

Draft Capital Programme

2012/2013

CAPITAL PROGRAMME
2012/2013 CAPITAL SCHEMES - GENERAL FUND

Project	Overview & Scrutiny Committee	2012/2013 Estimate £	2013/2014 Estimate £	2014/2015 Estimate £
Provision for Urgent Schemes during Year		150,000	150,000	150,000
Community Services				
Central Communications (Careline)		30,000	30,000	30,000
Leisure Strategy	Godalming Leisure Centre	1,850,000	0	0
	Herons Leisure Centre (gross cost)	700,000	1,000,000	300,000
Countryside	Lammas Land Fencing	3,000	0	0
	Countryside Vehicles	0	27,000	17,000
	Wood Fuel Boiler	12,000	0	0
	Reline Frensham Dam Stew Pond Culvert	20,000	0	0
Arts (WBC cont only)	Farnham Maltings - Hall for All	0	20,000	0
	Farnham Maltings - Restoration of Damaged Brickworks ~ £480k grant paid to 31/12/11	35,000	0	0
Recreation	Pavilions - Capital Works	30,000	25,000	25,000
	Recreational Facilities for Young People - WBC Funding	50,000	0	0
	Recreational Facilities for Young People - Ext Funding	60,000	0	0
	Playground Replacement - WBC Funding	194,000	30,000	30,000
	Playground Replacement - Ext Funding	11,000	0	0
	Philips Memorial Garden Improvement Programme - WBC Funding	14,670	37,700	4,900
	Philips Memorial Garden Improvement Programme - Ext Funding	29,430	111,500	78,700
	Parks Infrastructure Works & DDA Improvements	60,000	25,000	25,000
Environmental Services				
Environmental Health	Tackling Fuel Poverty in Waverley	20,000	20,000	20,000
Refuse Collection	Upgrade Recycling Bring-sites	6,000	0	0
	Recycling Street Litter bins	12,540	0	0
	Parking Equipment Replacement	24,000	20,000	0
	Tanners Lane Resurfacing (provision)	30,000	0	0
	Weydown Road CCTV	20,000	0	0
	North Street Car Park Farncombe resurfacing & drainage works	20,000	0	0
	Village Way Car Park Extension	77,000	0	0
	Meadow Car Park Resurfacing	30,000	0	0
	Weyhill (Fairground) Car Park - refurbishment for charging	342,000	0	0
Housing Services				
House Renovation Grants	Disabled Facilities - WBC Funding	248,000	198,000	148,000
	Disabled Facilities - Specified Grant Funding	252,000	252,000	252,000
Special Projects	Riverside (provision)	234,000	1,322,000	0
Customer, IT and Office Services				
Disability Discrimination Act Compliance		10,000	0	0
ICT Infrastructure	Forward Programme/Legislative Changes	10,000	10,000	10,000
Rolling Programme	Desktop/Server Upgrades	25,000	0	0
	Microsoft Office Enterprise agreement	25,000	0	0
System Migration/Upgrade	Upgrade/Replace Systems - Lotus Database	20,000	0	0
Information Management	Network Upgrade & Flexible Working	10,000	0	0
	Records Scanning	20,000	0	0
	Storage area Network replacement	50,000	0	0
	Shared Services & Hosting	10,000	0	0
	Civica Document Management	20,000	0	0
	Replacement Telephone System (provision)	250,000	0	0
Organisational Development	Backstage	15,000	0	0
	Jadu Mobile Web Platform	5,000	0	0
General Fund Total		£5,034,640	£3,278,200	£1,090,600

Project Justification Form

Project: Careline equipment

Service: Careline

Officer Responsible for Project: Alayne Boyden

Identification of Need:

The Careline service is based on the provision of a piece of rented Community Alarm equipment for individuals in their own homes.

Over most years there has been a steady increase in the number of alarms installed each year in individual homes accounting for a net growth of around 50 – 100 units in use. With an increase in marketing activity it is hoped that this net growth will continue. Investment is required each year to increase the stock in circulation.

There needs to be a rolling annual programme of investment in equipment as the equipment has a working life of 5 to 7 years. With new improved technology being introduced all the time the equipment needs to be replaced or upgraded in a timely way to ensure the service remains reliable and up to date. Rapid changes in telecommunications also mean that older out of date equipment is less likely to be compatible with telephone services in people's homes.

The new monitoring contract with Chichester DC, with their up to date monitoring software, offers greater opportunities to develop the use of our equipment. The transfer will highlight where our investment is needed.

The on going upgrade programme to maintain our stock in circulation accounts for at least 100 – 200 units a year.

With the development of the Careline service to embrace Telecare there are more and more items of equipment available that enable people to remain safely at home and to give peace of mind to their family and carers. These items work alongside the Careline technology and are becoming part of the mainstream referrals that we are receiving from Health and Social Care colleagues and will only increase as the County's Telecare Strategy gathers momentum. As these items become mainstreamed internal investment is needed for this in the future.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

By providing community alarm equipment and Telecare we are helping older and disabled people to remain independently and safely in their own homes, fulfilling the Council's priority of improving the quality of life for all, particularly the more vulnerable within our society.

Investment in up to date equipment enables us to attract more customers and earn more income, it means the equipment is more reliable and the service is better value for money as a result.

Cross Reference to Service Plan:

The Service Plan objective:

To continue to evolve the Careline service focussing on delivering greater value for money and continuous improvement for the benefit of customers.

Progress to date (including position regarding planning permission):

This is an ongoing project.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

The project will be managed and monitored within existing systems.

Key Project target dates and milestones:

Ensure all units in use are no older than 5 years, or are refurbished to that standard, by end of 2012-13.

Maintain this programme of upgrades year on year.

Purchase new stock and Telecare equipment as required for clients.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment	30000	30000	30000	90000
Contingency				
Other (specify) -				
Total Capital Cost	30000	30000	30000	90000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	30000	30000	30000	90000
S106				
External Funding (specify) -				
Total Funding	30000	30000	30000	90000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	0	Return on Capital	- %
Capital Cost	30000		
Forecast Savings	0	Payback	- Years

Identify any efficiency gains resulting from the project:

By maintaining an up to date stock of equipment the need for un-planned response to faults is reduced.

Identify any risks which may effect the project:

Further unexpected advances in technology may mean the existing equipment in use needs to be upgraded sooner.

Environmental Impact, including Carbon Implications:

N/a

Equality impact assessment carried out? N/A

Part of main service EqIA

How will the project be procured?

Most equipment is purchased through a nationwide procurement agreement with the Northern Housing Association attracting lower prices for bulk purchase.

Is there scope for sharing/joint work? Yes

We work closely with all other Borough Telecare services in Surrey and with Surrey CC. We have particular links with Guildford BC and Surrey Heath and have had discussions on joint working. Surrey County is implementing its Telecare Strategy which will encourage further close working including some shared resources.

Completed by: Alayne Boyden

Date: 17.10.11

Project Justification Form

Project: Fencing Lammas Lands to allow grazing & fulfil requirements of Environmental Stewardship Grant Scheme (HLS)

Service: Community

Officer Responsible for Project: Sarah Henderson

Identification of Need:

Renewal of existing fencing and fencing of a new area required in order to graze the Lammas Lands which is required by the HLS grant scheme.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Environment – Maintaining & enhancing this important biodiversity and historic site in Godalming.

Cross Reference to Service Plan:

Assists in delivering HLS grant scheme which will bring in around £12,000 towards managing this site – only a % of the costs of fencing is grant aided.

Progress to date (including position regarding planning permission):

Application for the 10 year HLS funding is being submitted for 2012/13 grant year.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

The project is managed by the ranger who has a carry out the management objectives of the grant

Key Project target dates and milestones:

Grant approved April 2012

Fencing carried our Summer 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	3,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	3,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	3,000			
External Funding (specify) - HLS	10,000			
Total Funding	13,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	0	Return on Capital	%
Capital Cost	130000		
Forecast Savings	0	Payback	Years

Identify any efficiency gains resulting from the project:

In addition to capital grant for fencing £10,000, we expect to receive an annual management grant £8,000 which will cover all the routine site management costs.

Identify any risks which may effect the project:

Grant application is not successful due to reduction in Defra grant aid

Environmental Impact, including Carbon Implications:

Fulfils our statutory responsibilities for conserving and enhancing biodiversity.

Equality impact assessment carried out? N/A

How will the project be procured?

Quotations

Is there scope for sharing/joint work? No

Completed by: Jane Bowden

Date: 11/11/10

Project Justification Form

Project: Site Enhancement – Install wood fuel boiler in ranger office site 1

Service: Community

Officer Responsible for Project: Jane Bowden

Identification of Need:

Spend to save project by replacing electric heaters with wood fuel boiler & radiators for heating & hot water

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Environment

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Exploring equipment options and costs - depending on feasibility install in either Frensham or Broadwater offices in site 1 & bid for second site in 2012.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

Through installer

Key Project target dates and milestones:

Explore options for systems Jan/Feb 2012

Install system Summer 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	12,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	12,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	12,000			
External Funding (specify) -				
Total Funding	12,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	0	Return on Capital	- %
Capital Cost	12000		
Forecast Savings	0	Payback	- Years

Identify any efficiency gains resulting from the project:

Electricity costs are around £1 – 2,000/annum
 We will be eligible for the RHI (Renewable Heat Incentive) awaiting launch in Nov, value currently unknown

Identify any risks which may effect the project:

Planning issues with installation of flue at Frensham because in SPA

Environmental Impact, including Carbon Implications:

Will assist in delivering the Council's carbon reduction plan

Equality impact assessment carried out? N/A**How will the project be procured?**

Quotations

Is there scope for sharing/joint work? No

Completed by: Jane Bowden

Date: 11/10/11

Project Justification Form

Project: K1378 - Line Frensham Dam Stew Pond Culvert

Service: Community

Officer Responsible for Project: Jane Bowden & Gerald Cannon

Identification of Need: Recent CCTV survey of the dam outlets has shown deterioration in the brick lined stew pond culvert which needs repair to comply with the Reservoir's Act

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Value for money & Health & Safety – if the dam fails the Council could face claims.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

No planning required, quotes to be sought.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed? The engineers will manage the works which are straight forward.

