

**PROPOSED CAPITAL PROGRAMME FOR 2015/16 – 2017/18**

**EXECUTIVE MEMBER:** Councillor Gillian Troughton  
**LEAD OFFICER:** Angela George, Interim Finance Manager (s151 Officer)  
**REPORT AUTHOR:** Leanne Barwise, Senior Accounting Officer

**WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS?**

This report presents the proposed Capital Programme for 2015/16-2017/18 and details how the programme will be funded. This includes details of Capital project outlines developed for inclusion in the Capital Programme 2015/16-2017/18 and the existing Capital Programme of those projects previously approved in principal, for these years.

**WHY HAS THIS REPORT COME TO THE EXECUTIVE?**

It has come to this Executive meeting for review and recommendation for budget consultation purposes. A final report will be presented to Exec on 12<sup>th</sup> February following which final recommendations will be made to Council on 26 February 2015, where the Capital Programme 2015/16-2017/18 will be formally approved.

**RECOMMENDATION:**

- (i) Executive are asked to recommend to Council an existing project outline for Disabled Facilities Grants that was approved in principal in 2013/14 for inclusion in 2015/16 & 2016/17 capital programme and is still required as detailed in paragraph 2. An additional year of providing DFG's in 2017/18 has also been requested to be added to the Capital Programme 2017/18.
- (ii) Executive are asked to recommend to Council the proposed draft Capital Programme for 2015/16 to 2017/18, which can be funded from Useable Capital Receipts Reserve and assuming current forecast capital receipts are realised in the three year period, see paragraph 5.
- (iii) Executive are asked to note the forecast capital receipt position as detailed in sections 5 and 6 and the risk associated with any under achievement of the forecast capital receipts.
- (iv) Executive approve the final Project Initiation Documents (PID's) for each new project detailed in paragraph 3 and attached at Appendix D prior to commencement of spend on the relevant project, some of these have been attached to this report for approval. The remaining projects will need to be approved separately through another Executive meeting prior to commencement of spend.
- (v) Executive are asked to note that £200k of the Working Differently Accommodation Strategy bid is to be funded from revenue as approved at Executive 25<sup>th</sup> November 2014.

## 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 core services. This is even more important in the current economic climate which the authority is operating within.
- 1.2 This paper details the proposed Capital Projects, for inclusion in the Capital Programme for 2015/16 and beyond, as well as the existing Capital Programme of those projects approved in principal in 2014 for future years; to give the proposed capital programme for the three years 2015/16-2017/18, and how they will be funded as set out in Appendix A.
- 1.3 When considering approval of capital projects, we need to ensure:-
- we would still continue to meet our statutory duties even if a scheme was not approved
  - urgent projects are given priority to meet legal obligations/avoid litigation claims
  - our spending decisions are meeting our key priorities and compliant with the most recent policy framework delivering a priority outcome
  - the continuity of the service delivery is not compromised
  - all revenue costs/savings as well as capital costs have been considered
  - we can establish that although the project may not necessarily link with corporate priorities it will provide positive results to service delivery
  - we recognise potential external partnership benefits with public, private or voluntary sector
  - consideration has been given to sources of funding available and we have maximised external funding on all projects (where appropriate)
- 1.4 The project outlines are initially prepared by Project Managers/Sponsors and reviewed with Finance to ensure the resulting spend is of a capital nature and is therefore appropriate to be included in any considerations for the programme. However, it should be noted, that any subsequent expenditure on a project that is not of a capital nature will be need to be transferred in year to the most relevant revenue budget under that budget holder.
- 1.5 The project outlines were also reviewed subject to the approved criteria and scored and distributed to the Capital Control & Working Group on 17 November 2014 for comment (with the exception of the Accommodation Strategy which was a late submission and will be scored prior to the next meeting). They were also reviewed at Corporate Leadership Team on 26 November 2014 where the scoring of some projects were changed and redistributed to the group. A summary of the results are attached at Appendix B.
- 1.6 The bids that have been submitted and included in this report are those that we are aware of to date. In addition to those mentioned in this report, we have recently accepted a £50k grant from the Environment Agency to commission an appraisal of coastal erosion around Whitehaven harbour and south shore area. Whilst this is not capital expenditure, the results of this study may potentially lead to capital expenditure; although we have not/are not committing to any additional works by accepting the revenue grant.

- 1.7 All bids presented in this report (except those for the Statutory Disabled Facilities Grants) will require further approval from Executive through submission of a Project Initiation Document (PID) for each project. These reports provide additional details of the works to be completed for Members to agree that the project should still commence and it meets our core objectives. Some of these have been attached to this report at Appendix D whilst the remainder will need approved through another Executive meeting prior to any capital expenditure being incurred on the project.

## **2 CAPITAL PROGRAMME PROJECT OUTLINES FOR 2015/16 APPROVED IN PRINCIPAL FEBRUARY 2014**

- 2.1 One project for Disabled Facilities Grants was approved in principal for inclusion in the Capital Programme at Council in February 2014, amounting to £600k for each for the years 2015/16 & 2016/17. A further bid of £600k has also been submitted for approval for 2017/18 see Project Outline Form in Appendix C1. The value of these bids are based on the current experience of DFG's, however Members are asked to note that the figures are subject to change as it is impossible to predict with certainty either the number or value of referrals that may be received. From 2015, the external funding for DFG's will be transferred from DCLG to the Department of Health and included in the Better Care Fund; which will be paid to Cumbria County Council and allocated to Local Authorities. The provisional external grant income allocated to Copeland for 2015/16 is £351k being the minimum amount of funding we have been informed we can expect to receive. Therefore, any additional income that may be received (but is not guaranteed) would further reduce the need to call upon our capital reserves (currently £249k).
- 2.2 It has been assumed that the mandatory duty to provide DFG's in 2016/17 and beyond will still remain with the Council. It should be noted that this may change once the full extent of the transfer of funding to Cumbria County Council is known and any external funding may cease (although this is unlikely). Therefore, the current assumed position on DFG's that form the basis of the figures throughout this report are liable to change.

## **3 NEW PROJECT OUTLINES FOR CONSIDERATION FOR 2015/16 ONWARDS**

- 3.1 Three new projects have been proposed for consideration as part of the Capital Programme 2015/16 and beyond, the details are shown in the project outlines attached at Appendix C and summarised as follows:-
- 3.2 Castle Park: Roads & Drainage – £28k has been requested from the Councils Useable Capital Receipts Reserve (UCRR) to fund a three year programme (£12k 15/16, £7k 16/17 & £9k 17/18) to resurface all roads within Castle Park, Whitehaven and renew the drainage system on areas prone to flooding. Opportunities for external match funding are being explored which may result in a reduced call upon our Useable Capital Receipts Reserve from the £28k requested for this project. Any progress will be reported accordingly. Further details

attached within the Project Outline in Appendix C2 and in the Project Initiation Document in Appendix D1.

- 3.3 Crematorium Auto Charger – £21.5k has been requested from the Council’s UCRR to fund the purchase and installation of an automatic charger for the cremator at Distington Hall Crematorium. Project outline form is attached in Appendix C3 and the Project Initiation Document in Appendix D2.
- 3.4 Pay & Display Stock – A total of £68.5k has been requested, of which £44k to be funded from the Councils UCRR to fund the replacement or upgrading of existing pay and display machines including a back office system in relation to the CBC owned off-street car parks. The remainder of the funding will come from the Councils revenue budget (£12.5k for software, training & annual costs) and £12k from revenue earmarked reserve (Sport Centre). Project Outline Form is attached in Appendix C4 and the Project Initiation Document in Appendix D3.
- 3.5 Working Differently – Accommodation Strategy – The Accommodation Strategy currently has an approved capital budget in 2014/15 of £728,798 consisting of £400k Accom Strategy, £142k Customer Access Strategy & £187k ICT budget. A further £932k has been requested to complete the project (to give a total capital project of £1,660k), of which £482k is requested to be funded from the Useable Capital Receipts Reserve as outlined in the attached project Outline at Appendix C5. The remainder will come from revenue funding of £200k as detailed in the report to Executive 25<sup>th</sup> November 2014 and external income of £250k in relation to the PFI Agreement. The Executive report also detailed a potential need to internally borrow against our own reserves if there are insufficient Capital Receipts to support this project. This project is subject to the submission of a detailed Project Initiation Document and Executive approval prior to spend.

#### **4 FINANCING OF THE CAPITAL PROGRAMME 2015/16 – 2017/18**

- 4.1 Table 1 shows the sources of funding for the draft Capital Programme for the three years 2015-2018. It is important that the funding of the proposed Capital Programme is fully understood and can be demonstrated.
- 4.2 Although the council has the ability to borrow from external sources to finance the Capital Programme, we choose not to increase our debt levels but to self-finance our capital expenditure by utilising our own capital resources derived from the sale of assets. These resources are only allowed to be utilised for a capital purpose and are held in the Useable Capital Receipts Reserve (UCRR), which is split into 3 parts:-

a) **General Useable Capital Receipts**

This reserve holds all the proceeds from the previous sale of the Council’s assets (primarily land) **and** VAT Share receipts received from Home Group in accordance with our agreement. The General Useable Capital Receipts is currently used to fund all non-housing capital expenditure (only). This is the only part of the UCRR that can be replenished (from the future sale of assets).

**b) Housing Capital Receipts**

Historic one-off proceeds from the sale of our Housing Stock to be used solely on Housing expenditure. This will not be replenished once spent.

**c) Land Management Reserve**

This reserve formed in 2014/15 has been earmarked to fund the proactive safety management for the council's land by allocating some receipts from the General Useable Capital Receipts. This reserve will not be replenished once spent.

