

GENERAL FUND - 2012-13 Major Variations to Budget April to September 2012				
	July	August	September	Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
	£	£	£	
Additional Expenditure				
Museum of Farnham	10,000	10,000	10,000	— Service Level agreement, start up costs and building maintenance (£35k staff savings in salaries monitoring)
Office Expenses	12,000	12,000	12,000	— Postages - £10k increase in mail costs, £2k increased rent replacement franking machine
Refuse Collection	67,000	67,000	67,000	— Collection of food waste weekly - half with refuse
Waste Recycling	117,000	117,000	117,000	— Mobilisation (start-up) costs
Waste Recycling	28,000	28,000	28,000	— Additional contract costs
Community Development			10,000	▲ £10k contribution paid to Godalming Town Council for Town Centre Manager
Community Development			5,000	▲ M3 LEP
Development Control			20,000	▲ Undershaw Hotel claimants costs (Supplementary estimate requested)
Development Control			10,000	▲ Legal fees from Undershaw Hotel Hindhead Judicial Review (Supplementary estimate requested)
Development Control			15,000	▲ Projected overspend on specialist consultants to advise on technical aspects of planning applications - virement requested from overall General Fund underspend
Waverley Training Services			80,000	▲ Additional Staffing to achieve additional income
Loss in Income				
Animal Control			15,000	▲ Net forecast under achievement of income due to wet summer
Car Parks	20,000	15,000	15,000	— Shortfall of income
Planning	0	15,000	15,000	— Declining trend in recent months
Supporting People			50,000	▲ Grant reduction - confirmed - partly offset by sheltered housing staff reductions - included in staff budget monitoring
Building Control	20,000	50,000	26,000	▼ Net overspend reported - a decline in income and the budgeted secondment to Mole Valley BC did not go ahead as planned. Some income has been achieved from Decent Homes work for HRA. However, significant savings have been made in the staffing budget which will be reflected in reduced recharges to Building Control at year end.
Sub-Total	274,000	314,000	495,000	

GENERAL FUND - 2012-13 Major Variations to Budget April to September 2012				
	July	August	September	Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
Additional Income				
Interest	(140,000)	(140,000)	(140,000)	— Additional interest generated on internal £5m GF loan to HRA to reduce external borrowing for self-financing
Car Parks	(18,000)	(18,000)	(18,000)	— Payment received for High Street, Haslemere agreement
Land Charges	(80,000)	(180,000)	(180,000)	— Net anticipated additional income
Waste Recycling	(67,000)	(67,000)	(67,000)	— Collection of food waste weekly - half with Refuse
Waste Recycling	(120,000)	(120,000)	(85,000)	▼ Additional Recycling Credit from improved volumes
Waste Recycling			(5,000)	▲ Fees and Charges - Green Waste
Waverley Training Services			(80,000)	▲ Additional income - to be used to meet additional staffing
Savings				
Inflation Provision			(77,000)	▲ Unallocated balance - all major inflation items identified
Street Cleaning			(60,000)	▲ Agreed enhancement to contract will not commence until January
Godalming Leisure Centre	(48,000)	(48,000)	(61,500)	▲ Arising from early opening
Sub-Total	(473,000)	(573,000)	(773,500)	
Net Major Variations	(199,000)	(259,000)	(278,500)	
Net Other Variations	(280)	(280)	7,240	
Overspend / (Underspend)	(£199,280)	(£259,280)	(£271,260)	
Approvals:				
Air Quality Posts		£10,000	£10,000	Executive 2/10/12 - virement to cover additional staffing
Weyhill Car Park		£21,500	£21,500	Executive 2/10/12 - £1,500 approved, £20k earmarked
Planning Fee Income		£30,000	£30,000	Executive 2/10/12 - earmarked as provision against future loss
Balance of Underspend		(£197,780)	(£209,760)	
Supplementary estimates:				
Employment tribunal	£20,000			only 11k needed
Fraud/Inspection Officer post			£15,000	Executive 2/10/12