Key Project target dates and milestones:

Work carried out when Frensham Pond levels low – anticipated Summer/Autumn 2012.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	£20,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	£20,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	20,000			
External Funding (specify) -				
Total Funding	20,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	0	Return on Capital	- %
Capital Cost	20000		
Forecast Savings	0	Payback	- Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:****Environmental Impact, including Carbon Implications:**

If dam fails, it could cause flooding downstream

Equality impact assessment carried out? N/A**How will the project be procured?**

Tenders

Is there scope for sharing/joint work? No

Completed by: Jane Bowden

Date: 10/10/11

Project Justification Form

Project: Restoration of damaged brickworks

Service: Communities

Officer Responsible for Project: Kelvin Mills

Identification of Need:

Russell Morris has advised Farnham Maltings that the brickwork on the south flank wall fronting Red Lion Lane is showing signs of deep erosion in some of the bricks. On Russell's recommendation the Maltings have instructed a specialist report which is attached.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Providing affordable and accessible leisure and cultural opportunities for all

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Planned start July 2012

Will the Corporate Project Management Toolkit be used? No

Farnham Maltings Association will manage the project

Key Project target dates and milestones:

Start July 2012

Complete September 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – building works	105,000			
Total Capital Cost	105,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	35,000			
External Funding (specify) – Biffa	40,000			
- FBPT	25,000			
- Maltings	5,000			
Total Funding	105,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	N/A	Return on Capital	- %
Capital Cost	105,000		
Forecast Savings	N/A	Payback	- Years

Identify any efficiency gains resulting from the project:

Building integrity is in doubt unless essential works are carried out

Identify any risks which may effect the project:

Failure to secure Biffa funding

Environmental Impact, including Carbon Implications:

Restoration of crumbling / damaged brickwork, windows and doors on Red Lion Lane

Equality impact assessment carried out? N/A

How will the project be procured?

Competitive local tender

Is there scope for sharing/joint work? No

Completed by: Charlotte Hall

Date: 15/12/11

Project Justification Form

Project: Pavilions Capital Works 2012-2013

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The council currently has responsibility for major works across the majority of its pavilions (even where a Recreation ground Committee is responsible for day-to-day management and maintenance), and many of these are now in need of major works over the coming years to ensure that they remain compliant with current legislation and safe to use. This budget is extremely valuable in supporting the various community clubs using our facilities- and has in the past been used to provide partnership funding for works, meaning the Council's investment is often enhanced considerably.

A project is currently underway "The review of arrangements for the use of outdoor sports facilities" which is looking at devolving more responsibility to users of the pavilions going forward, this is due to go before the next executive committee for approval. In the meantime however, it is proposed that this programme continues as a rolling programme each year, this will enable our pavilions to be brought up to a decent standard to enable a transfer to the various clubs and make negotiations easier.

This project is further supported by the asset management plan (AMP) work being undertaken by the Councils property section. This is identifying priority works required to pavilions internal and external and is organising the works in terms of priority of a course of several years.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards the following corporate objectives:

1. Leisure: Quality pavilions and changing rooms support opportunities for all to take part in sport and recreation.
2. Improving Lives: The provision of good quality sports pavilions in support of our outdoor facilities contributes to the quality of life of many people throughout the borough.
3. Value for Money: This budget will provide the opportunity for the council to maximise its investment by bringing in external funding through the community organisations it assists.

Cross Reference to Service Plan:

Assists in progressing the approved recommendations of the outdoor sports leases project "The review of arrangements for the use of outdoor sports facilities".

Progress to date (including position regarding planning permission):

Asset Management Plan (AMP) already drawn up allocating work priorities over the next few years. If planning permission is required for works this will be obtained as and when required.

In addition to the asset management plan Wrecclesham Tennis Club have identified a financial need for the Councils assistance in the removal of asbestos.

Will the Corporate Project Management Toolkit be used? No

Value of individual projects will not require the use of the Corporate Project Management Toolkit.

The Parks department and the Property department will manage individual projects by referring to priority list in the AMP and obtaining competitive quotes for the work required.

Key Project target dates and milestones:

New list of works will be drawn up for subsequent years from the AMP, waiting for updated AMP from property section.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	30000	25,000	25000	80000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	30000	25000	25000	80000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	30000	25,000	25000	80000
S106				
External Funding (specify) -				
Total Funding	30000	25000	25000	80000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	0	Return on Capital	- %
Capital Cost	30000		
Forecast Savings	0	Payback	- Years

Identify any efficiency gains resulting from the project:

Improvements in pavilion facilities should enable easier negotiations with sports clubs over hand over of responsibilities; therefore efficiency gains could result in devolved responsibility of management of pavilions to sports clubs rather than the Council.

Identify any risks which may effect the project:

If works not undertaken, conditions of pavilions may not be suitable for hand over to sports clubs.

Environmental Impact, including Carbon Implications:

Potential to reduce carbon footprint of pavilions, increased usage of greener energy supplies.

Equality impact assessment carried out? No

Improvement in pavilions will improve equality for all and consideration to DDA will be incorporated in each project.

How will the project be procured?

Obtain competitive quotes for each work requirement in the AMP.

Is there scope for sharing/joint work? Yes

Potential scope for joint work on some projects with clubs to double Councils investment.

Completed by: Matthew Lank

Date: 14/10/11

Project Justification Form

Project: Recreational Facilities for Young People – Farnham Skate park 2012 -2013

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The continuation of the ongoing rolling programme of skate park refurbishments started 2009/2010.

A report was taken to the Executive in July 2009 setting out the proposed means of assessing all of the Council's play areas and skate parks taking into account Risk Assessment, Play Value, DDA-compliance, etc, and presented a priority list for works for financial years 2009/10, 2010/11 and beyond.

Farnham Skate park was ranked number two in the priority list refurbishments of the five Waverley skate parks. Cranleigh site which was the highest priority was refurbished 2009/2010, The Herons site which although was ranked number three has been completed this year due to the availability of s106 monies. The Farnham Skate park is reaching the end of its useable life and has been subject to a number of repairs in recent years, this year there was a repair of some £3,000 to fix some major issues on the ramps. Each year we have to paint the skate surfaces at least twice year at the expense of £700 per visit. Additionally there is also the time spent by Council Officers and contractors investigating issues and arranging for repair works, approx 30hrs this year alone. The skate park itself is looking very old and tired, and does not look aesthetically pleasing. The user group at the park have indicated on a number of occasions that they would like to the ramps get upgraded.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards the following corporate objectives:

1. Leisure: Quality play areas provide free opportunities for all to take part in recreation.
2. Improving Lives: The provision of good quality and safe play areas throughout the borough contributes to the quality of life of many Waverley residents, and the upgrading of play areas to take into account the requirements of the DDA will drastically improve opportunities for our less able young residents to engage in free, outdoor play.
3. Value for Money: This budget provides the opportunity for the council to maximise its investment by bringing in external funding through working with local interest groups, community organisations and an opportunity to share costs with Cranleigh Parish Council. Spend is also largely directed through local consultation ensuring that the end result reflects local need.

Cross Reference to Service Plan:

Improve and support opportunities for all to take part in sport, recreation and culture. Increase and improve recreational, play and skate facilities through refurbishment plans.

Progress to date (including position regarding planning permission):

Planning consent will not be needed for these projects unless they exceed approx 4 metres in height.

Cranleigh Skate park completed 2009

Herons Skate park completed 2011

Will the Corporate Project Management Toolkit be used? Yes

Projects will be managed by existing parks staff; organising consultations, inviting play manufacturers to tender designs and monitoring of construction in accordance with CPMT.

Key Project target dates and milestones:

To be completed end of Financial Year 2012/2013

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	110000			110000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	110000			110000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	50000?			
S106	Unknown yet			
External Funding (specify) -	Will seek funding (Veolia/Sita) 60000?			
Total Funding	110000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
<u>Less</u>				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Constructing a concrete skate park whilst initially more expensive than a metal/wood construction should enable a significant reduction on maintenance costs overtime compared to a metal skate park construction. The below table set this out.

Maintenance Costs

Skate park type cost Current area approx. 440sqm	Lifespan	Inspection costs based on existing contract rates.	Maint. Costs approx	Man hrs	Total Lifespan Approx. Cost over 20 years
Concrete £250/sq m (dependent on design) £100,000	20 + yrs (20 year warranty)	52 visits/yr, £2.36 per visit £122.72/yr	Minimal excluding repairs £250/yr	Minimal 2-3hrs	Skate park - £100,000 Inspection - £2,454.40 Maintenance - £5,000.00 Man hrs - 60hrs
Metal & Wood (dependent on design, includes tarmac) £200/sq m £80,000	15 yrs (10 year warranty) May need refurbishing after 15 years	130 visits/yr, £2.36 per visit £306.80/yr	Grip Painting @ £750/yr Welding & Rivets, Plywood @ £250/yr	30 hrs	Skate park - £80,000 (£160,000) Inspection - £6,136.00 Maintenance - £20,000.00 Man hrs - 600hrs It is likely to need refurbishing after 15 years, so skate park cost could be doubled.

Identify any risks which may effect the project:

If the skate park is not refurbished and the equipment not replaced in an appropriate timeframe, breakages could occur which could potentially lead to health & safety issues and potentially cause accidents resulting in claims on the Council. Additionally broken equipment may need to be removed which would leave a gap in play provision. Delays in replacement will also lead to higher maintenance costs.

Environmental Impact, including Carbon Implications:

Potential to source and use sustainable materials in construction and more environmentally friendly construction methods.

Equality impact assessment carried out? N/A

The design of the skate park will give consideration to equality and takes into account DDA issues.

How will the project be procured?

The project will be procured through a limited tendering process and not be subject to OJEU.