4.3 The fact we self-finance our capital programme means we are **very heavily reliant on the sale of assets** and the VAT Share receipts to be able to spend on the capital projects identified within the capital programme. If the slow property market continues and asset sales do not complete when expected or complete at less than anticipated value, there is a real risk that there will be insufficient capital receipts to finance either the current or future programmes.

4.4 The proposed 2015/16-2017/18 capital programme expenditure would be financed as follows:

**Table 1: Financing of the proposed 2015/16 – 2017/18 Capital Programme**

2014/15 £	Copeland Borough Council Capital Programme	2015/16 £	2016/17 £	2017/18 £
600,000	DFG's	600,000	600,000	600,000
0	Castle Park – Roads & Drainage	11,655	7,220	9,125
0	Crematorium Auto Charger	21,500	0	0
0	Pay & Display Stock	68,500	0	0
728,798	Working Differently – Accommodation Strategy	932,000	0	0
<b>1,328,798</b>	<b>TOTAL CBC CAPITAL PROGRAMME 2015/16</b>	<b>1,633,655</b>	<b>607,220</b>	<b>609,125</b>

£	Funded By:			
728,798	CBC General Useable Capital Receipts	559,155	7,220	9,125
249,000	CBC Housing Capital Receipts	249,000	249,000	249,000
0	CBC Revenue	224,500	0	0
351,000	Other External Funding: re DFG's *	351,000	351,000	351,000
0	Other External Funding: re Accom Strategy	250,000	0	0
<b>1,328,798</b>	<b>TOTAL FUNDING OF CBC CAPITAL PROGRAMME 2015/16</b>	<b>1,633,655</b>	<b>607,220</b>	<b>609,125</b>

\*DFG programme has been submitted at £600k per annum – It has been assumed that the funding levels will be comparative to 2015/16 for the purposes of this report, until further information is known. Should the external funding differ from this amount, the use of our own resources will need to reduce/increase accordingly.

## 5 CAPITAL RESOURCES

- 5.1 Table 2 overleaf shows the forecast position of the movement (i.e. use and new capital receipts) on useable capital receipts for 2015/16 (table 3 shows 2016/17 and table 4 shows 2017/18) which will be used to fund the capital programme.
- 5.2 We have included VAT Share figures that were provided by Home Group in March 2014 which will be updated as soon as any revised figures are received. Any revision to the figures will impact the closing balance position on the capital receipts each year.
- 5.3 The issue regarding mineral rights on land within the authority's ownership still need to be resolved and this will have an impact on the valuation of capital receipts.
- 5.4 Members are asked to note that the opening balance figures in Table 2 (and so consequently Tables 3 and 4) have been revised to show the position if full budget was spent in year. These will be updated to include quarter 3 figures prior to Council. The Useable Capital Receipts Reserve balances will need to be adjusted for slippage at year end that were not identified at each quarter. 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 in 15/16, i.e. nil net impact on reserves.
- 5.5 Additionally, the tables show the estimated drawdown on the Housing Capital receipts for 2015/16 for DFG's at £249k. As stated in paragraph 2.2, the provisional external grant income allocated to Copeland for 2015/16 is £351k being the minimum amount of funding we have been informed we can expect to receive. Therefore, any additional income that may be received (but is not guaranteed) would further reduce the need to call upon our capital reserves.

**Table 2: Impact of the forecast capital programme spend and receipts for 2015/16 on the Useable Capital Receipts Reserve**

<b>USEABLE CAPITAL RECEIPTS</b>	<b>General Capital Receipts (incl VAT Share)</b>	<b>Housing Capital Receipts (Previously PRTB &amp; RRTB)</b>	<b>Land Management Reserve</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Forecast <b>Opening balance</b> at 1 <sup>st</sup> April 2015	<b>(1,227,211)</b>	<b>(683,169)</b>	<b>(200,000)</b>	<b>(2,110,380)</b>
Forecast draw down to fund draft 15/16 capital programme	559,155	249,000	0	<b>808,155</b>
Forecast Capital Receipts from sale of assets in year	(400,000)	0	0	<b>(400,000)</b>
Forecast Capital Receipts from VAT Share Agreement*	(442,000)	0	0	<b>(442,000)</b>
Forecast useable Capital Receipts <b>closing balance</b> at 31 <sup>st</sup> March 2016	<b>(1,510,056)</b>	<b>(434,169)</b>	<b>(200,000)</b>	<b>(2,144,225)</b>

\*Awaiting confirmation of the latest forecast figures from Home Group.

**Table 3: Impact of the forecast capital programme spend and receipts for 2016/17 on the Useable Capital Receipts Reserve**

USEABLE CAPITAL RECEIPTS	General Capital Receipts (incl VAT Share) £	Housing Capital Receipts (Previously PRTB & RRTB) £	Land Management Reserve £	TOTAL £
Forecast <b>Opening balance</b> at 1 <sup>st</sup> April 2016	<b>(1,510,056)</b>	<b>(434,169)</b>	<b>(200,000)</b>	<b>(2,144,225)</b>
Forecast draw down to fund draft 16/17 capital programme	7,220	249,000	0	<b>256,220</b>
Forecast Capital Receipts from sale of assets in year	(2,481,000)	0	0	<b>(2,481,000)</b>
Forecast Capital Receipts from VAT Share Agreement*	(209,000)	0	0	<b>(209,000)</b>
Forecast useable Capital Receipts <b>closing balance</b> at 31 <sup>st</sup> March 2017	<b>(4,192,836)</b>	<b>(185,169)</b>	<b>(200,000)</b>	<b>(4,578,005)</b>

**Table 4: Impact of the forecast capital programme spend and receipts for 2017/18 on the Useable Capital Receipts Reserve**

USEABLE CAPITAL RECEIPTS	General Capital Receipts (incl VAT Share) £	Housing Capital Receipts (Previously PRTB & RRTB) £	Land Management Reserve £	TOTAL £
Forecast <b>Opening balance</b> at 1 <sup>st</sup> April 2017	<b>(4,192,836)</b>	<b>(185,169)</b>	<b>(200,000)</b>	<b>(4,578,005)</b>
Forecast draw down to fund draft 17/18 capital programme**	<b>72,956</b>	<b>185,169</b>	0	<b>258,125</b>
Forecast Capital Receipts from sale of assets in year	(915,500)	0	0	<b>(915,500)</b>
Forecast Capital Receipts from VAT Share Agreement*	(77,000)	0	0	<b>(77,000)</b>
Forecast useable Capital Receipts <b>closing balance</b> at 31 <sup>st</sup> March 2018	<b>(5,112,380)</b>	<b>0</b>	<b>(200,000)</b>	<b>(5,312,380)</b>

\*\*Housing Reserve is depleted in 2017/18 – call on reserves in year is £249k therefore the remaining £63,831 is required from the General Capital Receipts)

- 5.6 The capital programme assumes funding from the sale of assets and external (grant) contributions. There is no assumption at this stage to borrow EXTERNALLY to finance the programme, although internal borrowing may be an option.
- 5.7 As shown in table 4 above, the Housing Capital Receipts will be fully depleted within the 2017/18 financial year if external funding for the Disabled Facilities Grants remains at the current level. The General Capital Receipts reserve would then need to be allocated to fund the Housing programme from 2017/18 onwards. Should the level of demand remain but the external funding is reduced then this could happen earlier than anticipated.

## **6 RISK ASSESSMENT ON CAPITAL RECEIPTS**

- 6.1 As stated in section 4.3 the Capital Programme is heavily reliant on the sales of assets and our VAT Share receipts. The timing of both these capital receipts are **critical** to the funding of the proposed Capital Programme 2015/16-2017/18. Members are reminded that the receipts detailed in tables 2-4 above are the best forecast prediction at the current time. Any fluctuation in the timing of these forecast receipts could potentially have a negative impact on the funding of the capital programme 2015/16 and beyond.
- 6.2 Generation of capital receipts presents significant risks in terms of the timing and value of receipt. The sale of assets has been slower than anticipated earlier in the current year due to a lack of resources in the Property Department. However, this has now been addressed, and it is hoped that assets sales will progress as a result of extra resource in the Department.

## **7 CONCLUSION**

- 7.1 The proposed draft Capital Programme 2015/16-2017/18 can be funded from Useable Capital Receipts Reserve assuming current forecast capital receipts are realised in the three year period as outlined in paragraph 5.

## **8 STATUTORY OFFICER COMMENTS**

- 8.1 The Monitoring Officer's comments are: None
- 8.2 The Section 151 Officer's comments are: Included in this report
- 8.3 EIA Comments: None – EIA will be completed within each Project Initiation Document submitted
- 8.4 Policy Framework: Proposals are in accordance with policy framework.

## **9 RESOURCE REQUIREMENTS**

- 9.1 It is imperative that the capital budget is 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.

