

NOTICE  
OF  
MEETING



**CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL**

will meet on

**THURSDAY, 21ST JUNE, 2018**

at

**6.30 PM**

in the

**DESBOROUGH 4 - TOWN HALL,**

TO: MEMBERS OF THE CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL

COUNCILLORS COLIN RAYNER, DAVID BURBAGE, DR LILLY EVANS,  
MOHAMMED ILYAS, EILEEN QUICK, GERRY CLARK AND  
PAUL BRIMACOMBE

SUBSTITUTE MEMBERS

COUNCILLORS LYNNE JONES, DEREK WILSON, JOHN STORY,  
JOHN LENTON, JUDITH DIMENT, RICHARD KELLAWAY AND CARWYN COX

Karen Shepherd Service Lead Democratic Services  
Issued: 13/06/2018

Members of the Press and Public are welcome to attend Part I of this meeting.

The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **David Cook**, [david.cook@rbwm.gov.uk](mailto:david.cook@rbwm.gov.uk)

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## AGENDA

### PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>WARD</u>	<u>PAGE NO</u>
1.	<u>ELECTION OF CHAIRMAN AND VICE-CHAIRMAN</u> To elect the Chairman and Vice-Chairman of the Panel.		Verbal
2.	<u>APOLOGIES</u> To receive any apologies of absence.		-
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.		5 - 6
4.	<u>MINUTES</u> To approve the Part I minutes of the meeting held on 17 April 2018.		7 - 10
5.	<u>ANNUAL PERFORMANCE REPORT 2017/18</u> To comment on the Cabinet report.		11 - 18
6.	<u>FINANCIAL UPDATE</u> To comment on the Cabinet report.		19 - 32
7.	<u>VICUS WAY CAR PARK</u> To comment on the Cabinet report.		33 - 52
8.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> To consider passing the following resolution:-  "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 9 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"		

## PART II - PRIVATE MEETING

<u>ITEM</u>	<u>SUBJECT</u>	<u>WARD</u>	<u>PAGE NO</u>
9.	<u>MINUTES</u>  To approve the Part II minutes of the meeting held on 17 April 2018.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>		53 - 54
10.	<u>VICUS WAY CAR PARK</u>  To note the Part II appendices.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>		55 - 56
11.	<u>RBWM PROPERTY COMPANY LTD - BUSINESS PLAN 2018-2023 &amp; Q4 PERFORMANCE REPORT</u>  To comment on the Cabinet report.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>		57 - 140

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## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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# Agenda Item 4

## CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL

TUESDAY, 17 APRIL 2018

PRESENT: Councillors Colin Rayner (Chairman), Dr Lilly Evans, Mohammed Ilyas, Eileen Quick, Gerry Clark, Cllr Derek Wilson and Paul Brimacombe.

Also in attendance: Cllr MJ Saunders and Cllr J Rankin.

Officers: Russell O'Keefe, Rob Stubbs, Andy Jeffs and David Cook.

### APOLOGIES

Apologies for absence were received by Cllr Burbage, Cllr D Wilson attended as a substitute.

Cllr Brimacombe, Cllr D Wilson and Cllr Saunders reported they would be late.

### DECLARATIONS OF INTEREST

There were no declarations of interest received.

### MINUTES

The Part I minutes of the meeting held on 5 February 2018 were approved as a true and correct record.

### FINANCIAL UPDATE

The Head of Finance presented the latest Council's financial statement for 2017-18.

The Panel were informed that the main headlines were that it was predicted that the Council remained in a strong financial position with combined general fund reserves of £7,255,000. This was substantially above the recommended minimal level of reserves and that across the country many authorities were struggling to maintain reserves.

In addition appendix A showed that we were carrying forward £2,073,000 of capital fund reserves for eventualities that may arise. The Head of Finance outlined by directorate the variances against controllable budget, which were:

	Controllable Net Budget	Projected Variance
Managing Director's	£62,786,000	(£73,000)
Directorate Communities	£14,787,000	£808,000
Directorate Place	£2,951,000	(£116,000)
Directorate		

There were a number of challenges within the Children's and Adults Services that the Lead Members and officers had been tasked to resolve. There had also been adverse movement in Housing Benefit Subsidy.

There were also two additional recommendations in the report. The approval of a £250,000 transfer from the Borough Parking budget to the Braywick Leisure Centre budget to enable the early provision of 200 parking places and the implementation of new discounted Advantage Card tariffs in the Magnet and Windsor Leisure Centre car parks.

(Cllr Brimacombe, Cllr L Evans, Cllr D Wilson and Cllr Saunders joined the meeting)

The Chairman asked if the York House project was still within budget and for clarification as to why there needed to be additional discounts for the leisure centre parking.

The Head of Finance informed that the York House project was within budget. With regards to the leisure centre parking tariffs there was already an existing discount for leisure centre users to have parking for three months for £10 to use the facilities. The additional discount was to bring the parking discount in line with the other borough car parks for Advantage Card users.

Cllr D Wilson informed that he had been contacted by a local resident saying that there were no parking season tickets available for local car parks and they were advised that they could park at the Braywick leisure centre. Was it possible to park with the discount at the centre if you became a member. The Panel were informed that residents with an Advantage Card could park free for three hours.

The Lead Member for Finance informed that the existing leisure centre discount are for residents using the leisure centre. During the budget build he said that all advantage card users would receive a discount at our car parks; this recommendation was addressing this so our leisure centre parking also received the same discount.

The Chairman questioned the redundancy costs and how many people this covered. The Lead Member for Finance replied that this had been considered by the Employment Panel under Part II. The Employment Panel had requested a further report on the nature of the redundancies. Cllr Quick mentioned that the boroughs redundancy packages were generous.

Cllr L Evans questioned the delay in those eligible receiving business rate relief. The Lead Member for Finance informed that initial take up was disappointing especially when one of the discounts if not used funding would be return to Government. Further activities were undertaken to help improve up take.

Cllr Rankin informed that ward members had been utilised to contact local businesses and help promote discounts available.

Cllr Ilyas asked what was happening about the pressure on the dedicated schools grant and was informed that there was a pressure regarding special education needs provision and that the Schools Forum were implementing an action plan to reduce the deficit.