Is there scope for sharing/joint work? Yes

Potentially there may some grant funding available and also opportunity to work with Farnham Town Council (Yet to be approached)

Completed by: Matthew Lank

Date: 21/10/11

Project Justification Form

Project: Playground Replacement Programme 2012/2013

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The continuation of the ongoing rolling programme of playground refurbishments started 2009/10 following an independent review of each playgrounds status and play value.

A report was taken to the Executive in July 2009 setting out the proposed means of assessing all of the Council's play areas taking into account Risk Assessment, Play Value, DDA-compliance, etc, and presenting a priority list for works for financial years 2009/10 and 2010/11. This was based upon the sums already allocated in the forward capital programme, but also took into account other funding streams such as S106 funds, Infrastructure Tariff money and external 'Playbuilder' funding.

This process highlighted that, despite an extensive refurbishment programme which took place between 2006 and 2008, there is still much work required to bring many of the remaining sites up to an acceptable standard and to ensure that play provision throughout the borough is safe, of high quality and as inclusive as possible.

We would be looking to allocate £205,000 of funding towards the following projects (an increase over previous years), in the hope that we can undertake as many refurbishments as possible before 2013/2014, there are many small play areas around the borough that have not been refurbished for a very long time, each site can be refurbished and modernised for a comparatively small cost. It is expected that there will be reduced funding available to the council in FY13/14 and beyond, and it is therefore the intention to bring forward this refurbishment programme in FY12/13 in order to provide the widest possible access to quality playgrounds across the borough which would then only require routine maintenance in the following years.

The service will be looking to procure all the playground refurbishments on the chosen sites at the same time by inviting tenders or another option would be to procure through a framework agreement such as ESPO. The schemes will be packaged either as lots or as a whole package. It is anticipated this will bring savings through economies of scale, should this occur potentially another playground could be refurbished due to the saving.

Identified potential sites for 2012/2013 are:

- Cranleigh MUGA, Snoxhall Fields, Cranleigh – Joint funding from carparks £20K and also Cranleigh Parish Council.
- Bourne Recreation Ground, Bourne, Farnham – Very well used site, needs expanding, new equipment and fencing.
- Park View Estate, Upper Hale, Farnham – Creation of new play area due to deficiency in play provision in the area, also subject to consultation with residents over their needs. As identified in PPG 17 Audit.
- Oast House Crescent, Hale, Farnham
- Runfold Recreation Ground, Runfold, Farnham
- Middlemarch, Witley
- Springfield Estate, Elstead

- Border Road, Haslemere
- Eight Acres, Beaconhill
- Crownpits, Godalming
- White Cottage Close, Hale, Farnham

The intention is undertake a large refurbishment programme financial year 2012/2013 hence the high number of sites and increased request for capital funds, this is in light of the future difficult financial climate that is anticipated beyond 2012/2013.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards the following corporate objectives:

1. Leisure: Quality play areas provide free opportunities for all to take part in recreation.
2. Improving Lives: The provision of good quality and safe play areas throughout the borough contributes to the quality of life of many Waverley residents, and the upgrading of play areas to take into account the requirements of the DDA will drastically improve opportunities for our less able young residents to engage in free, outdoor play.
3. Value for Money: This budget provides the opportunity for the council to maximise its investment by bringing in external funding through working with local interest groups, community organisations and an opportunity to share costs with Cranleigh Parish Council. Spend is also largely directed through local consultation ensuring that the end result reflects local need.

Cross Reference to Service Plan:

1. Introduction/Overview

Improve and support opportunities for all to take part in sport, recreation and culture. Increase and improve recreational and play facilities through refurbishment plans.

Progress to date (including position regarding planning permission):

Planning consent will not be needed for these projects unless they exceed approx 4 metres in height.

Progress made so far:

2009/10

- Beaconhill Recreation Ground, Ball Hoop replacement – Complete.
- Cranleigh Skatepark – Complete.
- Romans Way Playground – Complete.
- Mardens Playground – Complete.

2010/11

- Boundstone Rec Playground – Complete.
- Peakfield Playground – Complete.
- Farnham Park (St James) Playground – Completed.

2011/12

- Beaconhill Recreation Ground (Previous Tilford Road Scheme) – Completed (slippage from previous year).
- Herons Skatepark – Completed (slippage from previous year).
- Chantry's – Ongoing.
- Hale Recreation Ground – Ongoing.
- Morley Road – Ongoing.
- Chantry's – Ongoing.

Will the Corporate Project Management Toolkit be used? No

Projects will be managed by existing parks staff; organising consultations, inviting play manufacturers to tender designs and monitoring of construction.

Key Project target dates and milestones:

Identified sites to be completed by end of March 2013, although there will be a phased approach through out the year.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	205000	30000	30000	265000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – Cranleigh Parish Council	15000			
Total Capital Cost	220,000	30000	30000	280000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	194,000	30000	30000	254000
S106				
External Funding PIC monies	11000	Unknown	Unknown	11000
Potential funding (High Sheriff)				
Total Funding	205,000	300000	300000	265000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Replacing equipment nearing the end of its usable life will result in less maintenance requirements on the refurbished play areas and potential closures.

Schemes and equipment chosen will be selected on the basis of the expected lifespan.

Identify any risks which may effect the project:

If playground equipment is not replaced in an appropriate timeframe, breakages could occur which could potentially lead to health & safety issues and potentially cause accidents resulting in claims to the Council. Additionally broken equipment would need to be removed which would leave a gap in play provision.

Environmental Impact, including Carbon Implications:

Potential to source and use sustainable materials in construction.

Equality impact assessment carried out? No

The design of each playground automatically gives consideration to equality and takes into account DDA.

How will the project be procured?

Each project will be procured by the Parks department, seeking competitive quotes or tenders from playground companies.

Is there scope for sharing/joint work?

Yes with Cranleigh Parish Council, the MUGA project on snoxhall fields will be jointly funded between WBC and CPC. The facility will be handed over to CPC to run and maintain.

We will also seek to work with Farnham Town Council and Haslemere Town Council and whether there is potential for joint funding.

Completed by: Matthew Lank

Date: 20/10/11

Project Justification Form

Project: Phillips Memorial Gardens Improvement Project 2012-2013

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The continuation of the Philips Memorial Park Restoration project into the second year following the successful application to the Heritage Lottery Fund for grant funding.

The project justification is the continuation of work started in 2009/10 to improve the Philips Memorial Park. Waverley was successful in the stage 1 application to the Heritage Lottery Fund (£26,500 grant was secured for 2010/2011). As a result of this the Council were able to appoint a temporary Parks Project Officer to assist in the preparation of Waverley's stage 2 application for further grant funding. The Council has now secured extensive funding from the Heritage Lottery Fund. Following this success, the Council is now able to undertake a substantial project on the Philips Cloisters and surroundings in time for the centenary of the sinking of the Titanic (15 April 2012), as part of a five year programme to restore and enhance the whole park.

The Phillips Memorial Park in Godalming has been the focus of a considerable amount of interest in recent times, with a number of organisations and individuals expressing an active interest and a desire to see the Council take action to conserve and improve the site.

Whilst at present being maintained to a good standard, the site has certainly been in need of an overhaul in many places - in particular around the cloister area. A 'Friends' group/steering group has been formed to assist the Council with the HLF application and improvement plan. It is expected that the centenary of RMS Titanic sinking will generate considerable interest in the Philips Memorial Park.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards a number of the Corporate objectives as follows:

1. Environment: The Phillips Memorial Gardens are an extremely important environmental asset for Godalming, and this project is intended to protect and enhance this.
2. Improving Lives: Upgrading the main town park in Godalming will, it is hoped, generate increased interest in the site, and make this already popular facility even more widely known and used. Access to good quality open spaces is universally recognised as making a considerable contribution to quality of life.
3. Leisure: This project would improve opportunities for local people to take part in recreation and culture by improving the quality, and raising the profile, of a key open space in the borough.
4. Value for Money: It is hoped and anticipated that this project will attract a good level of external funding, thus maximising the council's investment.

Cross Reference to Service Plan:

1. Introduction/Overview – Improve and support opportunities for all to take part in sport, recreation and culture. Improve the environment of the Councils public open space.
5. The continuation of the project will enable a fully constituted 'Friends Of' group to be formed for the Philips Memorial Park, continuation of users surveys, development of management plans and the continued development of the site.

Progress to date (including position regarding planning permission):

First round pass of £314,000 for project, including development grant funding of £25,600, awarded 05 July 2010 by the Heritage Lottery Fund and Big Lottery Fund through the joint Parks for People programme.

Second round pass agreed 11 July 2011 budget increased to £441,700 with Heritage Lottery Fund and Big Lottery contributing £335,000, remainder comprised of £77,200 (WBC) and £29,500 (Volunteer cash equivalent).

Will the Corporate Project Management Toolkit be used? No

The project was started prior to the Corporate Toolkit being available. It is currently managed by the Parks & Countryside Service and through the officer group that has been formed. Also using Heritage Lottery Fund application and grant aid claim procedures.

Key Project target dates and milestones:

Stage 2 application to be submitted by 28 February 2011.

Stage 2 result expected start of July 2011.

Anticipated start of project: August/September 2011.

Restoration of Cloister and associated Jekyll planting to be completed by 14 April 2012 (100th Anniversary of sinking of RMS Titanic takes place on 15 April 2012).

Length of project: 5 years (project end August 2016)

Capital cost (across years):

	Year 1 £	Year 2 £	Years 3-5 £	Total £
Land				
Contract Costs	38,100	133200	65,900	237200
Fees				
Vehicles, Plant and Equipment				
Contingency	10,000	10000		20,000
Other (specify) – (volunteer – cash equivalent)	6,000	6000	17,700	29,700
Total Capital Cost	44100	149200	83,600	220900

How capital cost will be funded:

	Year 1 £	Year 2 £	Years 3-5 £	Total £
WBC Capital S106	14,670	37700	4,900	37270
External Funding (specify) -				
HLF	33430	105500	61,000	199930
Volunteers (HLF cash equivalent value)	6000	6000	17,700	297000
Total Funding	44100	149200	83,600	220900

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£	Gearing	1:4
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

10 year management and maintenance plan for Park will be produced as a requirement of HLF. This is also required for Green Flag application to be successful. Important WBC-owned Grade 2 listed building brought back in to good condition.

