

Essential Reference Paper G



Capital projects bid form

Section 1	Introduction	
Service	Parking Services/Property Services	
Name of project	Urgent Repairs and Maintenance – Causeway Car Park (Bishop’s Stortford)	
Project Manager	D Kingsbury/S Whinnett	
Ref no.	<i>Leave blank</i>	
Section 2	Project description	
Description of project	Essential repairs and maintenance to the Causeway Car Park in Bishop’s Stortford, including: <ul style="list-style-type: none"> i) Resurfacing and repairs to potholes/loose surface/speed humps. ii) Drainage repairs iii) Re-lining iv) Lighting maintenance v) Repairs to planted areas 	
Target start date	October/November 2014	
Target end date	November 2014 (NB – some aspects are weather dependant and Christmas also needs to be avoided. If not possible in October/November, may have to be deferred to Spring 2015).	
Section 3	Service objectives and outcomes	
Project objectives	To return the condition of the car park to a safe and acceptable standard.	
Project benefits	<ul style="list-style-type: none"> i) Public safety ii) Council reputation 	
Strategic priority level	<i>Level 2</i>	
Project type	<i>Health and safety</i>	
Key project outputs	A safe and conducive environment for public use. Reduction/prevention of accident claims (primarily slips and trips)	
Project	Milestones	Dates
	Repairs to surface and drainage	By end October 2014

	Re-lining of parking bays	By mid-November 2014
	Maintenance of lighting	T/B/C
	Repairs to planting	T/B/C
State how the project links to the corporate Strategy	Links to Corporate Priorities 1 & 5 in particular.	

Section 4	Costs and Funding
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This section sets out the whole life costs of the project i.e. capital and revenue costs (if applicable). There is a maximum of 4 sections to complete (4a to 4c)

Section 4a – capital costs	2014/15 £	2015/16 £	2016/17 £	2017/18 £	Total £
Works	30,000	0	0	0	30,000
Fees	0	0	0	0	0
Furniture	0	0	0	0	0
Other	0	0	0	0	0
Total	30,000	0	0	0	0

4b Funding source	Details	£
Match funding	<i>Funding source</i>	
Grants – specify name	<i>Name of funder</i>	
S106	<i>Name of contributor</i>	
Other	In-year capital growth	£30,000
TOTAL		£30,000

Are there any ongoing revenue costs or savings arising from this project. If yes, please complete section 4c.

Section 4c– Revenue costs / savings	2015/16 £	2016/17 £	2017/18 £	2018/19 £	Total £
Operating expenses					
Salaries					
IT licences					

Savings (if applicable)					
Income					
Other					
Total net spend/ (savings)					

Total Revenue costs					
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Section 5	VFM assessment – have alternative means of providing this output been considered e.g. leasing of assets
<p>The car park has been consigned to Henderson as part of the deal for the redevelopment for residential and commercial use of a wider site of which the car park is an element. Having anticipated the prompt commencement of these developments and mindful of the need to make appropriate use of public funds, officers reduced to a minimum their investment into the maintenance and repair of this very busy facility.</p> <p>That lack of maintenance is now starting to manifest itself in a number of areas. The Council’s Risk Assurance Officer has advised that the type and number of defects exceeds the tolerance levels agreed by ORMG in August 2014. The Council’s Property Services and Parking Services concur that the standard of the car park is below that which paying customers have a reasonable right to expect.</p> <p>The poor standard of bay marking in some areas is creating confusion for some motorists and is hampering the Council’s ability to properly manage and enforce the car park under its Traffic Management Act powers.</p> <p>There is currently no alternative means of providing the repairs and maintenance now required.</p>	

Section 6	Identify project risks and mitigation plan
Risk	Mitigation
<p>The greatest risk to the Council arises if these remedial works are <i>not</i> undertaken. These risks include customer injury leading to claims, vehicle damage leading to claims and the inability of the Council to enforce its car parks under its Traffic Management Act powers.</p>	

Section 7	Approval		
	Name	Signature	Date
Head of Service			
Head of Finance			

General guidance on completion of the capital project bid form.

The project appraisal process seeks to ensure that all projects are appraised consistently and are deliverable. The following guidance should be referred to when completing the form.

General guidance - set out below are general pointers and questions that should be addressed when completing of the appraisal form.

- how does it contribute towards the council’s aims and objectives?
- how does it meet members’ priorities?
- does the project form part of an adopted strategy or policy objective of the council?
- are there clear objectives for the project?
- what is the time scale for the project?
- has there been a risk assessment of the project?
- will the project achieve value for money
- have avenues for alternative or match funding been explored?
- is it appropriate to deliver this project in partnership with another agency?
- have the revenue implications been assessed and a source of revenue funding identified where appropriate?
- have milestones, project outputs and the method of monitoring been set and agreed?
- are stakeholders involved in the review of targets and achievements?
- have the regeneration implications of the project been assessed and appropriate corresponding outputs agreed such as jobs created, training places provided?
- does the project contribute to raising the performance of the council in areas of weakness?

Specific notes to aid completion of the capital project bid form

Section 1 Introduction

Project no

Allocated when the project is approved and added to the capital programme.

Section 3 Service objectives and outcomes

Service objectives and outcomes

Identification of the performance and service outcomes which are expected and against which the project can be evaluated:

- Targets, milestones and indicators

Key project outputs

State what the outputs for the project will be. Try and be specific as possible. This is particularly relevant where requests are being made for capital funding where there is no obvious output. For example, a request to build a new school has an obvious output, but for requests for expenditure of IT or roads, it would be useful to quantify outputs in terms of no's of pc or workstations being effected, or similarly no of roads to benefit from works etc.

Strategy priority level

- **Level One Priorities** are subdivided between life & limb, and making improvements to meet a mandatory service delivery requirement, objectives and/or the standards required by central government.
- **Level Two Priorities** cover schemes, which can repay part of the investment cost by producing cost savings in service provision, or else generate at least 50% external funding, subject to satisfactory revenue implications. Additionally, level two priorities include those assets that generate income and are at risk of losing it without capital investment for health and safety reasons or reduced customer satisfaction e.g. leisure centres and outdoor sports facilities.
- **Level Three Priorities** relate to non-mandatory service provision and schemes with lower thresholds than those at level two.

State how this links to the Corporate Strategy

Please refer to the intranet for details of East Herts's Corporate Strategy.

Section 4 Costs and funding

The purpose of this section is to give a high level view of project costs and the funding sources.

Section 4a – set out the capital expenditure required and over which financial years.

Section 4b – Please specify the funding source of the scheme. If this scheme can only be funded by prudential borrowing, you need to complete section 4c.

Section 4c – Use this section to complete where there are revenue costs arising from the project. For example, if this is a new build, there will be revenue costs e.g. running costs for the building as well as operational costs staff etc. Also, use this section if there are revenue savings associated with the scheme.

Section 5 VFM assessment

VFM assessment

Section 6 Risks

Details of any known risks at the time of preparing the bid form that could impact the achievement of the project.

Section 8 Head of Service and Finance approval

This section needs to be completed by your Head of Service and Head of Finance to ensure that all financial implications arising from this bid have been considered.