**Resolved unanimously: That the Corporate Services O&S Panel considered the Cabinet report and unanimously approved the recommendations.**

### MAIDENHEAD GOLF COURSE - STAGE 3 PROCUREMENT

Cllr Brimacombe informed that at Council he declared a Disclosable Pecuniary Interest in the item 'Maidenhead Golf Club' as he had property and business interests in the area. He made representations on the item, then took no part in the debate or vote on the item.

The Lead Member for Economic Development, Property, Communications and Deputy Finance introduced the report that set out the final questions and criteria for the procurement of a development partner for Maidenhead Golf Course.

The Panel were informed that the Royal Borough were committed to the development of this strategic site that would provide benefits such as an all through school and 30 percent



affordable housing. Following the publication of an OJEU notice seeking a development partner for the Maidenhead Golf Course 10 formal submissions were received to the initial selection questionnaire. A list of 5 companies were subsequently invited to partake in dialogue. These submissions had been scored and three companies had been invited to submit final tenders. The Part II appendix to the report outlined the final stage questions and criteria.

Cllr Brimacombe mentioned that the report said that the site would deliver 30% affordable housing, however there was a lack of clarity on the definition of affordable housing. He had asked questions to Council on this and felt that the statement was misleading. Cllr Rankin replied that Council had been informed that RBWM would control the site and work with a JV partner to deliver the development. The definition of affordable housing was contained within the Borough Local Plan.

Cllr Brimacombe also mentioned that there was a lack of clarity within the report, for example education provision could be a single classroom or a school. The Panel were informed that the report was about selection of the JV partner and that a detailed master plan would be refined and guide planning on the site for next 10-15 years.

Cllr Brimacombe mentioned that the public should be able to see the plans for the site and requested that when appropriate information be released in Part I.

Cllr Rankin said that the OJ process was selecting a partner against the criteria in the Part II section of the report. After a selection process a development agreement would be produced.

Cllr Brimacombe raised concern about the risk register and that only the BLP and future property demand was listed, there was no mention of affordable housing. Cllr Rankin replied that the risks within the report were for the procurement process, development risks were in other reports.

It was noted that the benefits of the site had been outlined in the report to Council, the Panel requested that this be referenced in this report to Cabinet.

Cllr D Wilson mentioned that as the site was controlled by the Council they could decide what the tenure mix would be and that the 30% affordable housing could be met. As it was expected to have 2,000 properties on site there would be a need for education provision and this could mean a new school had to be built.

**Resolved unanimously: that The Corporate Services O&S Panel considered the Cabinet report and approved the recommendations subject to the following amendments (Cllr Brimacombe abstained from voting due to a declaration of interest):**

- **Add 'as outlined in the vision document approved by Council' to section 2.9 of the report to provide a reference point for the mentioned range of benefits.**
- **For section 7.1 mention that 'hopefully' new housing would be for local residents.**
- **That Cabinet notes the Panels comments made during the Part II discussion.**

#### LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.**

The meeting, which began at 6.30 pm, finished at 7.50 pm

CHAIRMAN.....

DATE.....

Report Title:	<b>Annual Performance Report 2017/18</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley, Leader of the Council and Chairman of Cabinet
Meeting and Date:	Cabinet - 28 June 2018
Responsible Officer(s):	Hilary Hall, Deputy Director Strategy & Commissioning
Wards affected:	All

## REPORT SUMMARY

- 1 An overview of the council's performance for the 2017/18 year is summarised in this report, see the Royal Borough of Windsor and Maidenhead Annual Report 2017/18, appendix A. This includes progress against its summary indicators as well as contextual information about its resources, key projects and ambitions for 2018/19.
- 2 17 (68%) of the council's 25 key performance indicators met or exceeded target in 2017/18. Six (24%) were just short of target and two (8% were off target), see table 1 and page 30-33 appendix A.
- 3 In addition, the Royal Borough delivered a range of key projects across the breadth of its services, see point 2.5.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

- i) **Notes the progress towards meeting the council's strategic objectives.**
- ii) **Endorses the Annual Report 2017/18, appendix A, to be reviewed at a meeting of the Full Council.**
- iii) **Requests the Managing Director and Executive Directors, in conjunction with Lead and Principal Members, to progress improvement actions for areas that are off target.**

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 In July 2017, the Council Plan 2017-2021 was approved. The Plan set out the six strategic priorities for delivery over the plan period:
  - Healthy, skilled and independent residents.
  - Safe and vibrant communities.
  - Growing economy, affordable housing.
  - Attractive and well-connected borough.
  - Well-managed resources delivering value for money.
  - An excellent customer experience.

- 2.2 The council's performance management framework was revised to focus on a set of key strategic indicators, moving away from operational indicators, to measure performance against delivery of the six priorities. 25 of these indicators are reported bi-annually to Cabinet, with further quarterly reports on an additional set of operational indicators to the relevant O&S panels.
- 2.3 The 25 key strategic measures give a top level view of progress. Given the complex and broad nature of the council, the Annual Performance Report draws together contextual information about the council's resources, as well as key projects and other milestones and challenges from the year in order to provide a holistic view of progress towards the six identified priorities. This is common and best practice in local government, providing residents with an accessible document; see the Royal Borough of Windsor and Maidenhead's Annual Report 2017/18, appendix A.

### Summary of key indicator performance

- 2.4 Detail of performance against the 25 strategic performance indicators is set out in Table 1 and in the new Annual Report 2017/18, appendix A pg 30-33.

**Table 1: Performance against strategic priorities**

	<b>Green</b>	<b>Amber</b>	<b>Red</b>	<b>Total</b>
Healthy, skilled and independent residents	6	0	1	7
Safe and vibrant communities	2	2	0	4
Growing economy, affordable housing	4	0	0	4
Attractive and well-connected borough	3	1	0	4
An excellent customer experience	1	2	1	4
Well-managed resources delivering value for money	1	1	0	2
<b>Total</b>	<b>17 (68%)</b>	<b>6 (24%)</b>	<b>2 (8%)</b>	<b>25</b>

### Key projects

- 2.5 A number of key activities were completed in the year, see Appendix A pg 15-16 for more details:
- Delivering Adults' Services and Children's Services differently through Optalis and Achieving for Children, successfully transferring staff and maintaining quality service provision.
  - Repairing 4,660 potholes as part of the council's annual highways management programme.
  - Appointing a joint venture partner (Countryside) for the four opportunity areas in Maidenhead Town Centre and shortlisting joint venture partners for the Maidenhead Golf Club development site which together will provide in the region of 4,000 new homes.
  - Phase 1 of the Maidenhead Waterways.
  - Progress in the council's £30 million secondary school expansion programme across the major towns including Charters in Ascot, Windsor Boys' and Girls School and Cox Green, Furze Platt Senior and Newlands' Girls schools in Maidenhead.