Identify any risks which may effect the project:

Severe Weather and flooding impacts. Financial risk minimal as external funding is secured.

Environmental Impact, including Carbon Implications:

Low - Grade 2 listing of building requires appropriate material to be used for refurbishment, such as lime mortar (which has less environmental impact than cement). Tiles and timber will be re-used whenever possible, resulting in reduced transport and manufacture of new materials.

Equality impact assessment carried out? No

Project initiated before EIA requirement implemented. However there are strict HLF requirements for physical and intellectual access for all, and whole project will carefully consider equality issues.

How will the project be procured?

Will seek competitive quotes/tenders for specific areas of work when required

Is there scope for sharing/joint work? Yes

Heritage Lottery will provide 76% of the funding for this project. Volunteer cash equivalent will provide a further 7% of the funding required. WBC 17%.

Completed by: Matthew Lank

Date: 14/10/11

Project Justification Form

Project: Parks Infrastructure Improvement and DDA works

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The infrastructure in the council's parks, gardens, open spaces and housing amenity areas is, in places now showing its age and evidence of historic under-investment. In some areas, tarmac paths are crumbling and potholes are appearing, and walls, fences and gates are in need of replacement or refurbishment (often on health and safety grounds). It is considered that, in the long run, it would be preferable (and financially more prudent) to undertake wholesale replacement of some of these assets rather than a rolling programme of patching and making good. In light of this it is felt that there is a need to develop a programme of proactive asset replacement/refurbishment to address this issue.

Furthermore, with the advent of the Disability Discrimination Act, it is apparent that many sites do not afford an acceptable level of access to those with mobility problems or other disabilities- and reasonable and proportionate adjustments should be made to rectify this situation. It is felt that a programme of works needs to be put in place to gradually rectify this situation through the construction of new footpaths, widening of existing paths, and installation of handrails for example.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards a number of the Corporate objectives as follows:

1. Environment: Taking a proactive approach to asset management will go a long way towards addressing the 'run down' appearance of some of our key open spaces.
2. Improving Lives: Upgrading and/or facilitating access to parks and gardens for those with mobility problems will contribute towards improving their quality of life.
3. Leisure: This proposed investment would improved opportunities for local residents to take part in recreation activities.

Cross Reference to Service Plan:

No specifics to cross reference however, it fits in with the Introduction/Overview in service plan to; Improve the environment of the Council's public open space and ensure fair and equal access to all services wherever possible.

Progress to date (including position regarding planning permission):

A priority list of sites is currently being developed for the next few years, consisting of a combination of DDA works and other general upgrades/ improvements.

So far sites that have been identified for improvement are:

Holloway Hill Recreation Ground Carpark, Godalming. Re-surfacing of carpark
Bourne Tennis Courts Access Improvements to tennis courts.

Creation of formal parking arrangements at Weybourne Recreation Ground.

Woolmer Hill Estate, relaying of uneven paving slabs.

Hale Recreation Ground Access Improvements.

Broadwater Park Carpark by Cricket Pavilion, surfacing of carpark in tarmac.

Weybourne Village Hall Institute access road repairs to surfacing.
 Repair of access road edge at Woolmer Hill Recreation Ground.

No planning permission is required for the majority of this work, however it maybe required for the creation of a new hard standing area at Weybourne Recreation Ground, this will be looked into.

Will the Corporate Project Management Toolkit be used? No

Managed by Parks officers in conjunction with the Council's Engineer.

Key Project target dates and milestones:

To be completed by end of March 2013, however work will continue to further improve as many sites as possible over a period of years.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	60000	25,000	25,000	110000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	60000	25000	25000	110000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	60,000	25,000	25,000	110000
S106				
External Funding (specify) -				
Total Funding	60000	25000	25000	110000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Surfacing improvements will lead to less time and money spent on patch repairs. Should assist in devolution negotiations with sports clubs in taking over maintenance responsibilities of facilities.

Identify any risks which may effect the project:

If access improvements are not improved, Council could discriminate against less able bodied persons and could fall foul of DDA. Claims could be levied against councils for falls and trips from uneven surfaces. If improvements not made this may limit devolution potential.

Environmental Impact, including Carbon Implications:

Potential to use recycled materials in construction.

Equality impact assessment carried out? No

No need, project will provide free access for all enabling equality by its very nature.

How will the project be procured?

Obtaining competitive quotes.

Is there scope for sharing/joint work? Yes

Some potential dependent of sports clubs finances

Completed by: Matthew Lank

Date: 14/10/11

Project Justification Form

Project: SURREY & HANTS IMPROVEMENT PARTNERSHIP (SHIP)

Service: Housing

Officer Responsible for Project: Simon Brisk

Identification of Need:

The 2008 house condition survey estimated that 76% of private sector homes in the Waverley area have no wall insulation and 59% have inadequate loft insulation. Approximately 20% of these are hard to treat because they are either solid wall houses or mobile homes. The Warmth 1000 scheme was a partnership between 7 local authorities in Surrey & Hants to improve the thermal comfort of properties within the SHIP area. Crucially the scheme included hard to treat properties, which had previously been excluded from national insulation schemes. This scheme has now come to an end but the need is still there. The national Warm Front scheme and CERT funding only provides simple insulation measures to a restricted group of people on qualifying benefits. The fuel poverty budget is currently being used to provide simple insulation measures to a wider group of people on low incomes (i.e. those who are unable to access CERT funding or Warm Front) and to enable a small number of hard to treat insulation works to take place. It is also being used, in the absence of the home improvement budget, to pay for boiler repairs and replacements for people who are unable to afford the work themselves.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

The Warmth 1000 scheme has made an immense contribution in ensuring that vulnerable households, including those living in hard to treat properties, have secure warm homes, smaller bills and lower carbon footprints, thereby improving the quality of life for these people. By March 2011 the scheme had achieved works to over 1500 properties, of which over 450 were within Waverley

The scheme also provides value for money. It provides a single point of contact for all insulation enquiries, which is better for our residents and reduces pressure on staff resources.

Cross Reference to Service Plan:

The Warmth 1000 scheme assists in achieving decent homes and enables residents to live in comfort in their own homes.

Progress to date (including position regarding planning permission):

The budget for 2011/12 is £25,000 of which £12,000 has been spent and a further £5,000 has been allocated. The Warmth 1000 scheme has attracted a lot of interest in a mobile home park in Thursley occupied exclusively by elderly people and nearly all qualifying residents there have been provided with insulation. Further enquiries for park home insulation have been put on hold in case of demand for urgent boiler repairs/replacement during the winter.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

A quarterly spreadsheet on spend and commitment is provided by Climate Energy, who are the appointed managing agents for the scheme.

Key Project target dates and milestones:

The proposed budget of £20,000 will provide thermal insulation to four park homes.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	20,000	20,000	20,000	60,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	20,000	20,000	20,000	60,000
External Funding (specify) -				
Total Funding	20,000	20,000	20,000	60,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

N/A

Identify any risks which may affect the project:

The main risk will be in managing the expectations of applicants as the scheme continues to generate interest, particularly in the case of hard to treat measures.

Environmental Impact, including Carbon Implications:

To date the scheme has achieved 306 loft insulations, 289 cavity wall insulations, 13 mobile home insulations and 1 solid wall insulation. This will have a positive environmental impact and carbon implication.

Equality impact assessment carried out? N/A

How will the project be procured?

The management of the scheme was tendered and awarded to Climate Energy, who also run the Energy Saving Trust Advice Centre. They carried out a tendering exercise to provide the installers.

Is there scope for sharing/joint work? Yes

This scheme was a partnership of 7 local authorities in Surrey & Hants. Although the scheme has officially ended, all members within Surrey continue to use the Warmth 1000 website and freephone telephone number as the single point of contact for all insulation enquiries.

Completed by: Simon Brisk

Date: 12/10/11

Project Justification Form

Project: Bring site rationalisation/upgrade project

Service: Environmental Services

Officer Responsible for Project: Jennifer Carson

Identification of Need:

A programme of bring site rationalisation has been agreed as part of the wider waste and recycling changes taking place over the coming months.

It is proposed that this will follow the roll-out of the revised kerbside service, and will involve the reduction in bring site numbers from 25 to approximately 12. It will also involve a change in approach from the use of separate banks for commodities such as paper, card, plastics and cans, to a 'commingled' approach, with some additional banks for niche materials.

Much of this change can be done within existing resources, by re-branding existing bins, etc. However, there is a need to purchase an additional 10 1100 litre bins, and to have some new signage made up for the sites.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This project will contribute to the Council's 'Environment' priority through contributing towards an improved recycling performance.

Cross Reference to Service Plan:

The introduction of a new, improved recycling service is a key aspect of the current service plan.

Progress to date (including position regarding planning permission):

Agreement to proceed obtained from Council; potential sites identified for retention; quotations received for works; proposals in place to implement changes following launch of kerbside scheme in March.

Will the Corporate Project Management Toolkit be used? Yes / No

Yes

Key Project target dates and milestones:

New, improved bring sites introduced, in phases, during 2012.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment	6000			
Contingency				
Other (specify) -				
Total Capital Cost	6000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	6000			
External Funding (specify) -				
Total Funding	6000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Bring site rationalisation contributes towards the savings achieved through the wider contract renegotiation (savings identified circa £500k per annum)

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:****Environmental Impact, including Carbon Implications:**

Scheme should have a positive impact on recycling, by complementing the doorstep service and making recycling easier. The collection of commingled recycling from bring sites enables this work to be done by the same vehicles that carry out kerbside collections- thus reducing the carbon impact of the service.

Equality impact assessment carried out? Yes / No / N/A

Yes

How will the project be procured?

