

<b>SUBJECT:</b>	<b>STRATEGIC PLAN PROGRESS – OUTTURN 2017-18</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>ROBERT BAXTER, FINANCIAL SERVICES MANAGER</b>

## 1. Purpose of Report

- 1.1 To provide members with a progress report on the strategic projects, against their milestones for the final quarter of 2017/18.

## 2. Programme Summary

- 2.1 There are currently **16** strategic projects being monitored.

- 2.2 **14** projects are currently on track in terms of their physical and financial milestones and risk profiles.

Of these **2** projects have been completed and are currently awaiting a Post Implementation Review to be submitted and signed off.

- 2.3 There are no projects off track in terms of all three of the areas of monitoring: physical progress, financial position or risk analysis.

- 2.4 It has been concluded that there are no projects of sufficient concern to bring to members attention.

## 3. New Projects Approved

- 3.1 **3** new projects were reviewed and recommended to the Executive for approval in the final quarter.

### Noise Reduction Equipment

This project is to purchase two complete noise kits for measuring and recording noise in complainant's homes and for the investigation of noise complaints.

### Broadgate Lift Refurbishment

This project is for a full refurbishment to both lifts at Broadgate Car Park and the works will include lift car upgrade and upgrades to both the mechanical and electrical equipment.

## Tree Memorial

This project is to purchase a new memorial for the crematorium grounds that will aim to offer an affordable memorial option for the friends and families of the deceased.

### **4. Completed Projects and those awaiting PIR's**

4.1 Where it is felt appropriate and beneficial for continuous improvement at the conclusion of a project a completion report and post implementation review (PIR) will be produced. Once they are received and reviewed a project is considered to be complete.

### **4.2 Strategic Projects awaiting completion of a PIR**

There are two projects which have completed their defined actions and just now await the completion of a PIR

- New Surface Car Parks – Purchase of two new surface car parks in the city

The following project has submitted an initial PIR, but additional data was requested, so they will be finalised when the data is made available.

- Bereavement Services improvements to facilities

4.3 There were six projects signed off as completed during the final quarter.

- Broadgate Car Park improvements – This project delivered structural concrete improvements, major improvements to the deck surfacing on certain floors and general improvement works in order to modernise the car park. The car park now meets modern safety requirements following the works.
- Birchwood Bungalows – This project delivered 20 new build affordable units on 5 individual sites previously occupied by council owned garages. The bungalows all had level floor access and are energy efficient properties which in-turn will benefit the tenants by reducing energy costs. This project also assisted towards increasing the supply of affordable housing within the City.
- City Hall Phase 2 Improvements – The second phase of improvements delivered a number of desired objectives including the remodelling of the whole of the fourth floor as new offices for prospective tenants, the creation of a medical assessment centre on the ground floor and the installation of LED lighting and CCTV to public areas.
- Implementation of Servitor (Repair Ordering and Billing System) – This project delivered a new computer system to replace the outdated and unsupported billing system (DepotMaster) for the Housing Repair Service. The new system interacts in real time with tradesmen allowing on-line live information exchange which in-turn negates the need for extensive paperwork. The system, which utilises mobile technology, also interfaces

with other Housing management software systems most notably Universal Housing, the main service programme, and DRS the repair job scheduling system.

- St Botolphs Court Refurbishment – This project encompassed major improvement works at a Sheltered Housing complex within the city. The outcome of the project was to enclose the external balcony of each flat and create additional floor space within each unit. This enabled a newly designed kitchen to be installed and also the provision of a wet shower facility within each flat. Additionally the former supported housing officers office was converted to create two additional one bedroom flats for the complex.
- Disaster Recovery and Back up – This project has enabled the development of a disaster recovery centre and implemented back up arrangements for Information and Communications Technology at Hamilton House.

4.4 During the final quarter the following projects were decommissioned by SPIT.

- Heat Mitigation at the Terrace
- Housing Services Asbestos Database

Both projects original objectives and outcomes have changed since the outset of the scheme and the decision was taken to remove them from the list of projects being monitored and then to have amended project approval documentation compiled and submitted for approval if the projects are required in the future.

## 5. **Mega Project Update – Western Growth Corridor**

5.1 Meetings with the statutory organisations to agree a movement strategy for the development are continuing. Once this has been agreed in principle with the statutory organisations an updated version of the masterplan will be produced.

At this point, a revised project plan (including a timetable for delivery, cost plan and a schedule of proposed Member briefings and public consultation/workshops) will be prepared for consideration by the Executive (expected to be in Summer 2018). The first All Member briefing is being proposed for 5:30pm on 06 June 2018.

## 5.2 **Mega Project Update – Transport HUB**

### Multi Storey Car Park

- Ground Floor to Level 3 of the car park opened during November and December 2017.
- Level 4 of the car park opened 29<sup>th</sup> March 2018 offering a further 178 spaces.
- Level 5 of the car park is now scheduled to be open by the end of May 2018, dependent upon the weather conditions being appropriate for the remaining work to be completed.