- A number of expedited capital projects to prepare for the Royal Wedding in Windsor including four new Variable Messaging Signs to assist visitors with up-to-date information as well as street-scene improvements and resurfacing along the carriage route.
- Submitting the Borough Local Plan for inspection.

### **Ambitions for 2018/19**

2.6 As part of the council's overall planning and performance cycle, information from the annual report has been used to inform and develop the service plans for the 2018/19 municipal year. This will ensure activity remains focused on the council's priorities and on the areas for continued improvement. These include:

- Delivering a new CCTV system.
- Successfully procuring the new waste contract.
- Refreshing the Joint Strategic Needs Assessment.
- Co-ordinating and delivering a number of neighbourhood planning referendums in support of local decision making.
- Implementing procedures to support residents with the roll out of Universal Credit.

**Table 2: Options**

<b>Option</b>	<b>Comments</b>
Endorse the Annual Report for review by the Full Council, noting the progress against the six priorities for the Council Plan 2017-21.  <b>The recommended option.</b>	The council's Annual Report 2017/18 provides residents and the council with accessible and relevant information to secure continuous improvement in delivering quality, efficient, user-focused services for residents.
Continue with the old approach of performance reporting and management.  <b>Not the recommended option.</b>	An ad-hoc, narrow approach does not secure sufficient focus on how performance measures and significant council activity assists the council to achieve its strategic priorities. This could result in less focus on service improvement and reduced transparency, accountability and clarity for residents.

## **3 KEY IMPLICATIONS**

3.1 The key implications of the report are set out in table 3.

**Table 3: Key implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
The council is on target to deliver its	Less than 100%	100% of strategic priorities	N/A	N/A	31 March 2019

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
strategic priorities		on target			

#### 4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications arising from this report, see table 4. Delivery of any mitigating actions in respect of performance or service improvement will be met from existing budgets.

**Table 4: Financial impact of report's recommendations**

<b>REVENUE</b>	2016/17	2017/18	2018/19
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

<b>CAPITAL</b>			
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

#### 5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising from the report.

#### 6 RISK MANAGEMENT

- 6.1 The risks and their control actions are set out in table 5.

**Table 5: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
Poor performance management processes in place causing a lack of progress towards achieving the council's strategic aims and objectives.	HIGH	Robust performance management within services and effective and timely reporting.	LOW

#### 7 POTENTIAL IMPACTS

7.1 An Equality Impact Assessment is not required for this report.

## 8 CONSULTATION

8.1 The report will be considered by the Corporate Services Overview and Scrutiny Panel, as well as each of the council's other Overview and Scrutiny Panels. The comments will be reported to Cabinet.

## 9 TIMETABLE FOR IMPLEMENTATION

9.1 Timetable of implementation is at table 6.

**Table 6: Implementation timetable**

<b>Date</b>	<b>Details</b>
Ongoing	Managing Director and Executive Directors, in conjunction with Lead and Principal Members, continue to manage performance, particularly in relation to those indicators that are off target
30 June 2018	Service Plans confirmed by Heads of Service for delivery
30 November 2018	Mid-year review of progress against Service Plans by Senior Management Team

9.2 Implementation date if not called in: Immediately

## 10 APPENDICES

10.1 The appendices to the report are as follows:

- Appendix A: The Royal Borough of Windsor and Maidenhead's Annual Report 2017/18 – To Follow

## 11 BACKGROUND DOCUMENTS

11.1 Council Plan and performance management framework, Council 25 July 2017  
[http://rbwm.moderngov.co.uk/documents/s14958/meetings\\_170725\\_council\\_strategy\\_full.pdf](http://rbwm.moderngov.co.uk/documents/s14958/meetings_170725_council_strategy_full.pdf)

## 12 CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date issued for comment</b>	<b>Date returned with comments</b>
Cllr Dudley	Leader of the Council	01/06/18	01/06/2018
Alison Alexander	Managing Director	01/06/18	01/06/2018
Russell O'Keefe	Executive Director	01/06/18	
Andy Jeffs	Executive Director	01/06/18	04/04/2018
Rob Stubbs	Section 151 Officer	01/06/18	

<b>Name of consultee</b>	<b>Post held</b>	<b>Date issued for comment</b>	<b>Date returned with comments</b>
Hilary Hall	Deputy Director Strategy and Commissioning	31/05/2018	31/05/2018
Nikki Craig	Head of HR and Corporate Projects	01/06/18	03/04/2018
Louisa Dean	Communications	01/06/18	

## **REPORT HISTORY**

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No	<b>To Follow item?</b> N/A
Report Author: Anna Robinson, Strategy and Performance Manager		





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Report Title:	<b>Financial Update</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 28 June 2018
Responsible Officer(s):	Russell O’Keefe, Executive Director, Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All



## REPORT SUMMARY

1. This report is the first statement of 2018-19. In summary a projected balanced budget is reported on the General Fund, see Appendix A.
2. The Council remains in a strong financial position; with General Fund Reserves of £7,001,000 (8.20% of budget) in excess of the £5,860,000 (6.87% of budget) recommended minimum level set at Council in February 2018.
3. The Capital Fund is estimated at £1,729,000 and is available to fund one-off and transformation costs which are not capitalised.