### **List of Appendices:**

- Appendix A – Draft Capital Programme 2015/16 -2017/18
- Appendix B – Capital Criteria Scoring Results
- Appendix C – Project Outlines (new Bids for Capital Funding)
  - C1 – Disabled Facilities Grants
  - C2 – Castle Park: Roads & Drainage
  - C3 – Crematorium Auto Charger

C4 – Pay & Display Stock

C5 – Working Differently – Accommodation Strategy

Appendix D – Project Initiation Documents (PID's)

D1 – Castle Park: PID, H&S Report & EIA Report

D2 – Crematorium Auto Charger: PID & EIA Report

D3 – Pay & Display Stock PID

## CAPITAL PROGRAMME BUDGET 15/16, 16/17 &amp; 17/18

## APPENDIX A

Appendix Ref	Expenditure			Funding				Expenditure			Expenditure			OVERALL TOTAL 15/16-17/18	
	2015/16			2015/16				2016/17			2017/18				
	Existing programme March 14 Council	Draft bids submitted Oct 14	TOTAL 15/16	CBC - Useable Capital Receipts Reserve (UCRR)	CBC - Housing Reserve	CBC Revenue	External Funding	Existing programme March 14 Council	Draft bids submitted Oct 14	TOTAL 16/17	Existing programme March 14 Council	Draft bids submitted Oct 14	TOTAL 17/18		
	<b>Resources &amp; Strategic Commissioning</b>														
C5	Accommodation Strategy	932,000	932,000	482,000		200,000	250,000			-			-	932,000	
			-							-			-	-	
	<b>TOTAL</b>	<b>932,000</b>	<b>932,000</b>	<b>482,000</b>	<b>-</b>	<b>200,000</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>932,000</b>	
	<b>Head of Copeland Services:</b>														
C2 & D1	Castle Park - Roads & Drainage	11,655	11,655	11,655					7,220	7,220		9,125	9,125	28,000	
C3 & D2	Crematorium Auto Charger	21,500	21,500	21,500						-			-	21,500	
C4 & D3	Pay & Display Stock	68,500	68,500	44,000		24,500				-			-	68,500	
	<b>TOTAL</b>	<b>101,655</b>	<b>101,655</b>	<b>77,155</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>7,220</b>	<b>7,220</b>	<b>-</b>	<b>9,125</b>	<b>9,125</b>	<b>118,000</b>	
	<b>Head of Customer &amp; Community Services</b>														
C1	Disabled Facilities Grants	600,000	600,000		249,000		351,000	600,000		600,000		600,000	600,000	1,800,000	
	<b>TOTAL</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	<b>249,000</b>	<b>-</b>	<b>351,000</b>	<b>600,000</b>	<b>-</b>	<b>600,000</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>1,800,000</b>	
	<b>TOTAL CAPITAL PROGRAMME -</b>	<b>600,000</b>	<b>1,033,655</b>	<b>1,633,655</b>	<b>559,155</b>	<b>249,000</b>	<b>224,500</b>	<b>601,000</b>	<b>600,000</b>	<b>7,220</b>	<b>607,220</b>	<b>-</b>	<b>609,125</b>	<b>609,125</b>	<b>2,850,000</b>

**CAPITAL CRITERIA & SCORING SYSTEM**

**APPENDIX B**

Suggested Criteria	Summary	Weight	SCORING			
			1	2	3	4
Statutory requirement	We would fail to meet our statutory duties if the scheme was not approved	25	Does not Meet 25	Partially Meets 50	Substantially Meets 75	Fully Meets 100
Urgent priorities/avoidance of litigation claims	Urgency of investment required to meet legal obligations i.e. avoidance of Corporate Manslaughter and other litigation claims, Health and Safety, Disability Discrimination Act	25	N/A 25			Definate 100
New policy framework	A project that specifically complies with the most recent policy framework and delivers a priority outcome.	15	Does not comply 15			Fully complies 60
Business need/Avoiding future business interruption	The project is essential to ensure the continuity of the of the service delivery and avoid future potential business interruption	15	Not essential to continuity 15	partially esesntial to continuity 30	substantially essential to continuity 45	Totally essential to continuity 60
Invest to save	Provision of future revenue savings/additional income from completion of project include payback period	10	No savings/net income 10	upto 15% savings/income 20	15%-25% savings/income 30	Over 25% savings/income 40
Revenue implications	Delivery and completion of the project would result in a future net revenue cost (see invest to save for positive revenue implications)	-10	None 10	>£20k net cost -20	£21k to 50K net cost 30	Over £50k net cost -40
Operational benefits	The project does not necessarily link with corporate priorities but will provide positive benefits to service delivery	10	No positive benefits 10	Limited positive benefits 20	Substantial positive benefits 30	Full positive benefits 40
Partnership working	External partnership benefits with public, private or voluntary sector	10	No partnership benefits 10	Limited partnership benefits 20	Substantial partnership benefits 30	Full partnership benefits 40
External match funding/full external funding	Project is part funded or fully funded from externally generated resources	10	None 10	Up to 33% funded 20	34% - 66% funded 30	67%-100% funded 40

max score	130	260	390	520
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Weighting Criteria: (Weight x score)

Colour range	< 259	260-389	390-519	520 >
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BIDS APPROVED IN PRINCIPAL IN 2014/15 FOR 2015/16	NEW BIDS 15/16		
	DFG'S UCRR £249k	Castle Park Roads & Drainage UCRR £28k (3 yrs)	Cremator - Auto Charger UCRR £21.5k
100	50	100	25
100	100	100	25
60	15	15	60
60	15	45	30
10	20	10	20
-10	-10	-10	-30
40	30	30	30
30	10	10	20
30	10	10	10
420	240	310	190

\* These bids were evaluated last year upon submission, by the capital Control and Monitoring group

# CAPITAL PROJECT OUTLINE

Appendix C (H)

## For Inclusion in the Capital Programme 2015/16, 2016/17 & 2017/18

**Project Title: *Disabled Facilities grants***

### **1. Project Description**

To deliver Disabled Facilities Grants (DFG's) to residents of Copeland. This is a statutory duty.

### **2. Key Deliverables**

The provision of adaptations for disabled residents, for example, stair-lifts, shower rooms and access ramps. DFG's prevent accidents at home that might otherwise cause acute harm or fatalities to disabled people of all ages. They enable people to maximise their independence at home and minimise their dependence on health and Social care services, particularly acute services like unplanned hospital admissions or emergency receptions into care.

### **3. Project Manager and Sponsor**

Debbie Cochrane will manage the project, Julie Betteridge is the sponsor

### **4. Budget (including size of budget, who is funding it and accountable body)**

There is no longer an award for Disabled facilities grants from DCLG; the funding is now pooled as part of the Better Care Fund allocated to Cumbria County Council. The figure below is provisional, CBC have been assured verbally that it will be no less than this, and is higher than that given to CBC last year by DCLG (£276.312).

<i>Copeland Borough Council Capital</i>	£ 249,000
<i>Other External Funders</i>	£ 351,000 Better Care Fund
<b>Total Budget</b>	<b>£ 600,000</b>

*The same amount of funding will be required for 2015/16, 2016/17 & 2017/18 (£600k) but how we fund it will not be known until nearer the time, any need to call on our reserves will be from the Housing Reserves and not the General Capital Reserves.*

### **5. Key Project dates (including start date, key milestones, expected project completion date)**

The project runs from 1 April each year

### **6. Current status of project**

The anticipated commitment based on the number of referrals and current applications is £600,000.

**7. Please complete the attached on page 2 with comments against each of the criteria. Your comments will form the basis of the scoring matrix to determine whether the project will be either included or excluded from the Capital Programme 15/16 and beyond.**

# Capital Programme 2015/16, 2016/17 & 2017/18

## Project Title: Disabled Facilities Grants

Criteria	Summary	Project Manager/Sponsor Comment:
Statutory requirement	We would fail to meet our statutory duties if the scheme was not approved	The provision of DFG's is a statutory duty.
Urgent priorities/avoidance of litigation claims	Urgency of investment required to meet legal obligations i.e. avoidance of Corporate Manslaughter and other litigation claims, Health and Safety, Disability Discrimination Act	DFG's must be approved within six months of referral
Invest to save	Provision of future revenue savings/additional income from completion of project include payback period	
New policy framework	A project that specifically complies with the most recent policy framework and delivers a priority outcome.	Strategic housing is a statutory function which includes the statutory duty to provide DFG's. The policy framework "to deliver efficient and effective statutory services" can only be met if we have enough resource to meet our DFG duty.
Business need/Avoiding future business interruption	The project is essential to ensure the continuity of the of the service delivery and avoid future potential business interruption	The demand for DFG's is increasing year on year, the council works hard with partners to assess applicants to ensure eligible people in need are assisted effectively.
Revenue implications	Delivery and completion of the project would result in a future net revenue cost (see invest to save for positive revenue implications)	Our efficient DFG service relies on adequate finance to meet demand, we are working in partnership with Age UK and have developed a Home Improvement Agency across Copeland which will support our service through the delivery of connected issues, for example a 'handyman' service
Operational benefits	The project does not necessarily link with corporate priorities but will provide positive benefits to service delivery	The project fully delivers against corporate statutory duties.
Partnership working	External partnership benefits with public, private or voluntary sector	DFG's are delivered through a partnership approach, Cumbria County Council, Registered Housing Providers, private landlords, Age UK are working together to ensure delivery turnaround and assessment are effective.
External match funding/full external funding	Project is part funded or fully funded from externally generated resources	The council tops up the grant received from DCLG. The provisional award of £351,000 from the Better care Fund has led to this bid for £249,000 to ensure the programme can be delivered.

C(11)

## CAPITAL PROJECT OUTLINE

For Inclusion in the Capital Programme 2015/16, 2016/17 & 2017/18

**Project Title: Castle Park- Roads resurfacing and Drainage**

### **1. Project Description**

Resurface all roads within Castle Park and renew drainage system on areas prone to flooding, existing surface is in a poor condition and breaking up causing a Health and Safety trip hazard. The park is fully accessible by all members of the public including access to a childrens play area, there is also regular organised events that take place within the Park. Approx 85% of the roads will be overlayed with a minimum of 40mm thick tarmac after clearing the surface of moss etc and applying tack coat and 15% of surfacing that is presently in reasonable condition to have the few potholes patched only(15m<sup>2</sup>), all as per attached quote and plan from contractors.