Annexe 2

HOUSING REVENUE ACCOUNT - 2012-13 Major Variations to Budget				
April to September 2012				
	July	August	September	Reason
	£	£	£	
Additional Expenditure				
Council Tax on Empty Properties	38,000	38,000	38,000	Charges for 2012-13 in excess of £50k budget. — Some refunds will be due for properties disposed before end of year.
Property Insurance		5,700	5,700	— Estimate based on previous actual
Maintenance Consultancy		1,500	1,500	— Specialist advice taken re Gas Contract. Cover overspend from General Management consultancy
Loss in Income				
Dwelling rents and service charges	80,000	90,000	90,000	— Potential shortfall based on 22 weeks debit. This reduction is partly due to the early completion of decommissioning Wey Court.
Court Costs reimbursed			26,000	▲ Court costs are the last call on the repayments, at September £1,800.
Overspends	118,000	135,200	161,200	
Savings				
Capital Financing Costs	(1,942,000)	(1,942,000)	(1,942,000)	— Costs in approved budget were much higher than final approved business plan. Funds will be transferred to Affordable housing/stock improvement reserves.
Sewerage collection			(10,000)	▲ Spend to save investment which has resulted in fewer collections required.
Additional Income				
Interest receivable	(60,000)	(60,000)	(60,000)	— The HRA will have higher balances in the short/medium term that will generate more investment income
Water Rates Commission		(7,000)	(7,000)	— Commission based on value of water rate debit
Underspends	(2,002,000)	(2,009,000)	(2,019,000)	
Net Major Variations	(1,884,000)	(1,873,800)	(1,857,800)	
Possible staff budget overspend		90,000	47,000	—
Overspend/ (Underspend)	(£1,884,000)	(£1,783,800)	(£1,810,800)	

PROJECT MONITORING GROUP- GENERAL FUND

PROJECT TITLE	1 WBC FUNDING 2012/13 £	2 EXTERNAL FUNDING 2012/13 £	3 Approved Changes £	Funding Source of Approved Changes	4 TOTAL PROGRAMME £	5 PAYMENTS to end of September 2012 £	6 FINANCIAL REMARKS	7 Projected 2012/13 Savings £	8 Slippage into 2013/14 £
PLANNING SERVICES									
K1457 The Castle Steps (S106)		12,500			12,500	0	£12,500 funding from PIC monies approved, Farnham castle leading project.		
K1457 Bench at Cranleigh		580			580	580	£580 funding from PIC monies approved.		
COMMUNITY SERVICES									
K1110 Central Communications - Careline	30,000				30,000	15,156	Project on programme.		
K1111 Day Centres	10,000				10,000	6,995	Works at Gostrey Centre & Farncombe Centre, progressing per programme.		
Leisure Strategy									
K1310 Farnham Sports Centre			6,500	*	6,500	0	£6,500 held back until small defect items are dealt with. Will be spent this financial year.		
K1311 Godalming Leisure Centre	1,850,000	16,460	900,224	*	2,766,684	1,870,032	Opened 30th July 2012. Works on car park begin 8th October 2012.	400,000	
K1318 - Biomass & PV's			147,370	*	147,370	0	PV's and Biomass boiler have been installed.		
K1320 The Herons Leisure Centre	700,000				700,000	0	Budget for surveys and initial consultation.		
Sports Centres									
K1301 Client Rolling Programme	56,000				56,000	7,760	Project on programme, commitments.		
K1319 Client Rolling Programme -Contingency	25,000		15,610	*	40,610	189	No further demands on budget at the moment.		
K1302 Client Rolling Programme -The Herons		80,000	60,000	*	140,000	0	Will be spent on necessary health & safety works, rest to be allocated to refurbishment.		
Countryside									
K1373 Lammas Land Fencing	3,000	927			3,927	0	£927 grant to be received. Works completed, waiting for invoice.		
K1377 Wood Fuel Boiler	12,000				12,000	105	To seek quotes next month.		
K1378 Reline Frensham Dam Stew Pond Culvert	20,000				20,000	0	Design in place, looking for suitable contractors.		
Arts									
K1390 Farnham Maltings Brick Restoration	35,000				35,000	12,100	Works to be started in summer, should finish in December.		
K1330 Memorial Hall high level heater modifications			4,600	#	4,600	1,600	Project approved by the Executive 4/9/12. Project on programme to complete before cold weather.		
Recreation									
K1343 Pavilions-Capital Works	30,000				30,000	24,706	Works at Woolmer Hill and Badshot Lea pavilions progressing to programme.		
K1344 Recreational Facilities for Young People	50,000	60,000			110,000	2,324	Budget for Farnham skate park - at consultation stage, unlikely to spend full budget in year.		
K1345 Playground Replacement	194,000	31,000			225,000	11,471	Works to complete end of July 2013.		
K1354 Philips Memorial Garden Improvement Programme	14,670	29,430	99,100	*	143,200	5,465	£62.7k to be spent this year, rest to slip. Cloister works complete, waiting for invoice. Works to be carried out over winter.		80,500
K1355 Parks Infrastructure works and DDA improvements	60,000				60,000	21,796			
K1349 Parks Signage	10,000				10,000	905	Obtaining quotes. Broadwater park to look for Green flag accreditation which may require new signage.		
K1340 Recreation Ground Improvements	35,000				35,000	5,071	Have placed some orders.		