## 1 DETAILS OF RECOMMENDATION(S)

### RECOMMENDATION: That Cabinet:

- i) Notes the Council’s projected outturn position for 2018-19.
- ii) Approves an additional revenue budget of £298,000 for adult social care. The Ministry of Housing, Communities and Local Government (MHCLG) has awarded a grant to the borough for £298,000 to provide adult social care, see paragraph 4.5.
- iii) Approves an additional revenue budget of £1,210,980 for the flexible homelessness support grant which has been awarded by the MHCLG towards expenditure incurred for preventing and dealing with homelessness, see paragraph 4.6.
- iv) Approves an additional capital budget of £241,000 for pothole repairs, a grant has been awarded by the Department of Transport to repair potholes and guard against severe weather in the borough, see paragraph 4.9.
- v) Approves an additional capital budget of £172,000 for joint growth study, a grant has been awarded from the Planning Delivery Fund to work with Slough Borough Council and South Bucks District Council on a joint growth study, see paragraph 4.10.

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 Cabinet are required to note the council's financial position and approve the additional £298,000 revenue budget for adult social care, £1,210,980 revenue budget for flexible homelessness support, £241,000 capital budget for pothole repairs and £172,000 capital budget for the joint growth study.

## 3 KEY IMPLICATIONS

- 3.1 The Council is projecting a General Fund Reserve of £7,001,000. The 2018-19 budget report recommended a minimal reserve level of £5,860,000 to cover known risks for 18 months.

**Table 1: Key implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
General Fund Reserves Achieved	<£5,900,000	£5,900,000 to £6,000,000	£6,000,001 to £6,500,000	> £6,500,000	31 May 2019

## 4. FINANCIAL DETAILS / VALUE FOR MONEY

### **Managing Director's Directorate**

- 4.1 The Managing Director projects a balanced budget outturn on the Managing Director's directorate 2018-19 controllable budget of £71,009,000.

### **Communities Directorate**

- 4.2 The Executive Director of Communities projects a balanced budget outturn on the Communities directorate's 2018-19 controllable budget of £3,871,000.

### **Place Directorate**

- 4.3 The Executive Director of Place projects a balanced budget outturn on the Place directorate's 2018-19 controllable budget of £2,931,000

### **Revenue budget movement**

- 4.4 Revenue budget movements this month are set out in table 2, and the full year movement is detailed in Appendix C.

**Table 2: Revenue budget movement**

<b>Service expenditure budget reported to February 2018 Council.</b>	<b>£77,779,000</b>
Empty Homes supplementary	£32,000
<b>Service expenditure budget this month</b>	<b>£77,811,000</b>

### **Revenue budget for adult social care**

- 4.5 A grant of £298,000 from the MHCLG has been awarded to provide Adult Social Care in the Borough during 2018-19. It is recommended that a budget is added to revenue in 2018-19.

### Revenue budget for flexible homelessness support

- 4.6 A grant of £1,210,980 from the MHCLG has been awarded to the Borough. The purpose of the grant is to provide support to local authorities towards expenditure incurred or to be incurred for preventing and dealing with homelessness. It is recommended that a budget is added to revenue in 2018-19.

### Cash balances projection

- 4.7 Throughout the year the council's cash balances have been revised, Appendix D sets out the Borough's cash balance which is based on the assumptions contained in the 2018-19 budget report.

### Capital programme

- 4.8 The approved 2018-19 capital estimate is £58,942,000, see table 3. The projected outturn for the financial year is £58,942,000, see table 4 for capital programme status. Further information on key capital schemes has been provided in appendices E - G.

**Table 3: Capital outturn**

	<b>Exp</b>	<b>Inc</b>	<b>Net</b>
<b>Approved estimate</b>	£58,942,000	(£20,143,000)	£38,799,000
Variiances identified	£0	£0	£0
Slippage to 2018-19	(£0)	£0	£0
<b>Projected Outturn 2017-18</b>	£58,942,000	(£20,143,000)	£38,799,000

**Table 4: Capital programme status**

	<b>Report Cabinet June 2018</b>
<b>Number of schemes in programme</b>	<b>175</b>
Yet to Start	26%
In Progress	42%
Completed	6%
Ongoing Programmes e.g. Disabled Facilities Grant	25%
Devolved Formula Capital Grant schemes budgets devolved to schools	1%

### 4.9 Capital budget addition for pothole repairs

To repair potholes in the borough and to guard against severe weather, the Department for Transport (DfT) has awarded the Borough a further £241,000. There is an ongoing scheme for these capital works and the award is broadly in line with the grant awarded last year. This targeted funding will be used to continue highways maintenance as per DfT grant conditions. Cabinet is recommended to approve this capital programme budget addition.

### Capital budget for joint growth study

- 4.10 The Borough has been awarded a grant from the Planning Delivery fund to work with Slough Borough Council and South Bucks District Council on a joint growth study. The award funding notification was received in March 2018 so it was not added to the 2017-18 budget. It is in two tranches, £12,000 for 2017-18 and £160,000 for 2018-19. Cabinet is recommended to approve £172,000 capital budget to be added to the three year capital programme.

- 4.11 **Business rates:** Business rate income at the end of April 2018 was 11.94% against a target of 12%. The annual collection target for 2018-19 is 98.8%. Updates on the new Business Rate reliefs for 2018-19 are:
- 4.12 **Business Rate Relief for pubs:** The £1,000 awarded for pubs rolls into 2018-19. Fifty six pubs are in receipt of this relief.
- 4.13 **Supporting small businesses:** This relief also rolls on into 2018-19, £12,844 of relief has been awarded.
- 4.14 **Business rate revaluation support.** The sum made available by MHCLG for evaluation support in 2018-19 is £329,000. This is a significant reduction from the £678,000 which was made available in 2017-18 and will reduce further in subsequent years. Work is underway to model options for the design of the scheme this year.

**5. LEGAL IMPLICATIONS**

- 5.1 In producing and reviewing this report the Council is meeting its legal obligations to monitor its financial position.

**6 RISK MANAGEMENT**

**Table 6: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
None			

**7 POTENTIAL IMPACTS**

- 7.1 None.

**8 CONSULTATION**

- 8.1 Overview & Scrutiny meetings are scheduled prior to this Cabinet. Any comments from those meetings will be reported verbally to Cabinet.

**9 TIMETABLE FOR IMPLEMENTATION**

- 9.1 Implementation date if not called in: Immediately.