### **2. Key Deliverables**

Resurfacing of the roads which are regularly used by pedestrians will significantly reduce the risk of liability claims for trips hazards and also reduce the ongoing repairs to repair potholes.

### **3. Project Manager and Sponsor**

John Davis

### **4. Budget (including size of budget, who is funding it and accountable body)**

*Copeland Borough Council Capital Estimated cost £ 28,000, or phased over 3 years in priority order Year 1 £11,550, Year 2 £7,220, Year 3 £9,125*

**Total Budget** £ 28,000

### **5. Key Project dates (including start date, key milestones, expected project completion date)**

There is the option of carrying out the work all at the same time or to be phased over a 3 year period concentrating on the poorest conditions first.

Works could be delivered within 2 months of order being placed if weather conditions were favourable.

### **6. Current status of project**

Initial planning stage, estimate of costs received from out Termed Contractor (Ashcrofts)

**7. Please complete the attached on page 2 with comments against each of the criteria. Your comments will form the basis of the scoring matrix to determine whether the project will be either included or excluded from the Capital Programme 15/16 and beyond.**

**Project Title: Castle Park-Roads resurfacing and drainage**

Criteria	Summary	Project Manager/Sponsor Comment:
Statutory requirement	We would fail to meet our statutory duties if the scheme was not approved	As landowners of Castle Park we have a responsibility for the condition of the areas accessed by the public, we should ensure that all people who use these facilities do not suffer injury due to unsafe conditions of the road surfaces.
Urgent priorities/avoidance of litigation claims	Urgency of investment required to meet legal obligations i.e. avoidance of Corporate Manslaughter and other litigation claims, Health and Safety, Disability Discrimination Act	Potential for liability claims due to trip hazards caused by potholes and uneven surface
Invest to save	Provision of future revenue savings/additional income from completion of project include payback period	There will be a revenue saving by elimination of carrying out regular temporary repairs once the project is completed.
New policy framework	A project that specifically complies with the most recent policy framework and delivers a priority outcome.	The policy framework "to deliver efficient and effective statutory services", the resurfacing of the roads will help ensure compliance with our legal duties to have areas that are accessed by the public in a reasonable condition
Business need/Avoiding future business interruption	The project is essential to ensure the continuity of the of the service delivery and avoid future potential business interruption	If the road surfacing continues to deteriorate we are liable to future claims and to bring the reputation of the council into dispute
Revenue implications	Delivery and completion of the project would result in a future net revenue cost (see invest to save for positive revenue implications)	There will be no additional revenue costs
Operational benefits	The project does not necessarily link with corporate priorities but will provide positive benefits to service delivery	The resurfacing of the roads will improve the public perception of this area and hopefully encourage increased useage of this open space
Partnership working	External partnership benefits with public, private or voluntary sector	n/a

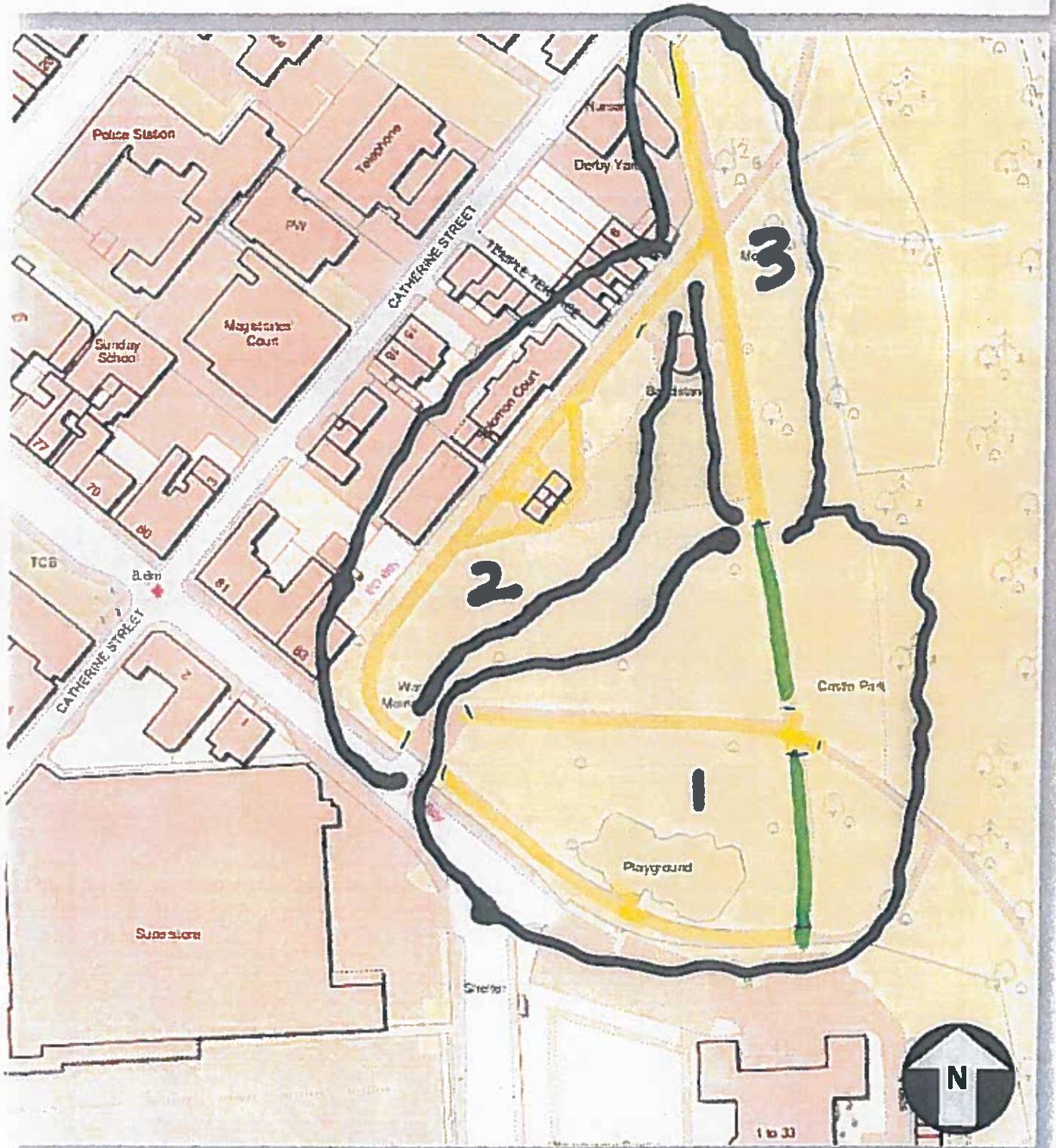
External match funding/full external funding	Project is part funded or fully funded from externally generated resources	No external funding sourced
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Map Title

OVERLAY

Description of map

PATCH ONLY



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Map Center [297643.57697579 517973.05159063]

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Created 01.10.2014





# CAPITAL PROJECT OUTLINE

C(iii)

## For Inclusion in the Capital Programme 2015/16, 2016/17 & 2017/18

### **Project Title: *Automatic Charger for Cremator***

#### **1. Project Description**

Purchase and installation of an automatic charger for the cremator at Distinguon Hall Crematorium. Fulfilling a statutory duty for the welfare of staff working at the crematorium and increasing productivity by decreasing delays.

Currently only one skilled employee works at the Crematorium each day and oversees the manual charging of coffins for Cremation. Due to Health and Safety and manual handling requirements this is a two person task and with only one skilled employee working in the crematorium the officer (acting as superintendent) has to assist with each cremation. Even with two employees charging the coffin for cremation the risks to employee safety are significant.

As manual handling causes over a third of all workplace injuries, including work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries, removing the need for staff to carry out this manual handling task by purchasing the automatic charger lessens risk to the employee and business risk to the council.

If the automatic charger is not purchased and manual charging of the coffins continues, the associated risks will continue and the likelihood of occurrence increases, i.e. manual handling injury. These risks are only increased further as the average weight of each cremation is increasing year on year therefore the consequences to the health of the employees will be significantly affected, occasionally it is currently taking up to four members of staff to charge excessively heavy coffins

#### **2. Key Deliverables**

The Automatic charger would remove the need for any manual charging into the cremator as the charging would be done with a hydraulic pushing mechanism. This weighs the coffin and applies the correct amount of force required to move the coffin into the cremator chamber.

Reducing risk to the employees in the crematorium from burns during operating by increasing the distance employees stand from the heat (average of 900 degrees)

Increased efficiencies as only one employee will be necessary for this task

#### **3. Project Manager and Sponsor**

John Davis

#### **4. Budget (including size of budget, who is funding it and accountable body)**

<i>Copeland Borough Council Capital</i>	£ 21,500 (equipment and installation)
<i>Additional costs i.e. CBC Revenue for the cremator at no additional cost</i>	£ 0 (maintenance would be included in the current maintenance agreement)
<b>Total Budget</b>	<b>£ 21,500</b>

#### **5. Key Project dates (including start date, key milestones, expected project completion date)**

12-15 weeks from order being placed to installation and use.

#### **6. Current status of project**

Evaluation of site and quotes received for works from suppliers, currently arranging a visit to observe the recommended system being used at another crematorium.

