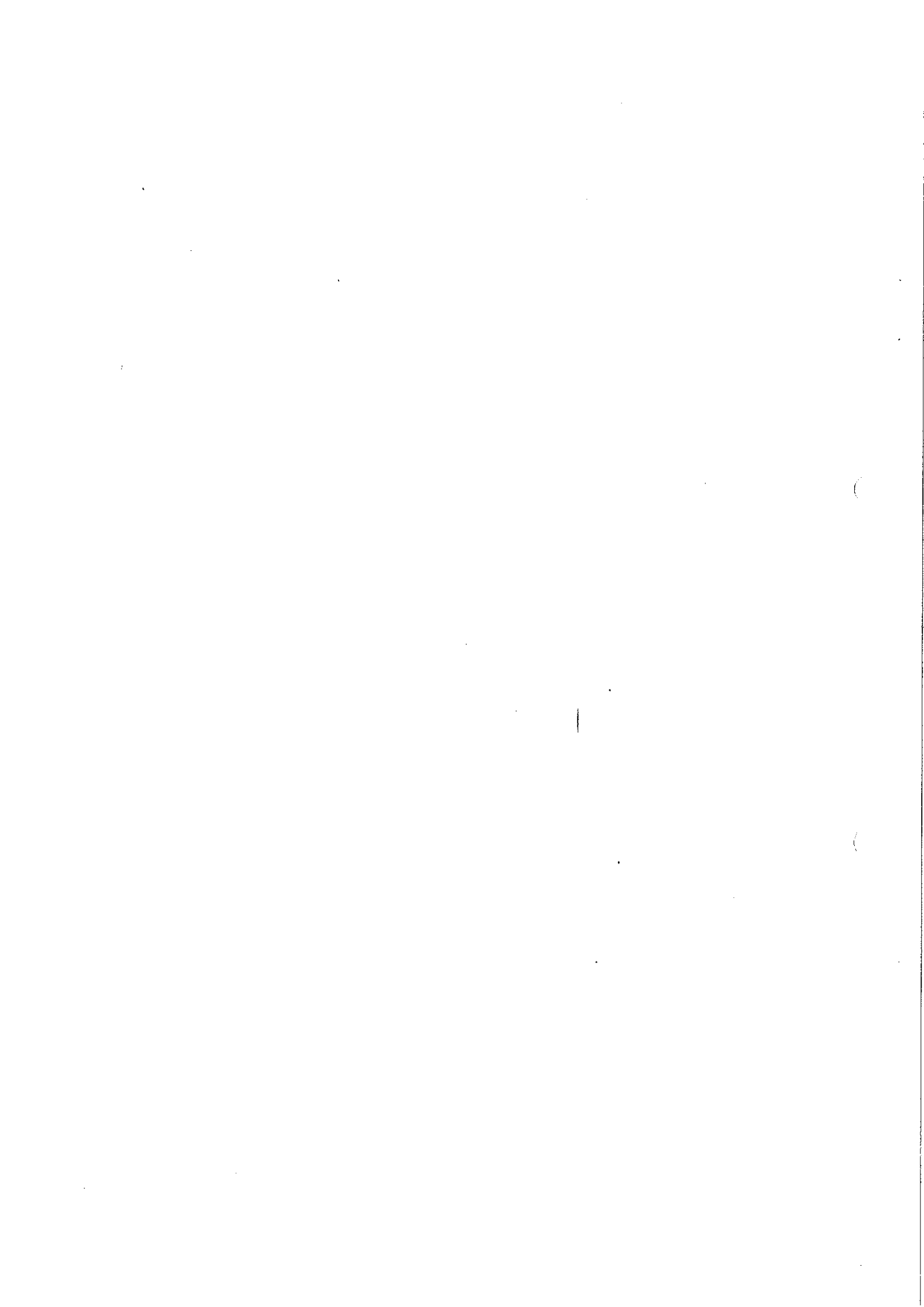
N/A community assets

Signature:

Date:

[Signature and Date boxes]

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Appendix A Whitehaven Cemetery Capital Bid

| Options | Costs £'s |
|-----------------|--------------|
| Option 1 | 0 |

Option 1
Do nothing - land available for green burials and use firstly Hensingham and then Thornhill

0

Option 2

Create 4 x 44 new graves at Whitehaven and use bottom of existing graveyard for green burials
Then use Hensingham and then Thornhill

70,667

Option 3

Create 5 x 44 new graves in Whitehaven and create green burial site at top of graveyard
Then use Hensingham and then Thornhill

100,008

Option 1

| Whitehaven | no. of years capacity | Hensingham | no. of years capacity | Thornhill | no. of years capacity |
|------------|-----------------------|--------------|-----------------------|-----------|-----------------------|
| 60 | 2011/12 | 217 | 2011/12 | 300 | 2011/12 |
| -35 | 2012/13 | -6 | 2012/13 | -3 | 2012/13 |
| -25 Full | 2012/13 8 months | -16 | 2013/14 | -3 | 2013/14 |
| 0 | | -41 whn full | 2014/15 | -3 | 2014/15 |
| | | -41 | 2015/16 | -3 | 2015/16 |
| | | -41 | 2016/17 | -3 | 2016/17 |
| | | -41 Full | 2017/18 | -13 | 2017/18 |
| | | 0 | | -44 | 2018/19 |
| | | | | -44 | 2019/20 |
| | | | | -44 | 2020/21 |
| | | | | -44 | 2021/22 |
| | | | | -44 | 2022/23 |
| | | | | -44 | 2023/24 |
| | | | | -5 | 2024/25 |
| | | | | | Thornhill full |

Option 2

| Whitehaven | no. of years capacity | Hensingham | no. of years capacity | Thornhill | no. of years capacity |
|------------|-----------------------|--------------|-----------------------|-----------|-----------------------|
| 60 | 2011/12 | 217 | 2011/12 | 300 | 2011/12 |
| 176 | 2012/13 | -6 | 2012/13 | -3 | 2012/13 |
| 236 | 2013/14 | -6 | 2013/14 | -3 | 2013/14 |
| -35 | 2014/15 | -6 | 2014/15 | -3 | 2014/15 |
| -35 | 2015/16 | -6 | 2015/16 | -3 | 2015/16 |
| -35 | 2016/17 | -6 | 2016/17 | -3 | 2016/17 |
| -35 | 2017/18 | -15 whn full | 2017/18 | -3 | 2017/18 |
| -35 | 2018/19 | -41 | 2018/19 | -3 | 2018/19 |
| -26 Full | 2019/20 | -41 | 2019/20 | -3 | 2019/20 |
| 0 | 2020/21 | -41 | 2020/21 | -3 | 2020/21 |
| | 2021/22 | -41 | 2021/22 | -3 | 2021/22 |
| | 2022/23 | -2 Full | 2022/23 | -6 | 2022/23 |
| | | 0 | | -44 | 2023/24 |
| | | | | -44 | 2024/25 |
| | | | | -44 | 2025/26 |
| | | | | -44 | 2026/27 |
| | | | | -44 | 2027/28 |
| | | | | -44 | 2028/29 |
| | | | | -42 | Thornhill full |
| | | | | 0 | |