Alternative quotations sought

Is there scope for sharing/joint work? Yes / No

No

Completed by: Rob Anderton

Date: 18.10.11

Project Justification Form

Project: Recycling street litter bins

Service: Environmental Services

Officer Responsible for Project: Rob Anderton/ Jennifer Carson

Identification of Need:

The Council's Waste Contract with Veolia (which includes street cleaning) has now been extended for a further seven years, until November 2019, to incorporate a range of new and improved services, including the provision of a single, commingled recycling bin, and the MRF capacity to sort and process the mixed recycling collected.

This new approach affords the Council an opportunity to develop opportunities for residents and visitors to the area to 'recycle on the go' by providing some commingled recycling street litter bins alongside traditional waste bins. This would result in a further improvement in the Council's recycling tonnage, diverting recyclable waste from landfill, whilst also ensuring the recycling message was enforced in our town and village centres

In order to provide maximum visibility and yield from these litterbins it is suggested that they are installed within the four main town centres in Waverley, replacing some of the existing prominently placed bins. This bid is for five litter bins in each town centre area.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This project will contribute to the Council's 'Environment' priority through contributing towards an improved recycling performance, as well as reinforcing the message in the public realm.

Cross Reference to Service Plan:

The 2011/12 Service Plan specifically mentions the proposal to introduce recycling street litter bins on a trial basis. This was not delivered due to the difficulties of not having a MRF available to process the collected material- an issue which has now been overcome.

Progress to date (including position regarding planning permission):

Initial quotations obtained for supply and installation of bins.
Agreement obtained from Veolia regarding emptying and processing of collected material.

Will the Corporate Project Management Toolkit be used?

Yes

Key Project target dates and milestones:

Procure new recycling street litter bins- May 2012
Install bins- June 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Purchase of 20 No. separated litter bins @ £560 each	11,200			11,200
Installation of 20 No. bins	1,340			1,340
	12,540			12,540
Total Capital Cost				

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	12,540			12,540
S106	-			-
External Funding (specify) -	-			-
	12,540			12,540
Total Funding				

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost	12540		
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:****Environmental Impact, including Carbon Implications:**

Improved recycling rates

Equality impact assessment carried out?

No

How will the project be procured?

Competitive quotations will be sought for the supply and installation of the new bins

Is there scope for sharing/joint work?

No

Completed by: Rob Anderton**Date:** 13/10/11

Project Justification Form

Project: Car Park Equipment

Service: Environmental Services (Parking Services)

Officer Responsible for Project:

Margaret Jerome

Identification of Need:

This budget is an historic one which is used for the general maintenance of car parks and equipment.

This year, and next, it is proposed that it would be specifically used for:

- a) The pedestals of some of the earliest replacement machines (replaced nearly 8 years ago) are beginning to rust, and will require replacement over the coming years.
- b) A budget is required to enable replacement/repair of the oldest machines in the borough, equivalent to the total replacement cost of two machines, plus a small repairs budget.
- c) Following advancements in technology it is now possible to view the operation of machines from a remote site. The software will enable Waverley to have almost immediate access to machine transaction reports, activity and faults. This brings a range of benefits, including the ability to monitor down-time, faults, etc, and analyse a range of data, providing better real-time data and, in the long term potentially releasing officer time as a result of improved information and efficiency. This project requires further investigation over the coming months, and the budget is therefore requested for 'year 2'

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This project contributes to the Council's Value for Money priority by ensuring our car parking infrastructure is well-maintained and working properly; thus protecting our income.

Cross Reference to Service Plan:

This links to the identified Service Plan actions relating to the improvement of car parking infrastructure and reviewing of car parking charges, etc.

Progress to date (including position regarding planning permission):

Will the Corporate Project Management Toolkit be used? Yes

Yes

Key Project target dates and milestones:

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Replacement pedestals (15 No.)	15k			
Machine replacement/ repair	9k			
Parking Machine software		20k		
	24k	20k		

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	24k	20k		
S106				
External Funding (specify) -				
Total Funding	24k	20k		

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Potential efficiency gains from improved ticket machine software over the longer term

Identify any risks which may effect the project:**Environmental Impact, including Carbon Implications:**

Equality impact assessment carried out?

N/A

How will the project be procured?

Limited scope to seek alternative quotes due to long-term relationship with existing supplier of equipment/maintenance contract

Is there scope for sharing/joint work? Yes**Completed by:** Margaret Jerome/Rob
Anderton**Date:**
12th October 2011

Project Justification Form

Project: Tanners Lane Car Park– Resurfacing works

Service: Environmental Services (Parking Services)

Officer Responsible for Project:

Margaret Jerome

Identification of Need:

The surface is in poor state of repair and lining is faded. Consequently, enforcement has been suspended in relation to 'out of bay' contravention. The breakage is causing a slip hazard. Further mechanical sweeping of the surface will further undermine the condition as will another winter.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Value for Money- The income from pay and display helps Waverley to meet its corporate strategy.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Repairs to the car park have been pending a satisfactory outcome of discussion over the future of the land on which the car park is operated. The land is leased to Waverley by SCC.

There is reluctance on SCC's part to provide the length of tenure that Waverley would prefer to have before undertaking the repairs. However, the terms of the lease are such are such that the land should be returned to SCC in the condition at the start of the lease.

This car park condition is now such that it is unlikely to last another winter. For reasons of protection of persons and property the surface should be repaired during the next financial year which will mean that lining can be applied and normal enforcement of all parking contraventions can resume.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Yes

Key Project target dates and milestones:

The parking management strategy for Haslemere is such that we should see increased use of this car park. The new tariff changes will be introduced from 1st February 2012; it is therefore proposed that this project commences early in the new financial year, with the aim of completing works by August 2012 at the latest.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Surface repairs and entrance works	30k			30k

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	30k			
S106				
External Funding (specify) -				
Total Funding	30k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost	30000		
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Identify any risks which may effect the project:

The ongoing negotiations with SCC regarding the lease on this car park may present problems if not satisfactorily resolved.

Environmental Impact, including Carbon Implications:

Equality impact assessment carried out? N/A

How will the project be procured?

In line with financial regulations, competitive quotations will be sought

Is there scope for sharing/joint work? Yes

Potentially through use of SCC's surfacing contractor.

Completed by: Margaret Jerome/ Rob Anderton

Date: 12th October 2011

Project Justification Form

Project: Weydown Road, CCTV - Upgrade the communications link

Service: Environmental Services (Parking Services)

Officer Responsible for Project:

Margaret Jerome

Identification of Need:

To upgrade the CCTV equipment at Weydown Road to digital/Wi-fi connection to enable the collection of data by the police from communications box at secure housing unit at the car park.

The facility could potentially also provide the basis for a link with the car park at Wey Hill and the police operating base at the Haslemere Locality Office.

The CCTV equipment at Weydown Road, is not working. This is because the radio communication link between the car park and the police station is not effective.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Protect community and property

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Liaison with the police. Possible match funding

Will the Corporate Project Management Toolkit be used?

Yes

Key Project target dates and milestones:

Not yet agreed

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Surface repairs and entrance works	20k			
	20k			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	20k			
External Funding (specify) -				
Total Funding	20k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost	20000		
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:****Environmental Impact, including Carbon Implications:**

Additional use of electricity for box

Equality impact assessment carried out?

N/A

How will the project be procured?

Limited scope due to supplier of equipment

Is there scope for sharing/joint work? Yes

Yes with Surrey Police.

Completed by:

Margaret Jerome

Date:12th October 2011

Project Justification Form

Project: North Street Car Park, Farncombe – Resurfacing and drainage works

Service: Environmental Services (Parking Services)

Officer Responsible for Project:

Margaret Jerome

Identification of Need:

The entrance is difficult for motorists and would benefit from modification. Drainage issues and surface water show. It is possible that there is a collapsed drain.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Value for Money- an improved, safer and more attractive car park should hopefully attract more business.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

This work requirement has been identified through site inspections and the Car Park Review 2011.

Will the Corporate Project Management Toolkit be used?

Yes

Key Project target dates and milestones:

This work requires dry weather conditions, and is therefore likely to commence in the summer of 2011 at the earliest. Completion will be by September 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Surface repairs and entrance works	20k			20k
	20k			20k

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	20k			20k
External Funding (specify) -				
Total Funding	20k			20k

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost	20000		
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:****Environmental Impact, including Carbon Implications:****Equality impact assessment carried out?**

No

How will the project be procured?

In line with financial regulations- three alternative tenders sought (potentially packaged with other similar works elsewhere)

Is there scope for sharing/joint work? Yes- will explore option of using SCC highways contract..

Completed by: Margaret Jerome, Parking Services Manager

Date: 12th October 2011

Project Justification Form

Project: Village Way Car Park, Cranleigh- Extension of car park

Service: Environmental Services (Parking Services)

Officer Responsible for Project:

Margaret Jerome

Identification of Need:

This project is intended to extend the car parking area known as Village Way to include an area of land that is currently grassed over and used for leisure activity. The project is to move the leisure facility to a more appropriate site at the Parish Council-owned Snoxhall playing Fields nearby. Waverley will benefit from the income the additional spaces (between 25 and 32 spaces) will generate, and the community will benefit from a new multi games area in a more appropriate location. This project is a 'spend to save' scheme.

A covenant on the land owned by Waverley requires that a minimum number of parking bays are available for general parking use in support of the adjacent supermarket. Waverley is at risk of contravening the covenant at certain times particularly on a Thursday when a market is operated within the car park and attracts many visitors. This proposal will help to mitigate this risk.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

The project will facilitate the creation of a new leisure facility and thus improve lives and provide more opportunities for people to get involved in leisure activity. The car park operation will continue to provide value for money.

Cross Reference to Service Plan:

This project relates to the identified 2011/12 Service Plan target to *"...review and amend the off-street parking order, introducing changes as appropriate to ensure the Council's off-street parking places are fit-for-purpose and demand is managed proactively"*.

Progress to date (including position regarding planning permission):

The area of land is identified and included in the new Parking Order.

It is currently a well-used single basketball recreation area, which was identified as being in need of investment in 2010/11.