**7. Please complete the attached on page 2 with comments against each of the criteria. Your comments will form the basis of the scoring matrix to determine whether the project will be either included or excluded from the Capital Programme 15/16 and beyond.**

**Project Title: Automatic Charger for Cremator**

Criteria	Summary	Project Manager/Sponsor Comment:
Statutory requirement	We would fail to meet our statutory duties if the scheme was not approved	The council has a statutory duty under the provisions of Section 46 of the Public Health (Control of Disease) Act 1984 to undertake the disposal of deceased. If the employees have to continually exert a pushing force equalling or above the recommended levels and suffer injury or fatigue then we may not be able to carry out this Statutory Duty.
Urgent priorities/avoidance of litigation claims	Urgency of investment required to meet legal obligations i.e. avoidance of Corporate Manslaughter and other litigation claims, Health and Safety, Disability Discrimination Act	Equipment lessens risk from injury to employees under obligations set out in the Health and Safety at work Act and the Manual Handling Regulations
Invest to save	Provision of future revenue savings/additional income from completion of project include payback period	Savings gained from reducing the likely hood of employee sickness or injury Savings made to energy usage as the machinery will not be using Gas and Electric when idle as idle time will be minimised through the automation of the charging.
New policy framework	A project that specifically complies with the most recent policy framework and delivers a priority outcome.	The policy framework "to deliver efficient and effective statutory services" the auto charger will allow for a more efficient cremation service
Business need/Avoiding future business interruption	The project is essential to ensure the continuity of the of the service delivery and avoid future potential business interruption	The physical demands on the employees at the crematorium increase year on year and to avoid interruptions from sickness/injury or machine malfunction the equipment is essential.
Revenue implications	Delivery and completion of the project would result in a future net revenue cost (see invest to save for positive revenue implications)	There would be a maintenance cost associated with the equipment which would be a yearly charge.
Operational benefits	The project does not necessarily link with corporate priorities but will provide positive benefits to service delivery	Increased efficiencies as only one employee will be necessary for the task. Operations can be completed in a timely fashion and will not be dependent on other employees who may be delayed while carrying out other equally high priority tasks.
Partnership working	External partnership benefits with public, private or voluntary sector	n/a
External match funding/full external funding	Project is part funded or fully funded from externally generated resources	No external funding sourced

# CAPITAL PROJECT OUTLINE

(iv)

## For Inclusion in the Capital Programme 2015/16, 2016/17 & 2017/18

### **Project Title: Upgrade of pay and display stock**

#### **1. Project Description**

**To replace or where possible upgrade existing pay and display machines and the associated back office system relating to CBC owned off-street car parks.**

Cash collection and processing has been identified as a key task to be improved, in terms of impact on both the Enforcement team and Cash Office staff.

CBC pay and display stock consists of 14 machines some of which date from 1996 and only two have been purchased in the past 5 years. The amount of cash collected through the machines ranges between £6000-£8000 per week, Enforcement Officer time currently equates to approximately 14 hours per week, with additional time and resource required from the Cash Office and Copeland Direct. All machines are coin operated only and do not offer the customers the option of making payment by credit/debit card. New machines would offer this facility, thus reducing the amount of cash to be processed and therefore officer time required.

In addition the Cash Office and to a lesser extent the Support Services team at Moresby currently operate a manual season ticket service for the Sports Centre, Civic Hall, and North Shore car parks. Processing, recording and monitoring of this system results in significant workload for the Cash Office. Implementation of the associated back office system with the new machines could offer the option for customers to make payment for season tickets at the pay and display terminal, thus reducing the impact on the cash office. The use of proximity cards would enhance the service.

#### **2. Key Deliverables**

Installation of new machines would reduce the amount of cash handling by providing customers the option to pay by credit/debit card and therefore potentially reduce the staff resource required for collection and handling.

Provide the opportunity to accept payment for season tickets.

Introduce a new back office system, to support the administration of season tickets and improve monitoring, recording, reporting and audit systems for car parks.

Potential to reduce (corporate) banking from twice weekly to once per week.

Improve reliability of machines minimising lost income.

Improve option for on-line monitoring of machines reducing down time for maintenance issues and complaints regarding ticket/payment issues.

Option to provide alternative tariffs for special events such as the annual cycle race.

Back Office system can offer staff the ability to edit tariffs, the annual fee change currently requires an engineer to visit each machine on site at a cost of approx. £1100 per year.

#### **3. Project Manager and Sponsor**

Project manager – Gill McAllister Enforcement and Support Services team Leader

Project sponsor - Janice Carrol Acting Head of Copeland Services.

#### **4. Budget (including size of budget, who is funding it and accountable body)**

<i>Copeland Borough Council Capital</i>	£ 44,000 (replace/upgrade & installation of 14 machines)
<i>Revenue Reserve</i>	£ 12,000 From Sports Centre Car park sinking fund
<i>Additional costs i.e. CBC Revenue</i>	£ 3,000 (software and training)
<i>Annual maintenance costs (Revenue)</i>	£ 7,000 (already incl in revenue budget – not req'd first year due to warranty)
<i>Back office and chip &amp; pin (Revenue)</i>	£ 2,500 (annual cost)
<b>Total Budget</b>	<b>£ 68,500</b>

**NB: Remote payment by debit/credit card require a processing agent or PSP to carry out the clearing service for transactions made at the machine, initial enquiries suggest this may be around 6% per transaction. The cost of this is not included as it is assumed that this would be included in future fees.**

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<b>5. Key Project dates (including start date, key milestones, expected project completion date)</b>
The project is expected to take around 12 weeks from order to installation. The aim would be to complete as early in the new financial year as is possible.

<b>6. Current status of project</b>
All costs based on recent quotation from current supplier Metric.

<b>7. Please complete the attached on page 2 with comments against <u>each</u> of the criteria. Your comments will form the basis of the scoring matrix to determine whether the project will be either included or excluded from the Capital Programme 15/16 and beyond.</b>
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**Project Title: Upgrade of Pay and Display stock**

Criteria	Summary	Project Manager/Sponsor Comment: <i>[Please complete below]</i>
Statutory requirement	We would fail to meet our statutory duties if the scheme was not approved	Car parking is a non-statutory service.
Urgent priorities/avoidance of litigation claims	Urgency of investment required to meet legal obligations i.e. avoidance of Corporate Manslaughter and other litigation claims, Health and Safety, Disability Discrimination Act	Reduces staff resources currently being employed to carry out cash collection, reconciliation and issue of season tickets for off-street parking. Reduced cash volume may result in reduced collection contract for the Council Offering card payments may increase income or at least avoid people parking elsewhere when they don't have the appropriate change.
Invest to save	Provision of future revenue savings/additional income from completion of project include payback period	Copeland Borough Council have set out in its customer services strategy agreed in 2012 and the 2013-15 corporate plan identifies the commitment to channel shift and cashless so the ability for customers to pay by credit card progresses our customer engagement as required and reduces the need for cash.
New policy framework	A project that specifically complies with the most recent policy framework and delivers a priority outcome.	With external factors such as the opening of Albion Square, planned on street parking charges and more robust management of supermarket car parks in Whitehaven there is an increased focus on off-street parking. This project will enhance the Council's offer ensuring income opportunities are maximised.
Business need/Avoiding future business interruption	The project is essential to ensure the continuity of the of the service delivery and avoid future potential business interruption	Back Office support is currently unavailable, purchase would result in improved monitoring, reporting and auditing of car park income. Annual tariff editing could be carried out by support staff, thus removing cost of engineer.
Revenue implications	Delivery and completion of the project would result in a future net revenue cost (see invest to save for positive revenue implications)	The provision of alternative payment methods will reduce the time spent by staff on cash processing. Health and safety improvement as manual handling risks are reduced.
Operational benefits	The project does not necessarily link with corporate priorities but will provide positive benefits to service delivery	Various external partnership benefits will apply linked to ability to provide special tickets for events, times and
Partnership working	External partnership benefits with public, private or	

External match funding/full external funding	voluntary sector	strong links to key office blocks in town needing car parks able to take credit cards , new machines will generally provide a more modern approach
	Project is part funded or fully funded from externally generated resources	It is intended to use £8000 of the Sports Centre car park earmarked reserve to replace or upgrade the machines in the Sports Centre car park which is owned by CCC but managed by CBC and where the surplus is shared, thereby reducing the overall capital requirement.

<b>Cost to replace Pay &amp; Display machines.</b>					
Location	Current model	Required change	Cost of machine with chip & pin plus proximity readers	Notes	
Copeland Centre 1	Accent	Replace	£4000	Includes £140 discount per machine	
Copeland Centre 2	Accent	Replace	£4000		
Schoolhouse Lane 1	Cale	Replace	£4000		
Schoolhouse lane 2	Aura	Replace	£4000		
Senhouse Street 1	Aura	Replace	£4000		
Senhouse street 2	Cale	Replace	£4000		
Beacon	Accent	Replace	£4000		
North shore	Accent	Replace	£4000		
St Bees Foreshore 1	Autoslot	Replace	£4000		
St Bees Foreshore 2	Cale	Replace	£4000		
Beck Green	Autoslot	Replace	£4000		
<b>Sub Total</b>			<b>£44000</b>		
Sports Centre 1	Aura Elite	Replace	£4000		
Sports centre 2	Aura Elite	Replace	£4000		
Sports centre 3 (new)	N/A, new machine builds in extra resilience.	Replace	£4000		
<b>Sub Total</b>			<b>£12000</b>	To be funded from Sports Centre car park sinking fund.	
Training & software			£3000		
Back Office			£2500	Annual cost	
Annual maintenance			£7000	Not required first year if all machines are replaced at once.	
<b>Total</b>			<b>£68500</b>		

**\*NB – Installation/removal costs for machines will cost approximately £6500, which will need to be funded from existing revenue budgets. If an additional machine is placed on the Sports Centre car park, additional installation costs may apply, dependent on electrical supply requirements.**

# CAPITAL PROJECT OUTLINE

£v1

## For Inclusion in the Capital Programme 2015/16, 2016/17 & 2017/18

### **Project Title: Working Differently – Accommodation Strategy**

#### **1. Project Description**

As part of the annual budget setting process for the 2014/15 Revenue Budget and Capital Plan, full Council agreed a savings target of £500,000 to be achieved through a review of the Council's office accommodation. The agreed proposals stated this review had the potential to deliver revenue savings and additional income opportunities in the region of £500,000.