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ENVIRONMENTAL SERVICES									
Public Conveniences									
K1220 Rolling Programme	10,000				10,000	2,078	Cranleigh PC has transferred. Rest of budget held for works relating to possible Tilford PC transfer to Tilford Institute.		
Environmental Health									
K1205 Tackling Fuel Poverty in Waverley	20,000				20,000	10,177	Reactive programme. Works at two park homes completed, £5k committed.		
K1201 Contaminated Land	20,000				20,000	3,521	Indicative programme as dependant on Weydon lane results. New contaminated land strategy to go to the Executive in November.		
Refuse Collection									
K1231 Upgrade Recycling Bring-Sites	6,000				6,000	5,073	Completed.		
K1235 Street Litter Bins	12,540				12,540	0	To be installed mid-October.		
K1234 Contract Mobilisation		4,560	110,000	~	114,560	119,725	Received rebate from sale of recycling bins. Rest of project to be funded from revenue budget.		
Car Parks									
K1240 Rolling Programme	35,000				35,000	5,603	Works at Wagon Yard & Weydown Road car parks. £7k to be spent on works at Central car park. Budget will be spent in full.		
K1241 Parking Equipment Replacement	24,000				24,000	4,494	Parts for machines. Will need to replace pedestals.		
K1243 Tanners Lane	30,000				30,000	6,062	Works complete.	23,938	
K1244 Weydown Road - CCTV	20,000				20,000	0	Will not spend whole budget, currently negotiating with the Police.	8,000	
K1245 North Street, Farncombe - resurfacing and drainage	20,000				20,000	780	Works complete, waiting for invoices.		
K1246 Village Way Extension	77,000				77,000	0	Project not going ahead.	77,000	
K1247 Meadow - Resurfacing	30,000				30,000	21,603	Works complete.	7,000	
K1242 Weyhill car park - refurbishment	342,000				342,000	164	Project on hold.		342,000
HOUSING									
House Renovation Grants									
K1101 Disabled Facilities	248,000	252,000			500,000	220,393	£180k committed. Possible £10k DFG repayment.	20,000	
K1101 Private Sector Renewals		3,304			3,304		Grant repayments received, may receive a further £8k grant repayments.		
SPECIAL PROJECTS									
K1511 Riverside	234,000		198,000	~	432,000	0	Works dependant on CPO. £198,000 2013/14 funding brought forward for preconstruction works. To appoint a development agent at end of October.		
CUSTOMER, IT AND OFFICE SERVICES									
Miscellaneous Properties									
K1512 Development Consultancy - Brightwells	132,000				132,000	20,736	Maintenance of Redgrave Theatre, legal fees and project officer. £13k legal fees due.		
CPO - provision	100,000				100,000	0			
Central Offices									
K1001 Improved Working Environment	100,000				100,000	15,323	Have completed new door security system, invoices to come in. Budget includes £10k contingency.		
Disability Discrimination Act Compliance									
K1006 DDA Compliance Works Provision	10,000				10,000	0	At design stage for works at Woolmer hill and Broadwater park.		
ICT infrastructure Rolling Programme									
K0001 Forward Programme/Legislative Changes	10,000	2,007			12,007	3,407	Works carried out on ATLAS.		
K0003 Desktop/Server Upgrades	25,000				25,000	15,944	Currently rolling out iGels. Works being carried out on server environment. Invoices due.		
K0233 Microsoft Office Enterprise Agreement	25,000				25,000	0	Quotes currently £11k higher than expected, likely overspend.	(11,000)	
System Migration Upgrade									
K0268 Lotus Upgrade	20,000				20,000	12,545	Invoices coming in.		
K0273 Legal case management & time recording system			15,520	#	15,520		Project approved by the Executive 4/9/12. To start in October, complete by end of December.		