Current no of graves

Option 3

| Whitehaven | no. of years capacity | Hensingham | no. of years capacity | Thornhill | no. of years capacity |
|------------|-----------------------|-------------|-----------------------|-----------|-----------------------|
| 60 | 2011/12 | 217 | 2011/12 | 300 | 2011/12 |
| 220 | 2012/13 | -6 | 2012/13 | -3 | 2012/13 |
| 280 | 2013/14 | -6 | 2013/14 | -3 | 2013/14 |
| -35 | 2014/15 | -6 | 2014/15 | -3 | 2014/15 |
| -35 | 2015/16 | -6 | 2015/16 | -3 | 2015/16 |
| -35 | 2016/17 | -6 | 2016/17 | -3 | 2016/17 |
| -35 | 2017/18 | -6 whn full | 2017/18 | -3 | 2017/18 |
| -35 | 2018/19 | -41 | 2018/19 | -3 | 2018/19 |
| -35 Full | 2019/20 | -41 | 2019/20 | -3 | 2019/20 |
| 0 | 2020/21 | -41 | 2020/21 | -3 | 2020/21 |
| | 2021/22 | -41 | 2021/22 | -3 | 2021/22 |
| | 2022/23 | -41 | 2022/23 | -3 | 2022/23 |
| | 2023/24 | -5 1 month | 2023/24 | -39 | 2023/24 |
| | | 0 | | -44 | 2024/25 |
| | | | | -44 | 2025/26 |
| | | | | -44 | 2026/27 |
| | | | | -44 | 2027/28 |
| | | | | -44 | 2028/29 |
| | | | | -5 | Thornhill full |
| | | | | 0 | |

Current no of graves

Notes:

The average rate of annual interments are:

| | |
|------------|----|
| Whitehaven | 35 |
| Hensingham | 6 |
| Thornhill | 3 |

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OUTLINE BUSINESS CASE & BID FORM



Project Background

Project Title

Replacement Diesel Tank

Project Sponsor

Keith Parker

Designation

Head of Leisure & Environmental Services

Project Manager

Janice Carrol

Project Background

The diesel tank at the Moresby Parks Depot is in need of replacement. The current tanker is understood to have been on site for 29 years and therefore well beyond the expected standard economic 15 year life. Should the current tank fail there is the potential to spill as much as 25,000 litres of diesel onto private land, into UU sewers and into the water course to the rear of the depot. This would obviously cost the Council significantly in terms of a clean up operation as well as in environmental credibility. If the project is approved, the opportunity will be taken to relocate the fuelling area from its existing point that hinders entry and egress at busy times (Refuse Collection Vehicle's have to reverse into the yard which is not ideal) to a more appropriate location further onto the site. Modern self bonded tanks (doubled skinned tanks, unlike the current tank) are also smaller and can incorporate secure storage for fuel management systems meaning fuel is more secure than it is now. It should also be noted that in an Emergency Planning situation this tank would play a part in civil contingency plans.

Description (how is it to be undertaken?)

Removal and disposal of the old tank will be carried out by a specialist contractor and the new tank will be installed by another specialist firm. The remaining building works will be carried out through the Contracts and Property team who will project manage the work. See appended costing/outline plan.

Corporate Priorities

How does the project fit within the Council's priorities?

3.2 Providing a safer Copeland.

Objectives

What the project will achieve?

1) A new fuel tank with an expected life of 15 years.

Scope

Project Appraisal Outline

The current diesel tank is beyond its economical life and is at risk of falling. There are health and safety issues with the location of the existing tank which can be addressed by this project. In an emergency planning situation the project gives the Council the ability to fuel its own vehicles as well as other agencies involved in the operation.

Overview of the Business Case and Benefits

Outline Business Case Overview and Benefits

The project mitigates the risk of an environmental spillage that would cost the Council in terms of lost diesel, which is potentially £25k as well as significant clean-up costs and loss of credibility. The project addresses existing health and safety issues in reversing vehicles into the depot.

Project risks

if project does not go ahead
 1) Potential for catastrophic failure of the tank leading to a significant diesel spillage and contamination of land, water course or drainage system.
 2) Legal action against being taken against the Council by the Environment Agency or United Utilities and loss of credibility.

what is the likelihood of each risk?

| | | | | |
|------|--------|--------|-----|--|
| HIGH | R1 & 2 | MEDIUM | LOW | |
|------|--------|--------|-----|--|

Is the impact of each risk?

| | | | | |
|------|--------|--------|-----|--|
| HIGH | R1 & 2 | MEDIUM | LOW | |
|------|--------|--------|-----|--|

Project Resource Requirements

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COPELAND BOROUGH COUNCIL

2011/12 BUDGET



OUTLINE BUSINESS CASE & BID FORM

Project timescale and milestones

The project will take approximately 2 months from start to finish, and we would be looking to commence the project in April. Due to the plan to relocate the tank a new one can be installed while the existing one is in use meaning a smooth transition.