At its meeting on 27 May 2014, the Executive approved a number of recommendations to progress the Council's Working Differently – Accommodation Strategy. On 25 November 2014, the Executive agreed a number of authorisations and decisions to take the programme forward. This is in line with the previously agreed Medium Term Financial Strategy and 2015/16 budget proposals, which state this programme has potential revenue savings / additional income opportunities in the region of £500,000. In order to ensure the revenue savings target can be achieved, it is important that capital investment is available to progress the physical changes that are required.

#### **2. Key Deliverables**

The Working Differently Programme has identified a number of opportunities for the Council to improve the way it operates by doing things differently, and whilst they relate to different aspects of how the Council operates, these all come together to offer a package of changes that can bring sustainable financial savings, improvements in operational efficiency and customer service benefits.

#### **3. Project Manager and Sponsor**

Senior Responsible Officer is Paul Walker, Chief Executive.

Project Sponsor (day to day) is Fiona Rooney, Interim Director of Resources and Strategic Commissioning.

Project Management is provided with a mix of in house and external support.

#### **4. Budget (including size of budget, who is funding it and accountable body)**

This Table is an extract from the Part II Executive Report on 25 November 2014. This part of the report no longer needs to be exempt. The figures are indicative and may move between the buildings dependent on final proposals for location of staff:

<b>Buildings</b>	<b>2014/15 &amp; 2015/16</b>	
	<b>£'000s</b>	
Copeland Centre	950	
Moresby Parks	100	
Market Hall	410	

Programme Costs	100	
Contingency	100	
<b>Total Capital Expenditure</b>	<b>1,660</b>	
Funded by:		
- Existing Capital Plan 2014/15 Accommodation Strategy	400	a
- Existing Capital Plan 2014/15 Customer Access	142	b
- Existing Capital Plan 2014/15 ICT Strategy and Agile Working (original budget some spent)	186	c
- 2014/15 Accommodation Strategy Revenue Funding	200	d
- PFI Replacement – Furniture, Fittings & Equipment – External Funding	250	e
- Use of existing capital receipts – Capital Programme 2015/16 & beyond	482	f
<b>Total Funding</b>	<b>1,660</b>	

The 2014/15 budget already has approval for £728,000 (see a & b c above) so this bid is requesting approval for the balance of £482,000 from the Capital Programme 2015/16 (see f above) – funded by the Useable Capital Receipts Reserve, £200,000 from 14/15 Accommodation Strategy Revenue Funding (d above) and £250,000 from PFI Replacement External Funding (e above).

Until the timetable for delivery is finalised and some negotiations are concluded, the exact timing of some spend is unknown. The plans are based on a realistic timescale that maximises spend in 2014/15 in line with current approvals from full Council as part of the 2014/15 budget setting process.

Internal borrowing may be considered if there are insufficient capital receipts received to support this capital project and only after all other grant options have been fully explored. This would not be new borrowing, but draws on the existing resources that are already funded as part of the Treasury Management Strategy and 2014/15 revenue budget.

#### **5. Key Project dates (including start date, key milestones, expected project completion date)**

The Working Differently Programme has started and aims to complete Phase 1 (Copeland Centre, Market Hall and Moresby Parks for staff and elected members) by July 2014, subject to any planning permissions and listed building permissions that may be required.

#### **6. Current status of project**

Project started August 2014 with options analysis and financial appraisals. Main approvals to progress with Strategy agreed at Executive meeting on 25 November 2014.

#### **7. Please complete the attached on page 3 with comments against each of the criteria. Your**

**comments will form the basis of the scoring matrix to determine whether the project will be either included or excluded from the Capital Programme 15/16 and beyond.**

**Project Title: Working Differently – Accommodation Strategy**

Criteria	Summary	Project Manager/Sponsor Comment:
Statutory requirement	We would fail to meet our statutory duties if the scheme was not approved	Requirement to achieve balanced budget for 2015/16.
Urgent priorities/avoidance of litigation claims	Urgency of investment required to meet legal obligations i.e. avoidance of Corporate Manslaughter and other litigation claims, Health and Safety, Disability Discrimination Act	Requirement to achieve £500,000 sustainable savings. Capital investment part of need to enable savings to be made.
Invest to save	Provision of future revenue savings/additional income from completion of project include payback period	As above.
New policy framework	A project that specifically complies with the most recent policy framework and delivers a priority outcome.	Government policy on floor space for office based staff .
Business need/Avoiding future business interruption	The project is essential to ensure the continuity of the of the service delivery and avoid future potential business interruption	Customer focussed solution to deliver against corporate plan priorities.
Revenue implications	Delivery and completion of the project would result in a future net revenue cost (see invest to save for positive revenue implications)	£500,000 sustainable revenue saving
Operational benefits	The project does not necessarily link with corporate priorities but will provide positive benefits to service delivery	Significantly reduced property use/costs; Secured significant contributions to property costs; Improved staff efficiency; Implemented new and more appropriate employment practices and processes; and Reviewed and improved service delivery arrangements.
Partnership working	External partnership benefits with public, private or voluntary sector	Working with private sector partners and voluntary / community sector to occupy Council buildings to maximum potential.
External match funding/full external funding	Project is part funded or fully funded from externally generated resources	£250,000 from PFI Contract built in to replace furniture. Grant opportunities will be explored to minimise the use of the existing borrowing.



D(1)

# CASTLE PARK ROADS RESURFACING

## PROJECT INITIATION DOCUMENT

**ID:**                    **Version:**        **1**  
**Author:**            **John Davis**  
**Date:**                **9th December 2014**



# **CREMATOR AUTOMATIC CHARGER**

## **PROJECT INITIATION DOCUMENT**

**ID:**                    **Version:**        **1**  
**Author:**            **John Davis**  
**Date:**                **1<sup>st</sup> December 2014**

## **1. Background**

The road surfacing in Castle Park is currently in poor condition and breaking up in places causing a Health and Safety trip hazard, there is also areas prone to flooding.

The Park is fully accessible by all members of the public including access to the childrens play area,there is also regular organised events that take place within the park.

## **2. Business Case**

The resurfacing of the roads and renewing the drainage system in places prone to flooding ,could either be carried out all at the same time or in phases over a three year period.

Resurfacing of the roads and improving the drainage would significantly reduce the risk of liability claims for trip hazards and also reduce the ongoing repairs to potholes, this would also raise the profile of the park and encourage it to be used more for community events in the main greenspace within the town centre.

An Equality Impact Assessment should be carried out and the results included here.

## **3. Project Objectives and Scope**

### **3.1 Project Objectives**

The project would improve the deteriorating surfaces of the roads and reduce the risk of liability claims against the Council for trip hazards, this would hopefully also raise the profile of the park and encourage more frequent use of the area.

It would also reduce the increasing ongoing maintenance costs to constantly fill in potholes.

### **3.2 Project Scope**

The works would be carried out by our Termed Contractors (Ashcrofts) who have already assessed the site for works needed and provided estimates of costs for the works, there will be no additional future maintenance costs as a result of this project.

There is no dependancies on other projects for implementation of this project although there may be minimum disruption to the public during the works, where possible public access will be maintained but pedestrian access routes may need to be diverted.

The Parks Manager will undertake the role of Project Manager for this scheme,while the Parks Supervisor will assume the responsibility of works supervisor.

## **4. Project Deliverables**

The project will be delivered by Ashcrofts, with an estimated timeframe of 2 months from order to completion of the project, there has already been a site assessment carried out by the contractors so they are fully aware of the project needs and any site issues to deliver the project.

## **5. Project Approach**

### **Stage 1- Site appraisal and recommendations**

The contractors have already carried out a site appraisal and recommended the works needed

### **Stage 2 – Invitation for quotes for product**

Quotes already sourced from suppliers,

Estimated cost £28,000, or phased over 3 years in priority order, Year 1 £11,500, Year 2 £7,220, Year 3 £9,125.

### **Stage 3- Construction work and project management**

The Parks Manager will award the order to the successful supplier (Ashcrofts)), the parks Department will oversee all aspects of the project on site and complete post contract administrative duties.

## **6. Project Plan**

<b><u>Task</u></b>	<b><u>Time to complete</u></b>
Site evaluation	1 week
Process of order	1 week
Execution of works	2 months
Post project administration	1 week

## **7. Organisation – Roles and Responsibilities**

The project manager for this project will be the Parks Manager, who will be responsible for the overall delivery of the project and ensuring the project is kept within the timeframe and budget

The day to day supervision of the contractors will be the responsibility of the Parks Supervisor.

## **8. Communications**

The Parks Manager will review progress on the project on a daily basis with a site visit and this will be supported with communicating with the Parks Supervisor by telephone and e.mail communication.

The Parks manager will provide regular updates to the Head of Copeland Services on project progress.

Clear notices and signage will be erected on site before and during the delivery of the works.

## **9. Resource Requirements**

The Project will be managed by the Parks Manager with support from the Parks Supervisor.