**10 APPENDICES**

- 10.1 There are seven appendices attached to this report:
  - Appendix A Revenue budget summary
  - Appendix B Capital fund analysis
  - Appendix C Revenue movement statement
  - Appendix D Cash flow projection
  - Appendix E Capital budget summary
  - Appendix F Capital variances
  - Appendix G Key capital scheme performance

## 11 BACKGROUND DOCUMENTS

11.1 Background documents relating to this report are detailed below.

- Budget Report to Cabinet February 2018.

## 12 CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr Rankin	Deputy Lead Member for Finance		
Alison Alexander	Managing Director	21/05/18	23/05/18
Russell O'Keefe	Executive Director	21/05/18	22/05/18
Andy Jeffs	Executive Director	21/05/18	21/05/18
Hilary Hall	Deputy Director Strategy and Commissioning	21/05/18	21/05/18
Rob Stubbs	Deputy Director and Head of Finance	18/05/18	
Louisa Dean	Communications and Marketing Manager	21/05/18	21/05/18
Nikki Craig	Head of HR and Corporate Projects	21/05/18	22/05/18

## REPORT HISTORY

<b>Decision type:</b> For information	<b>Urgency item?</b> No
Report Author: Rob Stubbs, Deputy Director and Head of Finance, 01628 796222	

## Revenue Monitoring Statement 2018/19 for June 2018 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Management	660	341	0
Communications	412	412	0
Human Resources	883	1,137	0
Law & Governance	2,350	2,348	0
Commissioning & Support	3,872	4,120	0
Commissioning - Communities	8,182	8,182	0
AfC Contract - Children's Services	21,356	21,557	0
AfC Contract - Dedicated Schools Grant	12,196	11,928	0
Children's Services - Retained	(2,118)	(2,317)	0
Dedicated Schools Grant - Retained	50,385	51,260	0
Adult Social Care - Optalis Contract	29,443	29,473	0
Adult Social Care - Spend	15,461	15,412	0
Adult Social Care - Income	(10,658)	(10,887)	0
Better Care Fund	12,033	12,034	0
Public Health	4,780	4,781	0
Grant Income	(78,166)	(78,772)	0
<b>Total Managing Director's Directorate</b>	<b>71,071</b>	<b>71,009</b>	<b>0</b>
Executive Director of Communities	229	229	0
Revenues & Benefits	(109)	(109)	0
Communities, Enforcement & Partnerships	732	731	0
Library & Resident Services	3,019	3,020	0
<b>Total Communities Directorate</b>	<b>3,871</b>	<b>3,871</b>	<b>0</b>
Executive Director of Place	298	298	0
Housing	1,370	1,400	0
Planning Service	1,344	1,344	0
Property Service	(2,577)	(2,577)	0
Finance	1,269	1,268	0
ICT	1,133	1,198	0
<b>Total Place Directorate</b>	<b>2,837</b>	<b>2,931</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>77,779</b>	<b>77,811</b>	<b>0</b>



## Revenue Monitoring Statement 2018/19 for June 2018 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
<b>Total Service Expenditure</b>	<b>77,779</b>	<b>77,811</b>	<b>0</b>
Contribution to / (from) Development Fund	5	5	0
Pensions deficit recovery	2,428	2,428	0
Pay reward	500	500	0
Transfer from Provision for Redundancy	0		0
Transfer to Provision for Redundancy			0
Increase / (Decrease) to provision for bad debt			
Apprentice Levy	0	0	0
Environment Agency levy	156	156	0
Variance on income from Trading Companies			0
Variance on Education Services Grant			0
Variance on Business Rates income			0
Transfer to / (from) Capital Fund			0
Variances on general grants			0
Capital Financing inc Interest Receipts	<u>5,523</u>	<u>5,523</u>	<u>0</u>
<b>NET REQUIREMENTS</b>	<b>86,391</b>	<b>86,423</b>	<b>0</b>
Less - Special Expenses	(1,047)	(1,047)	0
Transfer to / (from) balances	0	(32)	0
<b>GROSS COUNCIL TAX REQUIREMENT</b>	<b><u>85,344</u></b>	<b><u>85,344</u></b>	<b><u>0</u></b>
<b>General Fund</b>			
Opening Balance	7,118	7,033	7,001
Transfers to / (from) balances	<u>0</u>	<u>(32)</u>	<u>0</u>
	<u><u>7,118</u></u>	<u><u>7,001</u></u>	<u><u>7,001</u></u>
NOTE Service variances that are negative represent an underspend, positive represents an overspend.			
<b>Memorandum Item</b>			
<b>Current balance on the Capital Fund</b>			
		£000	
Opening Balance		1,914	
Transfer (to) / from General Fund - other initiatives		(185)	
Final transfer to the General Fund		<u>0</u>	
		<u><u>1,729</u></u>	