What will be the reviewing process and the controls of the project?

Onsite meetings every week and would review progress and highlight any issues to be resolved by the Project Manager.

What are the resource requirements and any impact on services?

The project will largely be managed by the Acting Property Services Manager.

Project Budget and Efficiencies

| | 2011/12 £ | 2012/13 £ | 2013/14 | Total £ |
|--|---------------|-----------------------------------|---------|---------------|
| TOTAL Project Cost | 43,500 | | | 43,500 |
| Installation of new tank and ground works | 26,500 | | | |
| Removal of existing tank and remedial ground works | 10,500 | | | |
| Contingency and Professional Fees | 6,500 | contingency and professional fees | | |
| TOTAL Project Cost | 43,500 | | | |
| Financing: | | | | |
| CBC Capital/(Saving) | 43,500 | | | 43,500 |
| CBC Revenue/(Saving) | | | | 0 |
| External (name where from): | | | | 0 |
| | | | | 0 |
| | | | | 0 |

Has external funding been considered, if so who from? And if not, why not?

N.B PLEASE CONSIDER ANY REVENUE COSTS/(SAVINGS) IN CAPITAL BIDS

| Forecast profiled spend | 2011/12 | 2012/13 | 2013/14 |
|-------------------------|--------------|----------|----------|
| April | | 27,000 | |
| May | | 16,500 | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| Total | 43500 | 0 | 0 |

FOR CAPITAL PROJECT ONLY:

| Asset | Cost of Asset | Estimated Useful Life | Residual Value | Total Dep Charge | Action at end of useful |
|--------------------|---------------|-----------------------|----------------|------------------|-------------------------|
| Fuel tank and pump | 15000 | 15 years | nil | | replaced |

Signature:

Date:

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COPELAND BOROUGH COUNCIL
2011/12 BUDGET
OUTLINE BUSINESS CASE & BID FORM



Project Background

Project Title

Nursery Stock Holding Area

Project Sponsor

Keith Parker

Designation

Head of L&ES

Project Manager

Toni Magean/John Davies

Project Background

This project is to create a holding area at Moresby Parks in 2011 which would facilitate the short term storage of plants bought in from commercial growers, enabling Beck Green Nursery to be closed down in 2012. It is envisaged that a 20x20m serviced, secure, storage area with (reduced) glass house facilities would be created.

Description (how is it to be undertaken?)

This is a simple project involving the surfacing and fencing of an area together with the installation of water and electricity supplies plus a small glasshouse facility to enable the hardening off of commercially sourced plants.

Corporate Priorities

How does the project fit within the Council's priorities?

It is a pre-requisite in order to achieve service review savings from the closure of Beck Green Nursery. There will be no impact on customer services in relation to this activity and by enabling the operational withdrawal from Beck Green Nursery in Egremont allows the Council to realise a Capital Receipt for the property.

Objectives

What the project will achieve?

The ability to temporarily store and hold in good condition plants purchased from commercial nurseries whilst achieving savings against current operational costs of plant production and maintenance prior to utilisation.

Scope

Project Appraisal Outline

The scope is to create a secure holding area where plants can be kept in good condition in the short term pending planting out in permanent locations. It is not intended to include the production or maintenance of 'house plants' used for internal display and in offices, the production of which will cease.