Upon further scrutiny of the basketball position adjacent to the main car park and following the decision to extend the car park, it seemed appropriate to look at other potential sites for the basketball court. The cost of moving the provision needs to be included in the car park extension budget.

A new site has been identified on Parish Council Land and they are supportive of this proposed move. The money requested as part of this bid is 40% of the total budget and will be added to from a separate Parks capital request, PIC/ S106 money and Parish Council funds.

Will the Corporate Project Management Toolkit be used?

Yes

Key Project target dates and milestones:**Capital cost (across years):**

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Pavement Construction	£50k			
Services	£2			
Equipment	£5			
MUGA site contribution	£20			
Total Capital Cost	£77k			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	77k			
S106				
External Funding (specify) -				
Total Funding	77k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income	-4.5k	-4.5k	-4.5k	-13.5k
Estimated annual revenue effect	-4.5k	-4.5k	-4.5k	-13.5k

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	4500 per annum	Return on Capital	%
Capital Cost	77000		
Forecast Savings		Payback	17.11 Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:**

Environmental Impact, including Carbon Implications:

The surfacing of the parking area will require the supervision of Waverley's Parks & Countryside team as surface works would be undertaken close to tree roots.

Equality impact assessment carried out? N/A

How will the project be procured?

Via at least three quotations from Waverley's select list

Is there scope for sharing/joint work? Yes / No

Completed by: Margaret Jerome, Parking
Services Manager

Date:
7th October 2011

Project Justification Form

Project: Meadow Car Park – Resurfacing works

Service: Environmental Services (Parking Services)

Officer Responsible for Project:

Margaret Jerome

Identification of Need:

The surface is in poor state of repair. The entrance would benefit from modification to avoid possible future claims.

The recent car park Review identified the need to invest in the infrastructure in some of our car parks, including Meadow

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Value for Money- an improved, safer and more attractive car park should hopefully attract more business.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

This work requirement has been identified through site inspections and is identified in the Car Park Review 2011.

Will the Corporate Project Management Toolkit be used?

Yes

Key Project target dates and milestones:

This work requires dry weather conditions, and is therefore likely to commence in the summer of 2011 at the earliest. Completion will be by September 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Surface repairs and entrance works	30k			
	30k			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	30k			
External Funding (specify) -				
Total Funding	30k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	%
Capital Cost	30000		
Forecast Savings	-	Payback	Years

Identify any efficiency gains resulting from the project:

None

Identify any risks which may effect the project:**Environmental Impact, including Carbon Implications:****Equality impact assessment carried out?**

No

How will the project be procured?

In line with financial regulations- three alternative tenders sought (potentially packaged with other similar works elsewhere)

Is there scope for sharing/joint work? Yes- will explore option of using SCC highways contract.

Completed by: Margaret Jerome/ Rob Anderton

Date: 12th October 2011

Project Justification Form

Project: Refurbishment of Weyhill (Fairground Car Park) and introduction of fees and charges

Service: Environmental Services (Parking Services)

Officer Responsible for Project: Margaret Jerome

Identification of Need:

Due to its close proximity to the rail station and as it is free of charge, this parking space is popular with rail commuters. The demand for long stay parking now exceeds supply at this parking space.

The structure of the car park is in a poor state of repair and it is considered that before a charge can be introduced this needs to be addressed.

Management of this parking space has become necessary.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

At nearly £3.5m per annum, the income from pay and display car parks is vital to the Council, supporting its services and benefiting the community as a whole. It helps the Council to deliver its corporate strategy objectives as a whole.

In particular, it provides value for money because the service is efficiently operated, is reliable and helps to improve lives through the provision of parking space where it is most needed. Furthermore, proper management of parking space can help to limit congestion and reduce the level of air pollution thus improving the environment.

Cross Reference to Service Plan:

This project relates to the identified 2011/12 Service Plan target to “...review and amend the off-street parking order, introducing changes as appropriate to ensure the Council’s off-street parking places are fit-for-purpose and demand is managed proactively”.

Progress to date (including position regarding planning permission):

At its meeting on the 11th October 2011, Council approved the recommendation to refurbish the car parks at Weyhill and introduce charges for both long and short stay parking.

Waverley has been granted permission from the Department of the Environment for consent under Section 194 of the Law of Property Act 1925 to refurbish the existing car park on common land at Weyhill.

A scheme has been designed that takes account of the Sustainable Urban Drainage Systems, historical land use and the attendance of the fair.

It is anticipated that the scheme will take approximately 12 months to deliver.

Will the Corporate Project Management Toolkit be used?

Yes

Key Project target dates and milestones:

It would be beneficial to have a quick decision on this. The earlier the scheme can be delivered the quicker we can start to recover the cost of refurbishment.

Early draft project plan attached

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Professional Services re CDM Regulations and requirements	30k			
Earthworks	14.3k			
Services and furniture/lighting	25k			
Drainage	33k			
Pavement Constructions	190k			
Equipment	20k			
Total Capital Cost	342k			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	342k			
S106				
External Funding (specify) - Pay and Display Income				
Total Funding	342k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Maintenance of machines, grounds maintenance, cleansing, etc	5k	5k	5k	15k
Total Revenue Costs	5k	5k	5k	15k
Less				
Revenue income	122k	122k	122k	366k
Estimated annual revenue effect	-117k	-117k	-117k	-351k

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	117,000 per annum	Return on Capital	%
Capital Cost	342,000		
Forecast Savings	-	Payback	2.92 Years

Identify any efficiency gains resulting from the project:

This project will secure an income for Waverley in the years to come.

Identify any risks which may effect the project:

Adverse weather conditions may delay the project

There may be some local opposition to the proposal to introduce charges at the car park, and traders and car park users are likely to object to any temporary closures to enable the works to take place.

Environmental Impact, including Carbon Implications:

Services that use electricity such as the new lighting and ticket machines required for the site can be installed with low carbon options

Equality impact assessment carried out?

No

How will the project be procured?

The work will be tendered with contract project management by Waverley. Some additional professional services are required in relation to CDM safety and general requirements.

Is there scope for sharing/joint work?

No

Completed by:

Margaret Jerome/Rob Anderton

Date:

13 Oct 2011

Project Justification Form

Project: DISABLED FACILITIES GRANT (DFG)

Service: Housing

Officer Responsible for Project: Simon Brisk

Identification of Need: The Council has a statutory duty to provide DFGs for disabled adaptations in the private and RSL sector. It is anticipated that the demand for DFGs will increase year on year as the local population ages. The number of enquiries has returned to the levels experienced before the Social Care Team cleared their backlog of clients waiting for an Occupational Therapist assessment but the recent restructure of the Social Care Team has slowed down their output and we should expect an increase in referrals as they catch up. There has also been a noticeable increase in major adaptations following the abolition of means testing of parents of disabled children. The number of grants in excess of £15,000 rose from 7 in 2008/09 to 10 in 2010/11. Approximately 40% of grant enquiries result in a grant approval. The main reasons why they do not reach approval are the result of the means test and the works they are enquiring about are not considered necessary and appropriate.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: The provision of DFGs has a direct effect on improving the quality of life, particularly for the more vulnerable people in Waverley. An increasing proportion of the community are disabled and in financial difficulty and unable to pay for essential adaptations to enable them to continue to live in their homes.

Cross Reference to Service Plan:

Disabled Facilities Grants assist in keeping premises decent and enable people to continue to live in their own homes.

Progress to date (including position regarding planning permission): The DFG budget for 2011/12 was increased to £650,000 to cope with the surge in demand following the exercise by the Social Care Team to clear their backlog. The level of commitment in grant approvals for 2011/12 is £430,000 (in 54 grants) and the estimated spend at year end is £550,000 (70 grants). At present there is a further £420,000 (35 grants) in grant enquiries being processed for completion in 2012/13. This is predicted to rise to £500,000 (50 grants) during the next financial year.

Will the Corporate Project Management Toolkit be used? No
If no, how will the project be managed? By maintaining a spreadsheet on grant commitment and raising awareness at Budget Monitoring meetings.

Key Project target dates and milestones:

N/A

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	500,000	450,000	400,000	1,350,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	248,000	198,000	138,000	584,000
External Funding (specify) -				
Government grant	252,000	252,000	252,000	756,000
Grant repayments			10,000	10,000
Total Funding	500,000	450,000	400,000	1,350,000

The current government grant is £252,000. Although the DFG spend has been over £100,000 more than this for the last 3 full financial years, the table above has assumed that the Government grant will remain constant at £252,000.

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
<u>Less</u>				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

N/A

Identify any risks which may affect the project: If the government decides to reduce the government grant to local authorities there will be a corresponding impact on the Council's own capital budget to meet the demand for adaptations. However their most recent announcement is that they intend to maintain the grant funding for disabled adaptations.

Environmental Impact, including Carbon Implications: There is a small positive environmental impact from the DFG programme as a result of some adaptations including insulation to parts of existing houses. The amount of the impact is difficult to quantify.

Equality impact assessment carried out? N/A

How will the project be procured?

N/A

Is there scope for sharing/joint work? Yes

Our Home Improvement Agency is now shared with Guildford BC.

Completed by: Simon Brisk

Date: 12/10/11

Project Justification Form

Project: Riverside

Service: Special Projects

Officer Responsible for Project: David Simmons

Identification of Need:

Required development as enabling works for the East Street/Brightwells development scheme.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Planning permission obtained
Estimate cost plan
Timetable for works

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Key Project target dates and milestones:

To be completed in advance of the main site development at East Street, Farnham.
Critical milestone – the redirection of high voltage cables in July/August 2012.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -	234000	1322000		
Total Capital Cost	234000	1322000		

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital				
S106				
External Funding (specify) -				
Total Funding				

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:**

Non agreement by the Secretary of State to a CPO on the East Street/Brightwells site

Environmental Impact, including Carbon Implications:

Redevelopment of open shrub land to car park and landscaped environment and tennis club facilities

Equality impact assessment carried out? Yes / No / N/A**How will the project be procured?**

Through appointed agent, but in accordance with WBC contract guidelines

Is there scope for sharing/joint work? Yes / No

Completed by: David Simmons

Date: 1/10/11

Project Justification Form

Project: DDA Improvement Works Programme - 2012 / 2013

Service: Customer, IT & Office Services

Officer Responsible for Project:

Identification of Need: In order to comply with requirements of The Disability Discrimination Act , some works of alteration and adaptation are required to office areas and other buildings visited by the general public. Provision is also included for carrying out a Disability Access Scheme for businesses in Waverley.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: This scheme would improve the lives of disabled people with in the Borough enabling them to us the leisure facilities.
These works will enable the Council to comply with the requirements of the Disability Discrimination Act.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):
Provisional schemes have been drawn up. Planning Permission is not required.