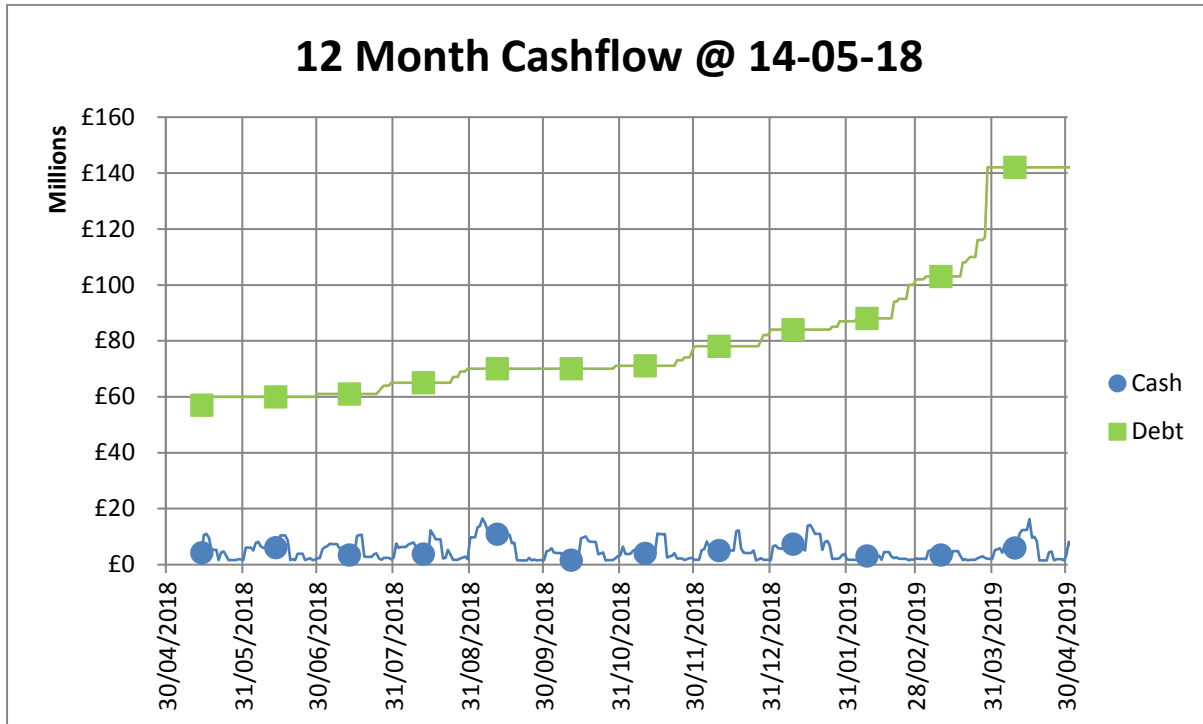
<b>Capital Fund £000</b>	
<i>Balance B/F from 2017/18</i>	1,914
<i>Transacted amounts in 2018/19</i>	
<i>To/From Other Reserves</i>	
Fire & Rescue Inspections	-130
Pay award	-55
<i>To/From General Fund</i>	
Contribution to Capital	0
	<u>0</u>
	<u>1,729</u>

## Appendix C

Budget Movement Statement 2018/19					
	Funded by the General Fund (1)	Funded by Provision (2)	Included in the original budget (3)	Total	Approval
	£'000	£'000	£'000	£'000	
<b>Original Budget</b>				<b>77,779</b>	
1 Empty homes supplementary	32			32	May 2017 Cabinet
<b>Changes Approved</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>	
<b>Approved Estimate June Cabinet</b>				<b>77,811</b>	

## NOTES

- 1 If additional budget is approved but no funding is specified, the transaction would, by default, be funded from the General Fund Reserve.  
Transactions in column 1 are funded by the General Fund.
- 2 A provision for future redundancy costs is created every year and this is used to fund additional budget in services for the costs of redundancy they incur during the year. Transactions in column 2 are redundancy costs funded by the provision for redundancy.
- 3 Transactions in column 3 are amounts approved in the annual budget which for various reasons need to be allocated to service budgets in-year.  
An example would be the pay reward budget. Pay reward payments are not approved until June. The budget therefore has to be re-allocated.



Note 1. Capital expenditure is projected to increase steadily throughout 2018-19. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.

Portfolio Summary	2018/19 Original Budget			New Schemes – 2018/19 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	2018/19 Projected (£'000)	2018/19 SLIPPAGE Projected (£'000)	TOTAL Projected (£'000)	VARIANCE Projected (£'000)	VARIANCE Projected (%)
<b>Communities Directorate</b>														
Revenues & Benefits	0	0	0	0	0	0	69	0	69	69	0	69	0	
Communities, Enforcement & Partnerships	3,098	(635)	2,463	3,098	(635)	2,463	4,369	(1,597)	2,772	7,467	0	7,467	0	0%
Library & Resident Services	435	0	435	635	0	635	948	(189)	759	1,583	0	1,583	0	0%
<b>Total Communities Directorate</b>	<b>3,533</b>	<b>(635)</b>	<b>2,898</b>	<b>3,733</b>	<b>(635)</b>	<b>3,098</b>	<b>5,386</b>	<b>(1,786)</b>	<b>3,600</b>	<b>9,119</b>	<b>0</b>	<b>9,119</b>	<b>0</b>	<b>0</b>
<b>Place Directorate</b>														
ICT	360	0	360	360	0	360	38	0	38	398	0	398	0	0%
Property	1,045	0	1,045	1,045	0	1,045	8,566	(282)	8,284	9,611	0	9,611	0	0%
Housing	0	0	0	0	0	0	881	(856)	25	881	0	881	0	0%
Planning	1,010	(50)	960	1,010	(50)	960	468	(185)	283	1,478	0	1,478	0	0%
<b>Total Place Directorate</b>	<b>2,415</b>	<b>(50)</b>	<b>2,365</b>	<b>2,415</b>	<b>(50)</b>	<b>2,365</b>	<b>9,953</b>	<b>(1,323)</b>	<b>8,630</b>	<b>12,368</b>	<b>0</b>	<b>12,368</b>	<b>0</b>	<b>0</b>
<b>Managing Director</b>														
Human Resources	0	0	0	0	0	0	32	0	32	32	0	32	0	
Adult Social Care	0	0	0	85	(85)	0	6	(6)	0	91	0	91	0	
Commissioning – Communities	7,156	(4,613)	2,543	7,156	(4,613)	2,543	3,994	(1,629)	2,365	11,150	0	11,150	0	0%
Law and Governance	0	0	0	0	0	0	26	0	26	26	0	26	0	
Green Spaces & Parks	183	(93)	90	183	(93)	90	223	(130)	93	406	0	406	0	0%
Non Schools	246	(46)	200	246	(46)	200	293	(146)	147	539	0	539	0	0%
Schools – Non Devolved	4,025	(875)	3,150	4,075	(925)	3,150	20,494	(8,034)	12,460	24,569	0	24,569	0	0%
Schools – Devolved Capital	197	(197)	0	197	(197)	0	445	(445)	0	642	0	642	0	0%
<b>Total Managing Director</b>	<b>11,807</b>	<b>(5,824)</b>	<b>5,983</b>	<b>11,942</b>	<b>(5,959)</b>	<b>5,983</b>	<b>25,513</b>	<b>(10,390)</b>	<b>15,123</b>	<b>37,455</b>	<b>0</b>	<b>37,455</b>	<b>0</b>	<b>0</b>
<b>Total Committed Schemes</b>	<b>17,755</b>	<b>(6,509)</b>	<b>11,246</b>	<b>18,090</b>	<b>(6,644)</b>	<b>11,446</b>	<b>40,852</b>	<b>(13,499)</b>	<b>27,353</b>	<b>58,942</b>	<b>0</b>	<b>58,942</b>	<b>0</b>	<b>0</b>