Overview of the Business Case and Benefits

Outline Business Case Overview and Benefits

The Nursery Service Review identified savings of £13,000 p.a which could be achieved by closing Beck Green Nursery and buying in plant stock. The holding area is necessary to ensure large deliveries can be securely stored, hardened off and maintained pending batch planting. With an estimated cost of £20,000 payback is ~ 18 months. Revenue costs are expected to be minimal. Details regarding cost for plants if delivered in smaller batches to location (ie to negate the need for a holding area) have been requested. These have not been received to date from the suppliers but it is anticipated that ordering in such a manner would increase revenue costs as the Council would lose discount achieved through bulk delivery.

Project risks

1) Since close of Beck Green will follow the creation of the holding area there are not expected to be any significant risk of this project which is wholly internal to the Council.

What is the likelihood of each risk?

| | | | |
|------|--------|-----|--|
| HIGH | MEDIUM | LOW | |
|------|--------|-----|--|

Is the impact of each risk?

| | | | |
|------|--------|-----|--|
| HIGH | MEDIUM | LOW | |
|------|--------|-----|--|

Project Resource Requirements

Project timescale and milestones

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

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OUTLINE BUSINESS CASE & BID FORM



1. Holding area constructed July 2011. 2. Final winter bedding production at Beck Green November 2011. 3. Decant from Beck Green to Holding area December 2011 - February 2012. 4. Decommission Beck Green March 2012.

What will be the reviewing process and the controls of the project?

There are three controls, two financial and one physical. The financial are a) delivering the holding area within budget and b) achieving the required savings both controlled through budget monitoring. The physical is the holding area constructed and commissioned by November 2011.

What are the resource requirements and any impact on services?

This is a relatively small project which can be delivered by the existing team with support from the Council's Properties Officer.

Project Budget and Efficiencies

| | 2011/12 £ | 2012/13 £ | 2013/14 | Total £ |
|-----------------------------|--------------|--------------|---------|------------|
| TOTAL Project Cost | 27,000 | | | 27,000 |
| Financing: | | | | |
| CBC Capital/(Saving) | 27,000 | 0 | | 27,000 |
| CBC Revenue/(Saving) | | -13,000 | -13,000 | -13,000 |
| External (name where from): | | | | 0 |
| | | | | 0 |
| | | | | 0 |

Has external funding been considered, if so who from? And if not, why not?

n/a as a wholly internal project, however by releasing the land at Beck Green a capital receipt become available from sale
N.B PLEASE CONSIDER ANY REVENUE COSTS/(SAVINGS) IN CAPITAL BIDS

Forecast profiled spend

| | 2011/12 | 2012/13 | 2013/14 |
|--------------|---------|---------|---------|
| April | | | |
| May | | | |
| June | | £14,000 | |
| July | | £6,000 | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| Total | | 20000 | 0 |

FOR CAPITAL PROJECT ONLY:

| Depreciation charges Asset | Cost of Asset | Estimated Useful Life | Residual Value | Total Dep Charge | Action at end of useful |
|----------------------------|---------------|-----------------------|--------------------|------------------|-------------------------|
| Description | £ | please in put no yrs | please input value | | |

Signature:
Date:

Keith Parker/ updated RPWG
14-Dec-11

SD

COPELAND BOROUGH COUNCIL
2011/12 BUDGET
OUTLINE BUSINESS CASE & BID FORM



Project Background

Project Title

Housing Capital Programme - DFG only

Project Sponsor

Laurie Priebe

Designation

Strategic Housing Services Manager

Project Manager

Laurie Priebe

Project Background

Disabled Facilities Grants - Copeland BC has a statutory duty to provide DFGs for substantial building adaptations to enable people with disabilities to stay in their own homes.

Description (how is it to be undertaken?)

DFG grants are available to all qualifying residents who have been referred through an Occupational Therapist. These grants are means tested except when in receipt of a passporting benefit.

Corporate Priorities

How does the project fit within the Council's priorities?

Provision of DFGs is a statutory duty for the council.

Objectives

What the project will achieve?

DFG's will achieve a better quality of life for residents and enables them to remain in safety and independence in their own homes. It complies with Copeland's statutory duty.