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Information Management									
K0254 Network Upgrade & Flexible Working	10,000				10,000	695	Installing new switches, to be implemented alongside new telephone system.		
K0244 Records Scanning	20,000				20,000	1,750	To focus on building control and street naming & numbering. Currently sifting through papers.		
K0240 SAN replacement	50,000				50,000	0	Will slip into 2013/14, project dependant on success of Surrey Data Centre.		50,000
K0241 Shared Services & Hosting	10,000				10,000	0	To possibly share services with Mole Valley and host payment service, decision to be made by end of December.		
K0242 Civica Document Management	20,000				20,000	10,625	Works underway, focusing on environment and housing departments.		
K0243 Civica Access for Planning Documents		6,500			6,500	0	Fully funded from planning delivery grant. Works complete, waiting for invoices.		
K0238 Replacement Telephone system	250,000				250,000	3,750	Have started work - likely to need maximum £150k. To roll out by Christmas.	100,000	
K0249 Scanning & Workflow - Environmental Health			35,240	*	35,240	12,665	Documents sent for back scanning, invoices due. To go live in October.		
K0264 HR/Payroll system			2,500	~	2,500	735	Consultancy costs for mileage and expenses module implementation, CMT approved virement from vacancy factor 11th July 2012.		
K0265 Environmental Services contact manager					0	5,300	LLPG synchronisation work from 2010/11, no creditor.	(5,300)	
K0214 Enhancement of M3 Licensing system			6,700	#	6,700	0	Project approved by the Executive 4/9/12. To be installed 10th October 2012.		
ORGANISATIONAL DEVELOPMENT									
K0271 Backstage	15,000				15,000	0	To relaunch using SharePoint.		
K0272 Jadu Mobile Web Platform	5,000				5,000	5,388	Improvement of website for mobile users and creation of mobile apps, to complete by October. Application installed, will go live mid October.		
PARTNERSHIP FUNDING									
			9,000	*	9,000	0	Hambledon FC - Football Foundation grant application succesful, to start works by March 2013.		
PROVISION FOR EMERGENCY SCHEMES									
	150,000		(26,820)		123,180	0			
Total Project Expenditure	£5,215,210	£499,268	£1,583,544		£7,298,022	£2,494,790		£619,638	£472,500
Capital Project Programme	4,682,210	414,708	1,397,934		6,494,852	2,306,884		619,638	472,500
Revenue Project Programme	533,000	84,560	185,610		803,170	187,906		0	0
Total Project Programme	£5,215,210	£499,268	£1,583,544		£7,298,022	£2,494,790		£619,638	£472,500

Key to Funding Source	
*	Slippage from 2011/12
#	Funded from Provision for Emergency Schemes
~	Funded from elsewhere