Will the Corporate Project Management Toolkit be used? Yes / No
If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	10,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	10,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	10,000			
External Funding (specify) -				
Total Funding	10,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:**

None

Environmental Impact, including Carbon Implications:

All schemes will take

Equality impact assessment carried out? Yes**How will the project be procured?**

Tender

Is there scope for sharing/joint work? Yes / No**Completed by:** Roger Standing**Date:** 7/11/11

Project Justification Form

Project: Legislative Change (Revenues and Benefits)

Service: IT

Officer Responsible for Project: Linda Frame

Identification of Need:

Annual capital programme provision to meet unforeseen changes, primarily legislative normally relating to Benefits that require software or system changes to key IT system applications.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Provision has enabled the Council's business applications to be delivered in accordance with government changes to rules and regulations.

Cross Reference to Service Plan:

Unforeseen essential legislative changes.

Progress to date (including position regarding planning permission):

The provision is to meet unforeseen legislative changes that historically emerge during the year.

Will the Corporate Project Management Toolkit be used? Yes

Key Project target dates and milestones:

Unforeseen essential legislative changes – timetable would be set.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	10,000	10,000	10,000	30,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	10,000	10,000	10,000	30,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	10,000	10,000	10,000	30,000
External Funding (specify) -				
Total Funding	10,000	10,000	10,000	30,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project: None

Identify any risks which may effect the project: None

Environmental Impact, including Carbon Implications: None

Equality impact assessment carried out? Yes

How will the project be procured?

Existing software supplier

Is there scope for sharing/joint work? Yes / No

Completed by: Linda Frame

Date: 18/10/2011

Project Justification Form

Project: Desktop and Server upgrade

Service: Customer, IT and Office Services

Officer Responsible for Project: Martin Wilson

Identification of Need:

Replacement of desktop PCs with thin clients and upgrade of Citrix environment to Xenapp6

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme meets the Council's aims at reducing energy use and carbon emissions and achieves value for money outputs (PCs are 3-4 times the cost of thin clients) and centralise and simplifies IT management and provides security advantages.

Cross Reference to Service Plan:

Included in Service Plan.

Progress to date (including position regarding planning permission):

Upgrade of existing Citrix environment to Xenapp6

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	25,000			25,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	25,000			25,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	25,000			25,000
S106				
External Funding (specify) -				
Total Funding	25,000			25,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Enables centralised and simplified IT management and provides security advantages.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

This scheme would help meet the Council's aims at reducing energy use and carbon emissions.

Equality impact assessment carried out? N/A**How will the project be procured? CPRs**

Is there scope for sharing/joint work? Yes through joint procurement using the Surreywide Procurement framework.

Completed by: Linda Frame

Date: 18/10/2011

Project Justification Form

Project: Microsoft Enterprise Agreement

Service: IT

Officer Responsible for Project: Linda Frame

Identification of Need: 2011/12 was the final year of the three year Enterprise Agreement with Microsoft for office software. The agreement covers up to date versions of core office software as well as a wider suite of Microsoft products, which includes the collaborative working software package Sharepoint. In order to maintain current licensing and future upgrades, we need to continue the licence.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Supports all staff activities and service provision by using up to date software products.

Cross Reference to Service Plan:

Part of roll-out of Office products and Outlook/Sharepoint implementation.

Progress to date (including position regarding planning permission):

Extension of 3 year contractual commitment for licencing.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs - Software	25,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	25,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	25,000			
S106				
External Funding (specify) -				
	25,000			
Total Funding				

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Need to maintain Microsoft products within supported versions.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

N/A

Equality impact assessment carried out? N/A**How will the project be procured?**

Extension of existing contract.

Is there scope for sharing/joint work? Yes / No

Completed by: Linda Frame

Date: 18/10/2011

Project Justification Form

Project: Lotus Notes database replacement

Service: Customer, IT and Office Services

Officer Responsible for Project: Linda Frame

Identification of Need:

Need to replace Lotus Notes databases with suitable alternative

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Reduced cost of ownership of the Lotus Notes environment and more efficient working due to better integration.

Cross Reference to Service Plan:

Reducing ongoing cost of IT software.

Progress to date (including position regarding planning permission):

Analysed all Lotus Notes databases and identified alternative solutions for 70% of databases.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	20,000			20,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	20,000			20,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	20,000			20,000
S106				
External Funding (specify) -				
	20,000			20,000
Total Funding				

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project: Better integration with other Office products and with line of business application.

Identify any risks which may effect the project:

Unable to identify suitable alternative.

Environmental Impact, including Carbon Implications: N/A

Equality impact assessment carried out? N/A

How will the project be procured?

CPRs

Is there scope for sharing/joint work? Yes – some opportunities to use solutions from other Local Authorities.

Completed by: Linda Frame

Date: 18/10/2011

Project Justification Form

Project: Network upgrade and Flexible working

Service: Customer, IT and Office Services

Officer Responsible for Project: Linda Frame

Identification of Need:

Upgrade of network to enable increase development of IP telephony flexible. Budget required for network switches, IP software and handsets.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This initiative supports the Council's value for money priority enabling more flexible working and more effective use of office space.

Cross Reference to Service Plan:

Initiative on flexible working is included in the service plan for Facilities.

Progress to date (including position regarding planning permission):

Estimates for expanded IP provision obtained and network review underway.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Key Project target dates and milestones:

Starting May 2012 – Replace non powered network with powered switches

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	10,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	10,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	10,000			10,000
External Funding (specify) -				
Total Funding	10,000			10,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Will enable reduced office space and provide opportunity for new income from partner organisations.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

More effective use of office space.

Equality impact assessment carried out? N/A**How will the project be procured?**

CPR's

Is there scope for sharing/joint work? No

Completed by: Linda Frame

Date: 18/10/2011

Project Justification Form

Project: Records Scanning Project

Service: Customer, IT and Office Services

Officer Responsible for Project: Paul Reeves

Identification of Need:

Need to transfer paper files to electronic format to provide more effective access to records and reduce physical filing within services to free up office space.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Supports value for money and service efficiency.

Cross Reference to Service Plan:

Part of Office Rationalisation and service improvement plans.

Progress to date (including position regarding planning permission):

Scanning of records and data has taken place in a number of key service areas. This scheme will tackle the remaining service areas with high volumes of paper files.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Key service areas have prepared requirement for back scanning.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	20,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	20,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	20,000			
S106				
External Funding (specify) -				
Total Funding				

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs	-			
Less				
Revenue income				
Estimated annual revenue effect	-			

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

More effective operation and storage of records and savings in office space.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

Reduced office space.

Equality impact assessment carried out? N/A**How will the project be procured?**

Extension of the back scanning contract for Environmental Health and Housing.

Is there scope for sharing/joint work? Yes potentially joint procurement with partner organisations seeking scanning service.

Completed by: Linda Frame

Date: 19/10/2011

Project Justification Form

Project: Storage Area Network (SAN) replacement

Service: Customer, IT and Office Services

Officer Responsible for Project: Martin Wilson

Identification of Need: The Storage Area Network (SAN) that holds all data for all of Waverley's IT systems will be 4 years old in 2012 and will need to be replaced.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Fundamental part of IT provision for all staff.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Indicative quote received

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

July 2012 – Spec requirements, quotations

September 2012 – Procure new SAN

October 2012 – Install new SAN

November 2012 – Migrate data over

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs - Hardware	50,000			50,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	50,000			50,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	50,000			50,000
S106				
External Funding (specify) -				
Total Funding	50,000			50,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

None

Identify any risks which may effect the project:**Environmental Impact, including Carbon Implications:**

Equality impact assessment carried out? N/A

How will the project be procured?

CPRs

Is there scope for sharing/joint work? Yes / No

Completed by: Linda Frame**Date:** 18/10/2011

Project Justification Form

Project: Shared services and Hosting

Service: Customer, IT and Office Services

Officer Responsible for Project: Linda Frame

Identification of Need: We have some opportunities to share some of our IT applications with other authorities specifically Service desk and Payments. Some preparatory investment is required to facilitate this sharing.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Ongoing sharing of IT will reduce the cost of ownership.

Cross Reference to Service Plan:

Sharing with other Local Authorities and reducing cost of software.

Progress to date (including position regarding planning permission):

Initial discussions with interested parties.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	10,000			10,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	10,000			10,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	10,000			10,000
External Funding (specify) -				
Total Funding	10,000			10,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Shared use of software with others and shared development.

Identify any risks which may effect the project:

Environmental Impact, including Carbon Implications:

Equality impact assessment carried out? N/A

How will the project be procured?

Existing Contracts

Is there scope for sharing/joint work? Yes

Completed by: Linda Frame

Date: 18/10/2011

Project Justification Form

Project: Civica Document Management – merge and upgrade

Service: IT

Officer Responsible for Project: Linda Frame

Identification of Need: Merge the two Civica environments that are used for Document Management and upgrade the merged environment to the latest release.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: Required to achieve one repository for Civica documents so that all Customer contacts are held in one place indexed against the unique address and person.

Cross Reference to Service Plan:
Reduce the cost of software maintenance by combining two environments.

Progress to date (including position regarding planning permission):
Scoping work completed by Civica.

Will the Corporate Project Management Toolkit be used? Yes
If no, how will the project be managed?