The Head of Copeland Services is the Project Sponsor

**10. Project Costs**

Phase 1, £9,125

Phase 2, £11,550

Phase 3 , £7,220

Phases in order of priority

Total project costs £27,895 + vat

**11. Project Quality**

Risk assessments and method statements will be sought from the contractors before works commence.

All documentation relating to the project will be stored on the Council network server.

**. Project Controls**

An exception report will be raised if the project is predicted to cost more than £28,000 and/or take 4 weeks over the project timeframe.

At least one client/contractor meeting will take place,  
Progress reports will be made as part of the monthly Capital budget monitoring  
Monthly update meeting with Head of Copeland Services

**13. Risk Management**

Describe any known risks in terms of the risk, its probability, its potential impact and explain how each risk will be managed.

**Corporate Health and Safety Report**

**Title** Safety of Footpaths

**Location** Castle Park Whitehaven

**People** J Davis (Parks Manager) S Graham (H&S Advisor)

**Date** 30<sup>th</sup> September 2014

**Summary;**

The Castle Park in Whitehaven is typical of many town centre parks and provides a green space for residents, itinerant workers and visitors to the area. Space in the park is also given over to a Play Area for children, the park is used by many vulnerable people including very young, elderly and disabled people.

As owners of the Park we Copeland Borough Council have a responsibility for the condition of those areas accessed by the public; we should ensure that people who use the facility do not suffer injury due to unsafe conditions e.g. access areas. If members of the public or visitors do suffer injury we may be vulnerable to compensation claims.

The Castle Park is a popular venue for various public events;

- Summer Carnival,
- Memorial and Remembrance services,
- Maritime Festival and numerous other events

The events take place throughout the year and during all seasons i.e. January through to December and therefore during all environmental conditions.

During an inspection of the paths and walkways of the Castle Park on the 30<sup>th</sup> September 2014 it was evident that the paths have not been replaced for some time and that there was evidence of degradation in many areas.

- The top layer of Tarmac has been eroded exposed many rough and uneven surfaces.
- The edges of the paths in some areas have become obscured due to broken tarmac and or damage to edging stones.
- There was also evidence that several areas are likely to have standing water during stormy weather due to poor drainage.

S Graham

Standing water will during very cold conditions result in the formation of ice and further degradation of the surfaces. Moss and Lichen will become very slippery and may result in slips and trips.

**Conclusion;**

It is imperative that the paths and walkways providing access around the park are regularly maintained and in some cases replaced; good drainage is vital to ensure that during rain storms excess water is cleared quickly.

A regular inspection and maintenance regime is also necessary to ensure standards and conditions are maintained and that faults and repairs are completed in a timely manner.

Susan Graham  
Corporate H&S Advisor

### **1. Background**

Currently only one skilled employee works at the crematorium each day and manually charges the coffins for cremation, as this is a two person operation the technician has to rely on the officer covering as crematorium superintendent to assist with this task, this current practice poses a significant risk of injury which continues to increase as the average weight of each cremation has increased over recent years.

The purchase and installation of an Automatic charger would eliminate the risk associated with manual charging of the coffins and allow this to be a one person operation.

### **2. Business Case**

The installation of an automatic charger for the cremator will fulfil the statutory duty of the council for the welfare of the staff working at the crematorium involved with the loading of the cremator and eliminate the risk of manual handling injury which exists with the current manual task.

This would also increase efficiency at the crematorium by this task then being a one person operation.

An Equality Impact Assessment should be carried out and the results included here.

### **3. Project Objectives and Scope**

#### **3.1 Project Objectives**

The project would remove the need for any manual charging into the cremator as the charging would be fully automated, reducing risk to employees of burns and manual handling injuries and also that only one employee would be needed for this task.

The automatic charging system would be supplied by the cremator manufacturers which would be fully compatible with the cremator and any future maintenance included within the existing cremator maintenance contract.

There is only the cremator manufacturers (facultatieve) automatic charging system that would be fully compatible with the cremator and to give the back up service for breakdown and maintenance, the estimated time from order to completion of the project will be approx. 3 months.

Once the automatic charger is installed, future maintenance will be included as part of the cremator maintenance contract.

#### **3.2 Project Scope**

The cremator automatic charger will be purchased from facultatieve so that nit is fully compatible with the cremator and any future maintenance will be included as part of the existing maintenance contract on the cremator.

There are no dependencies on other projects for implementation of this project although there may be minimum disruption to normal business as part of the installation process, however we will endeavour to minimise this by encouraging works outside of service times at the crematorium.

The Parks Manager will undertake the role of Project Manager for this scheme, while the Officer covering duties of crematorium superintendent at the time will assume the responsibility of works supervisor.

The Automatic charger will be fully integrated into the existing cremator software so that all loading operations will be fully automated.

Upon completion of the project any maintenance liability for the automatic charger will be encompassed within the existing maintenance contract for the cremator at no additional cost.

#### **4. Project Deliverables**

The project will be delivered by Facultatieve technologies, with an estimated timeframe of 3 months from order to commissioning of system, there has already been a site assessment carried out to ensure product recommended can be commissioned in existing space and a visit by the crematorium staff to another crematorium in Warrington that use the same system as recommended.

#### **5. Project Approach**

##### **Stage 1 - Site appraisal and product recommendations**

The suppliers have already carried out a site appraisal and recommended the product that will fit in the space available

##### **Stage 2 – Invitation for quotes for product**

Quotes already sourced from suppliers,

Facultatieve Technologies £21,500, including future maintenance as part of existing cremator contract (fully compatible with existing cremator)

LEEC £19,700 + £1500 YEAR MAINTENANCE (not fully compatible with existing cremator)

##### **Stage 3 - Construction work and project management**

The Parks Manager will award the order to the successful supplier (facultatieve), the parks Department will oversee all aspects of the project on site and complete post contract administrative duties.

#### **6. Project Plan**

<b><u>Task</u></b>	<b><u>Time to complete</u></b>
Site evaluation	1 week
Process of order	1 week
Execution of works	3 months
Commissioning and training	2 weeks
Post project administration	1 week

#### **7. Organisation – Roles and Responsibilities**

The project manager for this project will be the Parks Manager, who will be responsible for the overall delivery of the project and ensuring the project is kept within the timeframe and budget

The day to day supervision of the contractors will be the responsibility of the Officer covering as crematorium superintendent at the time of works.

### **8. Communications**

The Parks Manager will review progress on the project on a daily basis with a site visit and this will be supported with communicating with the Officer covering duties at the crematorium and by telephone and e-mail communication.

The Parks manager will provide regular updates to the Head of Copeland Services on project progress.

If there is any disruption to the services provided the Funeral Directors will be notified at least 2 weeks in advance.

### **9. Resource Requirements**

The Project will be managed by the Parks Manager with support from the Officer covering Crematorium duties at the time.

The Head of Copeland Services is the Project Sponsor

### **10. Project Costs**

Automatic Charger with side leaf £17,500

Installation £4,000

TOTAL £21,500 +VAT

### **11. Project Quality**

Risk assessments and method statements will be sought from the contractors before works commence.

Crematorium technicians and staff will visit another crematorium operating this system before the final order is placed to see if there is any operational or installation issues with the supplier.

All documentation relating to the project will be stored on the Council network server.

### **12. Project Controls**

An exception report will be raised if the project is predicted to cost more than £21,500, and/or take 4 weeks over the project timeframe.

At least one client/contractor meeting will take place,

Progress reports will be made as part of the monthly Capital budget monitoring

Monthly update meeting with Head of Copeland Services

### **13. Risk Management**

Describe any known risks in terms of the risk, its probability, its potential impact and explain how each risk will be managed.

## Copeland Borough Council Initial Equality Impact Assessment-Valid from 1 November 2011

<b>Directorate/Service Area</b>	<b>Copeland Services</b>	<b>Persons undertaking the assessment Person responsible for implementation of the policy/ function/ service or proposal</b>	<b>Assessment: J.Davis Lead Officer: J.Davis</b>
<b>Name of policy/ function/ service or proposal to be assessed</b>	<b>Crem,ator automatic charger</b>	<b>Date of assessment</b> 1.12.14	<b>New or Change to existing circumstances</b>  <b>Change</b>

### Positive Equality Duties

This initial EIA will also help you identify whether there are opportunities for promoting equality. Even if there are no adverse impacts, this part of the process is essential as it will ensure we meet our equality duties. These equality duties are set out in a number of pieces of legislation and are summarised below for reference:

The need to eliminate unlawful discrimination, promote equality of opportunity and foster good relations between and for different groups based on:

- Sex
- Gender reassignment (i.e. transgender individuals)
- Age
- Disability (mental and physical)
- Sexual orientation (heterosexuality, homosexuality, etc)
- Religion and belief (including no belief)
- Race
- Pregnancy and maternity
- Marriage and Civil Partnership

<p>1. Briefly describe the aims, objective or purpose of the policy/service/ function or proposal being assessed. If this EIA is assessing the impact of a proposed change please describe the proposed change.</p>	<p>To install automatic coffin charger for the cremator, currently this function is carried out manually</p>
<p>2. What are the required outcomes from this policy/service/function or proposal?</p>	<p>To reduce risk of manual handling injury caused by manual loading of coffins into cremator</p>
<p>3. Who will be affected by this policy/service/function or proposal?</p>	<p>Crematorium Technicians and officers covering crematorium duties</p>
<p>4. How do these outcomes align with the Councils priorities? (Council Plan)</p>	<p>This will enable the council to deliver a more efficient and effective statutory duty</p>
<p>5. Are there any wider impacts associated with the policy/service/function or proposal that should be considered, e.g. the proposed impact on the effectiveness of other service areas of the Council or any assistance to implement that would be required.</p>	<p>No</p>

<p>6. What factors/risks could affect the intended outcome.</p> <p>7. Who are the main stakeholders in relation to this policy/service/function or proposal (e.g. partners, community groups etc.)?</p> <p>8. What quantitative data have you used for this assessment (Statistics, demographics, indicators, and partner data)? Please note that data should relate to each equality group (race, disability, etc.).</p> <p>All evidence to be kept and recorded</p> <p>9. What qualitative data have you used for this assessment (Consultation, complaints and comments)? Please note that data should relate to each equality group (race, disability, etc.).</p> <p>All evidence to be kept and recorded</p>	<p><b>Employees</b></p> <p><b>Consulted with a number of other crematorium and the majority (80%) of crematoriums no longer manually load coffins</b></p>
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**Conclusion**

Are there concerns that the policy/procedure/function or proposal could have specific negative impact on people from the following groups?