## Bus Station

- The Bus station opened to the public on 28<sup>th</sup> January 2018 and is operating well. The Café concession is trading well.
- All Network Rail work has been completed and handover took place on 27<sup>th</sup> April 2018. The funding application is expected to be submitted in June 2018.
- Highways works are complete and the maintenance period is expected to commence by July 2018.

## **6 Section 106 Group**

6.1 The Section 106 group is responsible for the monitoring of the Council's Section 106 agreements and to ensure that monies received are used for the correct purpose and spent by the critical expenditure date.

<b>Classification</b>	<b>Value of 106 agreed</b>	<b>Value of 106 triggered</b>	<b>Value of 106 received</b>	<b>Spent/ Commit'd</b>	<b>Balance to be allocated</b>
Playing Fields	1,196,396	988,885	988,885	939,210	49,675
Play Area	953,001	835,872	835,872	475,911	359,961
Open Spaces & Adoption	214,412	135,719	135,719	135,719	0
Highways/ Footpath Improvement	1,680,796	1,412,572	1,412,572	1,412,572	0
Sculpture & Public Arts	10,000	10,000	10,000	10,000	0
Education	1,028,009	537,560	537,560	537,560	0
Affordable Housing	1,144,458	870,000	870,000	870,000	0
Other	119,032	18,531	18,531	18,531	0
<b>TOTAL</b>	<b>6,346,104</b>	<b>4,809,139</b>	<b>4,809,139</b>	<b>4,399,503</b>	<b>409,636</b>

6.2 The administration and monitoring of section 106 funding is undertaken by a cross directorate officer working group. All proposals for use of section 106 funds are reviewed by this working group prior to recommendations being made the Executive. The group review all spending proposals against the criteria within the relevant legal agreement. The full value of all section 106 agreements is unlikely to be realised as not all will come forward for development. In these instances the planning permission will expire after three years if it is not implemented and the section 106 agreement will be removed from the agreed list.

6.3 To improve communications around the spending of section 106 agreements all future reports will identify why a particular project has been chosen to be funded by section 106. The choice is based on key Council Strategies, the City Centre Master Plan or the Local Plan, all of which have been subject to member review and/or approval.

## **7. Annual ongoing projects**

### **7.1 Disabled Facilities Grants**

During the fourth quarter 18 Disabled Facilities Grants were completed and this compares to 17 completions for the same period in 2016/17. During the year 51 homes were adapted for disabled persons. There are 19 additional cases where the application has been approved and the commitment carried into 2018/19. This is a total of £142,915 as no interim payments have been made prior.

A pilot scheme is in operation whereby the council makes an initial eligibility assessment of a social services recommendation and then sends the proposal direct to a contractor. The contractor undertakes both the design and the works. This will be assessed to see if it brings about a quicker delivery time for the customer, and if it creates any increased risk to the council e.g. exposure to greater costs. All pilot cases are complete and fully paid.

#### Delivering decent homes in the private sector

It was Council policy to make decent homes grants available to those most in need. The policy was suspended on 2<sup>nd</sup> March 2015 and completions and payments have steadily reduced as previously registered cases have progressed through the system. At the start of the quarter there was one Decent Homes Grant approved and at the end of the quarter the final payment of £4,935 was made. All Decent Homes Grants are now completed, paid and out of the system.

In the fourth quarter, two properties had been approved for a Minor Works Grant. This grant had been introduced as an emergency measure during 2015/16 and extended in 2017/18. No payments were made during this quarter.

#### Housing Revenue Account (HRA Business Plan)

By the end of the fourth quarter 3,038 instances of improvement works (kitchens, bathrooms, rewires, doors etc) had taken place to individual properties. In the same period 394 instances of improvement works had been refused by tenants. Further to this, there were also 573 communal improvements completed.

## **8 Strategic Priorities**

8.1 Let's drive economic growth – As this is a summary monitoring report it has no direct effect on Strategic Priorities, however decisions made will have effects through individual projects

8.2 Let's reduce inequality – As this is a summary monitoring report it has no direct effect on Strategic Priorities, however decisions made will have effects through individual projects

8.3 Let's deliver quality housing – As this is a summary monitoring report it has no direct effect on Strategic Priorities, however decisions made will have effects through individual projects

8.4 Let's enhance our remarkable place – As this is a summary monitoring report it has no direct effect on Strategic Priorities, however decisions made will have effects through individual projects

## 9. Organisational Impacts

### 9.1 Finance

There are no financial implications arising as a direct result of this report. However members are asked to refer to the Financial Performance Report, which appears elsewhere on this agenda, for details of performance against budgets.

### 9.2 Legal Implications including Procurement Rules

There are no legal implications arising as a direct result of this report.

### 9.3 Land, property and accommodation

There are no land, property and accommodation implications arising as a direct result of this report.

### 9.4 Human Resources

There are no human resources implications arising as a direct result of this report.

### 9.5 Equality, Diversity & Human Rights

There are no equality, diversity and human rights implications arising as a direct result of this report.

## 10. Risk Implications

10.1 The risk implications are covered in the main body of this report where they exist

## 11. Recommendation

11.1 That members note the progress in delivery of strategic projects.

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** None

**List of Background Papers:** None

**Lead Officer:** Robert Baxter, Financial Services Manager  
Telephone (01522) 873361