Project Justification Form

Project: Change of provider of Consultation Portal software from Objective (formally Limehouse) to Inovem Inclusionware

Service: Planning

Officer Responsible for Project: Anna Ludford/Jennie Falconer

Identification of Need:

We began to use the Objective (formally Limehouse) Consultation Portal for planning policy consultations in 2008. This followed changes to the planning system and the introduction of the new Local Development Framework system, central to which was the ethos of partnership working and community participation. This includes legislative requirements to both consult and engage with the public, community representatives and other relevant stakeholders, throughout the development of planning policy documents. We have to date, undertaken 8 consultations using this software.

There are a small number of alternative software survey options available, however the current and proposed systems lend themselves to the complexity of consulting in detail on a variety of planning documents and allows for complex reporting and analysis of responses. They both offer a range of consultation options, from forums and surveys to more complex document based consultations allowing respondents to read and comment on the document online. Enabling online responses has positive resource implications and whilst we can not expect 100% online response rate, we use the system to store and analyse all comments received, which assists in providing a reliable audit trail. It is particularly important to ensure that we can demonstrate we have consulted those key organisations identified in the regulations and demonstrate we are meeting our 'duty to cooperate'. We have carried out eight consultations using Objective.

We hold the details of nearly 3000 previous respondents on our database, which is held within the current Objective system. In addition we hold the details of over 360 agents who represent one or multiple respondents.

A number of issues have been identified with Objective, which has prompted us to consider a move to an alternative provider. These include:

- Some comments from users suggest that the portal is not considered to be 'user-friendly', particularly for those less familiar with using the internet. This may have put off people submitting online comments, with many continuing to send in lengthy paper responses, which then have to be manually entered by members of the Planning Policy team.
- High annual support costs of £9,250
- Limited and time consuming options for demonstrating how documents have changed (the current system will not allow printing of 'tracked changes') unless additional fees are paid to Objective in addition to already high support costs, for downloading 'add-ons'.
- Although two members of the policy team are fully technically familiar with the system it has been acknowledged that the current system is not particularly intuitive for those using it at both the setting up end of the system and perhaps more importantly, the users.
- Issues with the quality of technical support provided from Objective, and the length of time taken to respond to some technical issues with the system.

Following a detailed demonstration with a new provider, Inovem Inclusionware, the Planning Policy team have further considered the product, including speaking to

several other authorities who have moved between the two providers, and have found a number of positive aspects of the system, including:

- The system appears to more user-friendly for both officers and end users.
- Improved functionality and greater opportunity to customise the system to fit in with our requirements, including the opportunity to brand the consultation portal with our corporate web branding.
- Lower annual costs
- Improved technical support
- Improved compatibility with Microsoft word
- Compatibility with the latest version of In-Design, which will enable improvements and greater flexibility with the format and final appearance of documents. Inovem has an add-on product which is available at an additional £8,000, however, Waverley would not need this part of the product as policy staff are already trained in using In-Design, for which we currently have one licence. It would be desirable to purchase another for ease of use in the section, which would be considerably cheaper than the add-on or using outside publishers.
- Ease and accuracy of transferring all previous consultations and databases from one system to another.

We propose purchasing the hardware for the Inovem system using Planning Delivery Grant funds if available, with ongoing annual costs from the revenue budget to replace those for Objective. The initial capital cost, including a significant competitor upgrade, would be £9,750 and the revenue cost for the following year would be £3,850, representing a saving to the Council of some £5,400 per annum. Inovem has not increased these costs since it started selling this product and quotes that it has 'no current intentions of doing so for the foreseeable future.' The figure quoted also includes staff training in the new system.

This proposal has already been through the Council's Change Advisory process and approved.

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

Using an improved system will assist us to better understand our residents' needs, by improving the accessibility of documents and by ensuring that commenting on planning policy documents is simpler for residents and key stakeholders. This will enable us to meet planning regulations and assist in successfully adopting a new Local Plan, which will improve our ability to meet other objectives such as providing more affordable housing and protecting and enhancing the environment.