Key Project target dates and milestones:
April 2012 – Build new environment
May 2012 - Test merge
July 2012 – Live merge

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs – Software	20,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	20,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	20,000			
S106				
External Funding (specify) -				
	20,000			
Total Funding				

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Shared Civica document management environment.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

N/A

Equality impact assessment carried out? N/A**How will the project be procured?**

Existing support contract with Civica for the environment.

Is there scope for sharing/joint work? Yes / No

Completed by: Linda Frame

Date: 18/10/2011

Project Justification Form

Project: REPLACEMENT TELEPHONE SYSTEM

Service: Customer, IT & Office Services

Officer Responsible for Project:

Identification of Need:

The Council's existing telephone system (PABX) was installed over ten years ago in 2001. The current system is primarily based on analogue technology and the existing PABX does not have the functionality required by services particularly where there are demands for centralised call handling for frontline teams with high levels of customer telephone contact such as Environmental Services, Benefits and Housing. The existing system is also not suited to integration with our IT flexible and home working which are increasingly important in the delivery of services and in supporting individual staff members and teams in their day to day operations.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

The scheme to replace the existing telephone system supports indirectly the deliver of all the Council's objectives in terms of customer contact – the telephone remains the most common form of customer contact with the Council.

Cross Reference to Service Plan:

The draft Customer, IT and Office Services Service Plan for 2012/13 includes this scheme as a major project.

Progress to date (including position regarding planning permission):

Costs and options for the replacement telephone system have been obtained.

Will the Corporate Project Management Toolkit be used?

Yes

Key Project target dates and milestones:

Executive approval in March 2012 to scheme and roll-out / implementation during the year with completion by end March 2013.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	250,000			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	250,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	250,000			
External Funding (specify) -				
Total Funding	250,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:**

None

Environmental Impact, including Carbon Implications:

None other than power use – it anticipated a modern solution replacing 10+year technology would be more energy efficient. By providing more efficient and flexible staff working arrangement other environmental benefits will be delivered such as savings in travel and better use of office space.

Equality impact assessment carried out? N/A**How will the project be procured?**

Tender

Is there scope for sharing/joint work?

In the future yes

Completed by: Roger Standing**Date:** Jan 12

Project Justification Form

Project: Backstage – Moving to SharePoint, redesign and redevelopment

Service: Communications/HR/IT

Officer Responsible for Project: Teresa Maughan

Identification of Need:

Backstage is currently on Jadu CMS 1.7 and costs £3,060 in annual support.

Any improvements to the site need to be developed by Jadu and as such incur additional costs, usually a minimum of £1,500. However, there is no budget for this.

The CMS is two generations old and to upgrade would cost in excess of £10,000 and would not give us any flexibility in the future. Eventually Jadu will no longer support this version.

With the move to Microsoft Outlook and SharePoint it would enable us to manage the content on the intranet more efficiently without incurring annual subscription costs. It would also negate us having to upgrade and allow us to develop improvements internally

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Value for money - It would enable us to deliver a critical internal resource for less money both immediately and ongoing costs would be reduced.

Improving lives – staff would be able to find documents quickly and easily and be certain they are current.

Cross Reference to Service Plan:

OD/07 Part of the Organisational Development Service Plan outlines a project to review the content on Backstage and improve its delivery to staff. Moving to SharePoint would enable us to have greater control over the design and navigation on the intranet.

OD/20 - Continue the 'Foresight' Improvement and Efficiency Programme.

Progress to date (including position regarding planning permission):

n/a

Will the Corporate Project Management Toolkit be used? Yes

Key Project target dates and milestones:

Dec 2011 – complete audit of current content on Backstage and authors

April 2012 – development of SharePoint site

May 2012 – SharePoint training with content authors and web admins

May 2012 – launch new intranet site

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -	15000			
Total Capital Cost				

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	£15,000			
External Funding (specify) -				
Total Funding				

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) - training	1,000	600	600	
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Reduce time taken for internal staff to find policies and documents
 Manage policies and documents more efficiently so everyone has access to the latest version only

Identify any risks which may effect the project:

- The communications team is currently under-resourced which may impact on delivery of this project
- Development work will require IT specialists – this may not be available from within our current It resource
- Jadu contract runs May to May – if the project runs late we may be forced to

enter a further annual agreement with Jadu

Environmental Impact, including Carbon Implications:

Reduces carbon footprint as we begin to manage information electronically and communicate to staff via the intranet, rather than by paper

Equality impact assessment carried out? Yes

How will the project be procured?

From external SharePoint expert and then training

Is there scope for sharing/joint work? No

Completed by: Teresa Maughan

Date: 14.10.2011

Project Justification Form

Project: Jadu Mobile web platform

Service: Organisational Development

Officer Responsible for Project: Vanessa de Chazal

Identification of Need:

If we are to be more customer focused and achieve efficiencies through smarter use of the web, we need to make sure our web mobile offering is good and easy to use. Improvements in mobile internet access speed and the reduced costs of mobile technology mean that the mobile device market is evolving at a staggering rate (see useful stats, below). We need to keep up to date.

Jadu, our current website supplier, is offering a new mobile web platform for us to set up a proper mobile website, where our residents can perform top tasks quickly and easily. Examples include finding a local park or playground, finding local councillors, reporting problems (eg missed bin collection).

The web platform will be hosted by Jadu who will be releasing upgrades on a continual basis to keep pace with the rapidly evolving mobile web.

Useful stats

One in three adults in the UK uses a smartphone

Nearly one in three adults in the UK now uses a smartphone, according to a report by the telecoms regulator Ofcom. (more info: <http://www.bbc.co.uk/news/technology-14397101>). This trend is set to continue.

UK trends for mobile web traffic

In September 2009, mobiles accounted for 0.02% of UK web traffic

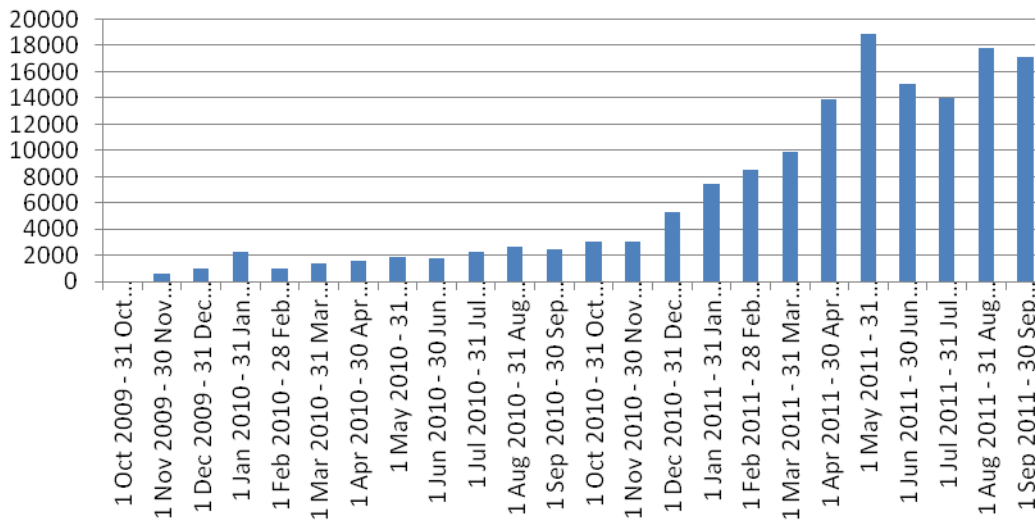
- In January 2011, mobile accounted for 8.09% of UK web traffic
- In July 2011, mobile accounted for a staggering 12.59% of UK web

Traffic (source Mobile and UK Web Traffic Research by Tecmark Ltd – full report: <http://www.tecmark.co.uk/wp-content/uploads/2011/08/Mobile-and-UK-Web-Traffic-August-2011.pdf>)

Waverley's website visitor trends from Google Analytics

Visitors accessing pages on our website via mobile devices has increased from 0 page views in September 2009 to nearly 18,000 page views by September 2011.

Waverley website page views from mobile devices, Sep 09 - Sep 11



Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Improving lives – making it quick and easy to access council information and services

Value for money – investing in the Jadu mobile platform will encourage residents and other target audiences to go to our mobile site first for information and top tasks, rather than call or write or see us in person, which cost a lot more per transaction.

Cross Reference to Service Plan:

OD/04 – Help towards achieving this: ‘Create a ‘Waverley Local’ web resource’

OD/11 – ‘Build on Waverley’s on-line presence’

OD/20 - Continue the ‘Foresight’ Improvement and Efficiency Programme. About to launch a project about channel shift across Waverley.

Progress to date (including position regarding planning permission):

n/a

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

April 2012 - Jadu to implement mobile web platform on our CMS

May 2012 - VdC and TM to style site and set it up

June 2012 – launch mobile site

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – mobile web platform implementation	5,000			
Total Capital Cost	5,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	5,000			
External Funding (specify) -				
Total Funding	5,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) – annual hosting and support	3,588	3,731	3,880	11,199
Total Revenue Costs	3,588	3,731	3,880	11,199
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate): (see efficiency gains, below)

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Smarter use of web services will improve efficiencies – either through reducing customer calls / emails / visits or through making processes more efficient.

Waverley does not currently keep stats about how customers contact the council so we cannot measure this.

However, SOCITM Insight's report on website take-up and channel benchmarking has some interesting results.

"Councils must recognise that self-service is an important means to providing

services at much lower cost."

"Channel shift will only work if websites work right first and every time."

"Websites are underinvested."

Channel costs - cost per transaction

- Face-to-face £8.23
- Telephone £3.21
- Website £0.39

A shift from face-to-face to websites creates a 95% cost saving.

We need to invest in the web in order to achieve savings.

Identify any risks which may affect the project:

Jadu may not be able to schedule work until a later date.

Environmental Impact, including Carbon Implications:

Reduces our carbon footprint

Equality impact assessment carried out? Yes

How will the project be procured?

From Jadu

Is there scope for sharing/joint work? No – jadu offer this as a centralised, hosted platform, the terms cannot be negotiated.

Completed by: Vanessa de Chazal

Date: 12/10/11