<b>Portfolio Total</b>	(£'000)	<b>17,755</b>	(£'000)	<b>58,942</b>	(£'000)	<b>58,942</b>
<b>External Funding</b>						
Government Grants	(5,060)		(13,897)		(13,897)	
Developers' Contributions	(674)		(3,920)		(3,920)	
Other Contributions	(775)		(2,326)		(2,326)	
<b>Total External Funding Sources</b>	<b>(6,509)</b>		<b>(20,143)</b>		<b>(20,143)</b>	
<b>Total Corporate Funding</b>		<b>11,246</b>		<b>38,799</b>		<b>38,799</b>

**Capital Monitoring Report - May 2018/19**

At 31 May 2018, the approved estimate stood at £58.942m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	58,942	(20,143)	38,799
Variances identified	0	0	0
Slippage to 2018/19	0	0	0
Projected Outturn 2017/18	58,942	(20,143)	38,799

**Overall Projected Expenditure and Slippage**

Projected outturn for the financial year is £58.942m

There is no slippage or variances to report at this early stage.

**Overall Programme Status**

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	46	26%
In Progress	74	42%
Completed	11	6%
Ongoing Programmes e.g., Disabled Facilities Grant	43	25%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	1%
<b>Total Schemes</b>	<b>175</b>	<b>100%</b>

		May 2018 @ 15/05/18																	
Project	CAPITAL SCHEME	2018/19 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2018/19			PROJECTIONS		PROJECT STATUS						
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2018/19 Projected Variance <i>Underspend as negative</i>	2019/20 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion		
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000							
<b>Communities Directorate</b>																			
	<b>Communities, Enforcement &amp; Partnerships</b>																		
CT52	Disabled Facilities Grant	600	(600)	0	0	0	0	600	(600)	0	0	0							
CZ18	Magnet LC Reprovision Design / Initial Site Costs	0	0	0	862	0	862	862	0	862	0	0							
CC60	Hostile Vehicle Mitigation Measures for Windsor	0	0	0	1850	(908)	942	1,850	(908)	942	0	0							
CC47	CCTV Replacement	1,300	0	1,300	2	0	2	1,302	0	1,302	0	0							
<b>Place Directorate</b>																			
	<b>Property</b>																		
CI29	Broadway Car Park & Central House Scheme	0	0	0	2230	(140)	2090	2,230	(140)	2,090	0	0							
CI21	Windsor Office Accommodation	3,898	(142)	3,756	0	0	0	3,898	(142)	3,756	0	0							
CI62	Hines Meadow CP - Dilapidations	0	0	0	523	0	523	523	0	523	0	0							
CX40	Operational Estate Improvements	600	0	600	0	0	0	600	0	600	0	0							
	<b>Housing</b>																		
CT55	Brill House Capital Funding	0	0	0	500	0	500	500	0	500	0	0							
<b>Managing Director</b>																			
	<b>Schools - Non Devolved</b>																		
CSGR	Charters Expansion	380	0	380	2,556	(1,878)	678	2,936	(1,878)	1,058	0	0							
CSGV	Cox Green School Expansion	420	0	420	2821	(455)	2366	3,241	(455)	2,786	0	0							
CSGW	Furze Platt Senior expansion	750	0	750	6571	(2,033)	4538	7,321	(2,033)	5,288	0	0							
CSGX	Dedworth Middle School Expansion	420	0	420	3490	(1,791)	1699	3,910	(1,791)	2,119	0	0							
	<b>Commissioning - Communities</b>																		
CC62	Maidenhead Missing Links (LEP Match Funded)	759	(659)	100	0	0	0	759	(659)	100	0	0							
CC67	Replacement Payment Equipment for Car Parks	775	0	775	0	0	0	775	0	775	0	0							
CD84	Street Lighting-LED Upgrade	0	0	0	600	0	0	600	0	0	0	0							

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Report Title:	<b>Vicus Way Car Park</b>
Contains Confidential or Exempt Information?	YES: Appendix B and C Part II.  Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Member reporting:	Councillor Evans Lead Member for Maidenhead Regeneration and Maidenhead.
Meeting and Date:	Cabinet 28 June 2018
Responsible Officer(s):	Russell O'Keefe, Executive Director
Wards affected:	All Wards

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## REPORT SUMMARY

- 1 The report seeks approval for the construction of a new car park at Vicus Way, Maidenhead, creating 513 permanent car parking spaces for the use by local business, residents and commuters.
- 2 The construction of Vicus Way Car Park, will improve public parking provision in the town centre during and after the redevelopment of Broadway Car Park.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and approves :

- i) **The development of a permanent multi storey car park at Vicus Way.**
- ii) **Recommends to Council an additional capital budget of £3,687,249.**
- iii) **Delegate authority to the Executive Director with the Lead Member for Maidenhead Regeneration and Maidenhead to submit a planning application and appoint contractors.**

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The regeneration of Maidenhead will improve economic vitality, housing provision, connectivity and the Borough status as a major tourism destination.
- 2.2 The redevelopment of four Council owned sites, for mixed use, residential, retail and commercial as part of the regeneration of Maidenhead results in the removal of some existing surface town centre public car parking provision.
- 2.3 The Council's parking plan will ensure there is no overall loss of parking provision during the regeneration process and that once the regeneration is completed a significant increase in public parking exists.
- 2.4 On the 26 September 2017 Council agreed a budget of £12,344,600 for the construction of new temporary and permanent parking provision across the

Borough in line with the emerging parking plan. Delegated authority was provided to the executive director and lead member to finalise the parking plan and carry out procurement for temporary and permanent parking provision. During the period September 17 to date several options and locations have been explored for the provision of car parking. Including exploration on provision of additional permanent car parking, and reduction of the expenditure on temporary car parking, which does not deliver value for money.