Scope

Project Appraisal Outline

This grant programme is a rolling year on year programme. DFGs are supported by a specific capital grant from DCLG which, at £210K for each of 2009/10 and 2010/11, is completely inadequate for the needs of our service users. For 2011/12 we have bid to CLG for £675K but it would be unwise to expect a significant increase on former allocations! We have committed our share of the DCLG's Regional Housing Capital Pot towards Home Renewal in previous years. In 2008/09 our allocation from GONW was £1.175M. Then they changed the distribution formula and our allocation reduced to £842K in 2009/10 and then £554K in 2010/11. The spending review saw the demise of the DCLG and its funding, so the only external funding is the DFG which on past years receipts has been included at £210k. Please see note below on an investigation into private sector funding.

Overview of the Business Case and Benefits

Outline Business Case Overview and Benefits

DFG's will achieve a better quality of life for residents and enables them to remain in safety and independence in their own homes. It complies with Copeland's statutory duty.

Project risks

1) If funding is not available then we would fail to comply with our statutory duty in respect of DFGs.

What is the likelihood of each risk?

| | | | |
|--------------|--------|-----|--|
| HIGH - 1 & 2 | MEDIUM | LOW | |
|--------------|--------|-----|--|

Is the impact of each risk?

| | | | |
|--------------|--------|-----|--|
| HIGH - 1 & 2 | MEDIUM | LOW | |
|--------------|--------|-----|--|

Project Resource Requirements

Project timescale and milestones

Applications for DFGs have to be approved from Occupation Therapists referral within 15 weeks.

What will be the reviewing process and the controls of the project?

All approvals and payments for grant or loan works have to be signed by an authorised signatory. In order to get to approval stage works must be verified by a Housing Technical Officer and in respect of DFG's be referred through an Occupational Therapists recommendation. The Housing Capital Programme is monitored monthly and jointly by officers in Accountancy and Housing. It is also reported regularly to the Strategic Housing Panel.

What are the resource requirements and any impact on services?

This is an ongoing service that is provided.

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COPELAND BOROUGH COUNCIL

2011/12 BUDGET

OUTLINE BUSINESS CASE & BID FORM



Project Budget and Efficiencies

| | 2011/12 £ | 2012/13 £ | 2013/14 | Total £ |
|--------------------|--------------|--------------|---------|------------|
| TOTAL Project Cost | 500,000 | 500,000 | 500,000 | 1,500,000 |

Financing:

| | | | | |
|----------------------|---------|---------|---------|---------|
| CBC Capital/(Saving) | 290,000 | 290,000 | 290,000 | 870,000 |
| CBC Revenue/(Saving) | | | | 0 |

External (name where from):

| | | | | |
|--|---------|---------|---------|---------|
| DFG(a specific capital allocation from DCLG) | 210,000 | 210,000 | 210,000 | 630,000 |
| DCLG Housing Capital Pot | 0 | 0 | 0 | 0 |

THIS EXTERNAL INCOME IS BASED ON CURRENT YEAR FUNDING AS ALLOCATION WILL NOT BE NOTIFIED UNTIL APRIL 2011

Has external funding been considered, if so who from? And if not, why not?

The Strategic Housing Panel at its meeting of 6 October 2010 requested an investigation into sources of private finance. A report is due to be completed by March 2011.
N.B PLEASE CONSIDER ANY REVENUE COSTS/(SAVINGS) IN CAPITAL BIDS

| Forecast profiled spend | 2011/12 | 2012/13 | 2013/14 |
|-------------------------|---------|---------|---------|
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| Total | 0 | 0 | 0 |

FOR CAPITAL PROJECT ONLY:

| Depreciation charges Asset | Cost of Asset | Estimated Useful Life | Residual Value | Total Dep Charge | Action at end of useful |
|----------------------------|---------------|-----------------------|--------------------|------------------|-------------------------|
| Description | £ | please in put no yrs | please input value | | |

Signature:

Date:

amended by RPWG for DFGs only
Jan 2011

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