Cross Reference to Service Plan:

Using an improved system will assist us in meeting some of the key objectives in the service plan, primarily by progressing the Core Strategy and the Development Management and Site Allocations Development Plan Documents (Ref – P8). Part of the success criteria of this action is 'effective community engagement'.

Progress to date (including position regarding planning permission):

Members of the Planning Policy team and the IT Development Manger attended a demonstration of the product. Further work has taken place to determine potential timescales (to ensure effective transition away from crucial Core Strategy deadlines), consideration of our current contract with Objective and contact with other authorities who have moved between the two providers.

Will the Corporate Project Management Toolkit be used? Yes

Key Project target dates and milestones:

Our annual contract with Objective is renewed in December 2012 and there is a budget allocation for 2012/2013 for this fee. We are required to provide 3 months notice. Based on the experiences of other authorities we would expect that a move between providers take around 3 months, but could be quicker if required. It would be helpful to ensure that any move takes place in good time to prepare for any consultations which are expected to take place spring/summer 2013.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land	0	0	0	0
Contract Costs	9750*	0	0	9750
Fees	0	0	0	0
Vehicles, Plant and Equipment	0	0	0	0
Contingency	0	0	0	0
Other (specify) -	0	0	0	0
Total Capital Cost	9750	0	0	9750

*Based on a departmental licence and system hosted by Inovem

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	9750	0	0	9750
S106	0	0	0	0
External Funding (specify) -	0	0	0	0
Total Funding	9750	0	0	9750

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

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) – Support and Hosting Costs	0	3850 (saving of at least 5400)	3850 (saving of at least 5400)	7,700 (saving of 10,800)
Total Revenue Costs		3850	3850	7,700
Less				
Revenue income	0	0	0	0
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	0	Return on Capital	0 %
Capital Cost	9750		
Forecast Savings	5400	Payback	1.8 Years

Identify any efficiency gains resulting from the project:

If it results in an increase in the number of respondents using online methods of communication it will reduce the officer time spent typing up and inputting hard copy responses. It may also result in a reduction in the proportion of contacts contacted by post, reducing both officer time and paper and postage costs.

Identify any risks which may affect the project:

Officers have spoken to other local authorities which have transferred from Objective to Inovem, in order to identify potential risks and are satisfied that the transition from one system to another can be achieved with no obvious problems/ risks.

Environmental Impact, including Carbon Implications:

By encouraging the use of online responses we should enable a potential reduction in the use of paper.

Equality impact assessment carried out? No

How will the project be procured?

The financial threshold for this product is less than Threshold 1: up to £10,000. The costs of using Inovem can be directly compared with Objective, which is currently used.

Is there scope for sharing/joint work? No

Completed by:

Anna Ludford /
Jennie Falconer

Date:

3.10.12

Project Justification Form

Project: Improvements to the website day checker

Service: Environmental Services

Officer Responsible for Project: Paul Reeves

Identification of Need:

Feedback from customers to say that the collection day checker is complicated. Currently it does not calculate the days of collection, it just asks the customer to download a calendar.

Demonstrate how this scheme would help achieve the Corporate Strategy

objectives: This project will help to address the 'Understanding Residents' Needs' section of the Corporate Strategy by enhancing customer service and making self service easier. This in turn will divert resources from phone calls where customers might call the office to check their collection day if the online facility is too complicated. The collection day checker is one of the most frequently visited pages on the Waverley website, and therefore it is imperative that information on this page is easy to understand. In light of the progress to develop a mobile 'app' for the most commonly visited web pages, this will allow the bin day checker to be part of this function. The current set up where residents need to download a calendar would not fit into this application, but if this project is carried out it will allow a method of quickly checking collection days from a mobile device.