Group	Will the implementation of this policy/procedure/function or proposal have any negative impact on people from any of these equality groups?		If yes, can the policy/procedure/function or proposal be amended or altered to help mitigate the negative impact?		If yes, have you considered any alternative courses of action? Within the initial EIA, this should relate to immediate alternatives.	
	Y	N	Y	N	Y	N
Gender		N				
Gender reassignment		N				
Age		N				
Disability		N				
Sexual Orientation		N				
Religion or Belief (inc non-belief)		N				
Race		N				
Pregnancy and maternity		N				
Marriage and civil partnership		N				

If you have recorded a possible alternative course of action, please provide a short description. If you have indicated a mitigating action, please provide a short description.

**Conclusion**

Could the implementation of this policy/service/function or proposal disproportionately affect any particular neighbourhoods i.e. Localities/Parishes?

If yes, please describe. **No**

Indicate what alternatives have been considered or mitigating actions are planned.

Will the implementation of this policy/procedure/ function or proposal have any positive impact on people from any of these equality groups?

Gender	Yes	No	Please describe
Gender reassignment		no	This project will enable staff of all ability, age, sexual orientation and if pregnant to carry out the operation of loading coffins into cremator without having to continually exert themselves to high degree of pushing force
Age	yes		
Disability	yes		
Sexual orientation	yes		
Religion or Belief (inc non-belief)		no	
Race		no	
Pregnancy and maternity	yes		
Marriage and civil partnership		no	

<p>Are you satisfied the implementation of this policy/service/function or proposal could not be challenged for unlawful discrimination or failure to meet statutory equality duties.</p> <p>Should the policy etc. proceed to a full impact assessment? (if at this stage of the process there is evidence of adverse impact on any equality groups then you must answer yes).</p>	<p><b>YES, reduction of budget will not discriminate against any groups or impact on ability to meet statutory equality duties</b></p>		
	No	Yes	Date Full EIA Completed
	no		

Completing Officer (Name)	John Davis
Completing Officer (Signature)	
Authorising Manager (Name)	
Authorising Manager (Signature)	

## **1. Background**

Copeland Borough Council pay and display stock consists of 14 machines some of which date from 1996 and only two have been purchased in the past 5 years. The amount of cash collected through the machines ranges between £6000-£8000 per week, Enforcement Officer time currently equates to approximately 14 hours per week, with additional time and resource required from the Cash Office and Copeland Direct. All machines are coin operated only and do not offer the customers the option of making payment by credit/debit card. New machines would offer this facility, thus reducing the amount of cash to be processed and therefore officer time required which would be used to improve service delivery in other work areas.

In addition the Cash Office and to a lesser extent the Support Services team at Moresby currently operate a manual season ticket service for the Sports Centre, Civic Hall, and North Shore car parks. Processing, recording and monitoring of this system results in significant workload for the Cash Office. Implementation of the new machines could offer the option for customers to make payment for season tickets at the pay and display terminal, thus reducing the impact on the cash office. The use of proximity cards would enhance the service.

## **2. Business Case**

### **Options**

There were 3 options considered:

- ✓ Option 1 – Do nothing
- ✓ Option 2 – Update or replace all car parking machines but through two stages over the course of two years.
- ✓ Option 3 – Update or replace all car parking machines as part of one operation.

The option to do nothing (Option 1) is not aligned to the corporate plan where the commitment to both channel shift and where possible the operation of cashless working is a key aim. By retaining the existing machines this does not support the ability for customers to pay by credit card and therefore does not help or support the council's progress with customer engagement as required to help reduce the need for cash related transactions. This option has therefore been discounted.

Option 2 initially only offers a part solution and therefore is unlikely to generate the same level of efficiency savings that are needed if the project was delivered in one stage only which is outlined below.

The preferred option is Option 3, this option is to replace all car parking machines as part of one activity, this not only meets the requirements of the customer service strategy but also provides the council with a bulk purchase saving of £140 per machine.

As part of option 3 the use of the sinking fund between Copeland Borough Council and Cumbria county council will be used to cover costs of three new pay and display machines at the Sports centre car park, at the moment only two are present on site but the option of a third machine with a variety of payments options will provide the council with an improved position in terms of business continuity and resilience.

In addition to supporting the longer term aim of the council with its move towards a cashless operation it is anticipated that a favourable income position will be achieved throughout 2015/16 and onwards.

With a broader range of payment options available to users of our car parks for both pay and display and season ticket usage it is estimated that a 1.5% income over proposed budget figure could be achieved. Current expected income through pay and display and season tickets usage is estimated at £355,963, anticipated income could be £361,302 which highlights an improved position of £5,339.

The option to pay for car parking by credit card is also likely to have a positive effect in that the current cash collections being undertaken at the Copeland Centre will reduce from twice per week to one occasion per week, this will provide an approximate contract saving of £2,196 per year.

The introduction of the new system of 14 new parking machines is therefore expected to show a favourable variance in year one of £7,535.

### **3. Project Objectives**

Copeland Borough Council operates a number of car parks in what is fast becoming a very competitive market, the council operates its current systems for the best part by use of spread sheets.

Recent desktop work has been carried out which has identified an improved position in terms of car park usage which may be associated with the following

- Improvements and changes to the town centre linked to workers requiring car parking indicates that seasonal parking permits are increasing in demand.
- In addition to this the broader displacement of cars into our car parks as a result of changes to private sector car parking in Whitehaven town centre is also evident. Private sector car park operators have introduced a firmer approach to their site usage, notably the large supermarket sites have introduced systems and publicised penalties which has led to a displacement of cars into Copeland Borough Council car parks.

Alongside the opportunity of an increasing the numbers of permit holder parking bays throughout 2015/16, this project will enable the council to meet the demands of the changes in terms of how we operate, how we generate income and how we plan our future ways of working and strategy.

Installation of new machines would

- Reduce the amount of cash handling by providing customers the option to pay by credit/debit card and therefore potentially reduce the staff resource required for collection and handling.
- Provide the opportunity to accept payment for season tickets.
- Introduce a new back office system, to support a much more efficient way of administration of season tickets and improve monitoring, recording, reporting and audit systems for car parks.
- Potential to reduce (corporate) banking from twice weekly to once per week.
- Improve reliability of machines minimising lost income.

C(iii)



*Proud of our past. Energised for our future.*

# **UPGRADE OF CAR PARKING PAY AND DISPLAY. PROJECT INITIATION DOCUMENT (PID)**

- Improve the business continuity and resilience at one car park identified within the project by use of a shared fund.
- Improve option for on-line monitoring of machines reducing down time for maintenance issues and complaints regarding ticket/payment issues.
- Provide the council with various option to provide alternative tariffs for special events such as the annual cycle race, or to increase or decrease as and when the market demands.
- Back Office system can offer staff the ability to edit tariffs, the annual fee change currently requires an engineer to visit each machine on site at a cost of approx. £1100 per year.

#### **4. Project Approach**

The project will be managed in two brief stages of initial procurement and implementation/installation of actual machines.

#### **5. Project Plan**

The project is broken into 2 phases:

1. Quotation process
2. Implementation and installation of new machines.

If is not possible to give specific dates at this point but the quotes have been received for the delivery and installation of new machines.

The expected timeframe from raising a purchase order would be somewhere in the timeframe of 12 weeks.

#### **6. Organisation – Roles and Responsibilities**

Role	Responsibility	Name (s) & Title
Senior Responsible Officer	Ensuring the project delivers its objectives and projected benefits	Ernie Davidson – Interim Waste and Enforcement Manager.
Senior Supplier	Ensuring the product supplied meets the requirements of users	Metric.
Senior User	Ensuring the product delivered meets the needs of the business and that this is managed/monitored.	Gill McAllister – Enforcement And Support Services Team Leader
User(s)	The person(s) who will use the product	The general public, enforcement officers
Project Manager	Managing the project on a day to day basis to deliver the required product	Gill McAllister

## **7. Overall Project Costs**

### **Capital cost 2015/16**

*£47,000, this cost includes replace & installation of 14 machines and provides software updates required.*

### **External funding 2015/16**

*£12,000, this cost will be met from Sports Centre Car park sinking fund which is a fund shared between Copeland Borough Council and Cumbria County Council*

### **On-going revenue implications**

*£7,000 per annum is required to cover the on-going maintenance costs of machines, existing budget already in place.*

*£2,500 per annum is required to support back office and chip & pin*

### **Cashable savings**

*-£5,339 per annum from improved pay and display and season ticket holders.*

*-£2,196 per annum which is based on a reduced frequency of deliveries and movement to and from the Copeland centre.*

**Total cashable savings -£7,535.**