Cross Reference to Service Plan: This links to section ES2.4 of the Environmental Services plan which states that further improvements will be made to the current customer service arrangements. Improvements to the website and making frequently requested information more easy to understand supports this part of the plan.

Progress to date (including position regarding planning permission): So far areas for improvements have been identified and quotes have been obtained for the works.

Will the Corporate Project Management Toolkit be used?

No, the work will be outsourced to IT specialists at Civica.

Key Project target dates and milestones: If approval is granted for this project Civica will be requested to commence the works as soon as possible. Depending on their current workload the project could be commenced within a couple of weeks. The work will total 2 days for Civica.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs – Cost of Licences	£1700			£1700
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – Implementation costs (installation, configuration, training)				
Total Capital Cost	£1700			£1700

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	£1700			£1700
External Funding (specify) -				
Total Funding	£1700			£1700

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

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) – Annual licence and support costs				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				N/A

Return on Capital and Payback (if appropriate): N/A

	£		
Forecast Returns		Return on Capital	%
Capital Cost	1700		
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

By encouraging use of the website and ensuring information is accessible, more people will 'self serve' in preference to telephoning the office.

Identify any risks which may affect the project:

Civica have indicated a quote to complete the works. The main risk is that they will not deliver the works on schedule. However, this is low risk and as this is a service enhancement there is no formal deadline in place.

Environmental Impact, including Carbon Implications:

There are no environmental or carbon impacts arising from this project.

Equality impact assessment carried out? N/A

How will the project be procured? This is enhancement work to an existing system, therefore the existing supplier must be used.

Is there scope for sharing/joint work? No, this is a stand alone area of work.

Completed by: Rob Anderton

Date: 10/09/12

Project Justification Form

Project: Wireless Network in The Bury

Service: IT

Officer Responsible for Project: Linda Frame

Identification of Need: We have many people visiting the building (including Councillors) who require Internet access for demos, their business email and their business applications. Currently to provide this access, we have to set up a dedicated network point for them. We need to be able to accommodate flexible and shared access to Internet within the building.

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

Value for Money – more efficient and effective use of Officer, Councillor and visitor time.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Initial discussions held with the supplier

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Approval – end October

Site Survey – November

Set up Access points and Switch (including cabling) - November

Install management software – November

Test wireless - December

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Network infrastructure	20,000	5,000	5,000	30,000
Total Capital Cost	20,000	5,000	5,000	30,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	20,000	5,000	5,000	30,000
External Funding (specify) -				
Total Funding	20,000	5,000	5,000	30,000

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

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -	1,000	1,000	1,000	3,000
Total Revenue Costs	1,000	1,000	1,000	3,000
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:

Efficient use of the internet for visitors to the building and use of wireless for tablet PCs and those hot desking.

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

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

How will the project be procured?

Is there scope for sharing/joint work? No

Completed by: L Frame

Date: 18/10/2012

PROJECT MONITORING GROUP- HOUSING REVENUE ACCOUNT

Annexe 4

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PROJECT TITLE	1 Backlog FUNDING 2012/13 £	2 DHS (arising) FUNDING 2012/13 £	3 Approved Changes £	Reprogrammed to CMT £	4 TOTAL PROGRAMME £	Anticipated Properties	Actual No Properties to date October	Average Budgeted Cost	Estimated No of Monthly Properties	July	August	September	October	PAYMENTS to date £	Commitment	Applications received not paid	Variance to budget
DHS WORKS																	
Kitchens (Mears)	1,003,040	185,680	200,000		1,388,720	344	201	4,000	31	197,365	180,093	45,716	0	421,382	1,240,217	104,306	(955,819)
Bathrooms (Mears)	753,960	93,320	50,000	(300,000)	597,280	419	132	1,400	38	0	86,797	4,266	0	83,063	732,022	19,623	(486,294)
Heating (Mears & CHS)	750,000	341,000			1,091,000	321	212	3,400	29	141,785	174,657	147,915	88,358	505,748	854,909	0	(724,241)
Windows (Dorwin)	0	172,500			172,500	69	0	2,500	12	0	0	0	0	0		0	100,625
Doors (Dorwin)	0	140,000			140,000	172	0	800	20	0	0	0	0	0		0	81,667
Rewiring (T Brown)	217,000	160,000		(100,000)	277,000	175	27	1,600	16	0	0	0	0	2,700	241,357	(2,700)	(79,774)
Roofs (Mears)	193,000	558,000			751,000	250	36	3,000	42	989	98,571	171,548	0	270,120	537,616	50,218	(419,870)
Walls/Chimneys and Other (Mears)	224,000	60,000		(125,000)	159,000	123	0	1,300	21	0	0	0	0	0	150,000	0	(57,250)
Overhead and profit (Mears)	328,000	52,000			380,000					22,391	20,409	31,776		135,825	20,409		65,433
Total BacklogDH funding	3,469,000.	1,762,500.	250,000	(525,000)	4,956,500					362,530	560,527	401,222	88,358	1,418,837	3,776,530	171,447	(2,475,523)
OTHER CAPITAL WORKS																	
Fire Safety Upgrades	10,000				10,000	20		500		0	0			0			5,833
Door Upgrades (Dorwin)	242,120				242,120	298	170	812		2,000	40,626	19,735		62,361	370,000		(291,125)
Window Upgrades (Dorwin)	745,000		660,246		1,405,246	298	148	4,716		4,927	186,726	77,087		282,108	1,442,219		(904,600)
Sheltered Main Entrance Door Renewal	30,000				30,000	2		15,000		0	0			0			17,500
Soffit / Facia and Gutter Replacement	205,000			(50,000)	155,000	survey				0	0			0			90,417
Asbestos Removal (Aspect)	250,000			(150,000)	100,000	260		385			545	21,009		11,934	31,617		14,782
Water Supply	40,000				40,000	40		1,000		0	0			0			23,333
Aids and Adaptations (Mears)	465,000		85,000		550,000	referral	5			11,186	55,053	787		71,508	168,691		80,635
Warden Call System 1104K611CS	10,000		150,000		160,000	survey				0	0	3,565	83,044	86,609			6,724
Garage Works	25,000				25,000	15		1,667		0	0	13,841		13,841			742
Sheltered Unit Heating and Hot Water	50,000				50,000	2		25,000		0	0			0			29,167
Thermal Insulation Upgrades	20,000			(20,000)	0	survey				0	0			0			0
Wash-hand basins	50,000			(50,000)	0	survey				0	0			0			0
Kitchen/bathroom layout alterations	500,000			(500,000)	0	survey				0	0			0			0
Structural Works/Major Void	1,000,000		20,000	(200,000)	820,000	105	12	9,524	8	44,386	25,925	66,325	7,119	158,788	472,121		(152,576)
Energy Efficiency Initiatives (air source heat pump)	100,000			(80,000)	20,000	2		10,000		0	0			0			11,667
Dwelling enlargement (Walker)	0		180,000		180,000	0	1			43,384	42,476	25,138	808	146,627			(41,627)
Community Rooms	10,000				10,000	survey				0	0			0			5,833
Unadopted Road and Paths and Culverts	50,000			(50,000)	0	survey				0	0			0			0
Sound Insulation	50,000				50,000	survey				0				6,933			22,234
Lift Upgrading	30,000				30,000	2		15,000		0	13,982			19,974	19,974	5,992	(28,440)
Professional Fees	200,000				200,000					0	0			6,424	56,837		53,406
Salary Allocations	400,000				400,000					0	0			0	400,000		0
Total 'Other' Capital Spend	4,482,120		1,095,246	(1,100,000)	4,477,366					105,883	365,333	227,487	90,970	867,108	2,961,458		(1,056,095)
Total Project Expenditure	£7,951,120	£1,762,500	£1,345,246	(£1,625,000)	£9,433,866					£468,413	£925,860	£628,709	£179,328	£2,285,946	£6,737,989		(£3,531,618)