- 2.5 Three locations have been confirmed for the provision of temporary car parking:
  - Clyde House warehouse -Reform Road - 60 spaces
  - Ten pin bowling site – St Clouds Way - 100 spaces
  - The landing site – Queen Street- 80 spaces
- 2.6 Vicus Way, known as 1&2 Stafferton Way, is a Council owned site. Vacant possession of the site recently has provided an opportunity for the provision of temporary car parking for council employees, and for longer term permanent parking.
- 2.7 Vicus Way, does have the ability to offer a potential site for mixed use retail and residential. However, due to the recently constructed ‘Loftings’ site next door, and the volume of planned redevelopment within the town centre, it has been determined that the location of this site close to the station is better suited to provision of permanent car parking. Initial feasibilities were carried out that confirmed that this use class would be appropriate.
- 2.8 The option for permanent car parking provision at Vicus Way, means the Council can significantly reduce its planned expenditure on temporary parking, which provides poor value for money, and instead invest capital in a permanent public parking solution for the long term benefit of residents, visitors, commuters and businesses, in addition to delivering a financial return to the Council.
- 2.9 The project would replace the proposal to add an additional deck of parking at Stafferton Way car park. The Council subsequently received Local Enterprise Partnership (LEP) funding to support the expansion of Stafferton Way car park. The LEP funding will be utilised towards the build cost of the car park at Vicus Way, providing a better value for money option.
- 2.10 The project delivers on the Council’s plan to maintain parking capacity during the regeneration of the Town as the temporary parking and new permanent Vicus Way Car Park would be completed and open prior to the planned redevelopment of Broadway Car park commencing.
- 2.11 In addition to the temporary parking outlined in paragraph 2.5 and Vicus Way car park project, £1,248,000 has been set aside from the original parking budget for work on additional permanent parking at River Street Windsor and £250,000 to bring forward surface public parking provision early as part of the new Braywick Leisure Centre. This means the original £12,344,600 capital budget for parking would be allocated as set out in the table below:

**Table 1: Allocation of original capital budget for parking**

	<b>Schemes</b>	<b>Spaces</b>	<b>Amount</b>
1	Temporary Surface Parking	240	£2,846,600
2	Braywick Leisure Centre	250	£250,000
3	Vicus Way Car Park	513	£8,000,000
4	River Street Car Park	145	£1,248,000
	<b>Totals</b>	<b>1148</b>	<b>£12,344,600</b>

2.12 The Council will also explore with the Local Pensions Partnership (LPP) the potential for a joint venture for the funding of this scheme and the planned Broadway Car Park redevelopment.

**Table 2: Options**

<b>Option 1</b>	<b>Comments</b>
Proceed with the delivery of a Multi-Storey split deck car park at Vicus Way, providing 513 permanent car parking spaces. <b>Recommended</b>	This maintains parking capacity during redevelopment of town centre regeneration sites and improved public parking provision for the long term.
<b>Option 2</b>	
Retain site for future redevelopment opportunities, which could include mix use, retail and residential. <b>Not recommended</b>	With the planned regeneration of the Town arrival of Crossrail, it is essential that we can deliver permanent car parking provision to meet current and future need and demand.

### 3 KEY IMPLICATIONS

- 3.1 The provision of permanent car parking at Vicus Way will increase permanent parking provision for commuters, local businesses and residents by 513 spaces.
- 3.2 The provision of Vicus Way, will ensure that during the redevelopment and regeneration of key town centre council owned sites including Broadway Car Park, parking capacity will never reduce for users below the current levels.

**Table 3: Key implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Planning Submission	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	June 2018
Planning Decision	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	September 2018
Vacant Possession of Site	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	September 2018

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Start on Site	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	October 2018
Practical Completion of Project	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	December 2019
Handover to Parking Team	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	January 2020
Demolition of Broadway Car Park.	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	January 2020

#### **4 FINANCIAL DETAILS / VALUE FOR MONEY**

- 4.1 The cost of the project is £13,207,249. The project costs have been 75% market tested through the SCAPE Framework, with Balfour Beatty. An investment case showing a positive Net Present Value (NPV) is included at Appendix B.
- 4.2 The project will be funded through utilisation of £8,000,000 of the car parking budget; £1,520,000 of LEP funding and the additional capital award of £3,687,249 from the Council's capital programme.

**Table 4: Financial impact of report's recommendations**

<b>REVENUE</b>	2018/19	2019/2020	2020/2021
Addition	£0	£0	0
Reduction	£0	£0	£615,600
Net impact	£0	£0	£0

<b>CAPITAL</b>			
Addition	£0	£3,687,249	£0
Reduction	0	0	£0
Net impact	£0	£0	£0

#### **5 LEGAL IMPLICATIONS**

- 5.1 The Council are the freeholder of this site, and the site is currently being used for the provision of temporary surface car parking for staff. The Council has the power to allocate capital spend, and deliver projects its own land, for the benefit of providing infrastructure requirements for the Borough.

## 6 RISK MANAGEMENT

6.1 Please see attached at appendix D, a full risk register for this project.

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
The contractors do not have the necessary skills to progress the project	High	Robust specification and procurement process	Low
The projects exceed the cost envelope or planned timescales	High	Effective development management processes	Low

## 7 POTENTIAL IMPACTS

7.1 It is essential that Vicus Way Car Park is delivered before Broadway Car Park, can be demolished, and re-provided, in order to maintain parking provision numbers.

## 8 CONSULTATION

8.1 The proposal has been discussed with local stakeholders through the Partnership for the Rejuvenation of Maidenhead (PROM).

8.2 The report will be considered by the Overview and Scrutiny Panel, comments will be reported to Cabinet.

8.3 Additional consultation is planned with local residents and businesses as part of the planning process.

## 9 TIMETABLE FOR IMPLEMENTATION

9.1 The following table gives the planned programme for the delivery of this project, which is subject to planning, further site due diligence and investigation.

**Table 5: Implementation timetable**

<b>Date</b>	<b>Details</b>
June 2018	Submit Planning Application
September 2018	Resolution to Grant Planning
October 2018	Start on site
December 2019	Practical Completion
January 2020	Handover of project to Council's Parking Services

9.2 Implementation date if not called in: Immediately

## 10 APPENDICES

10.1 The Appendices that support this report are:

- Project Brief – Appendix A

- **Investment Case – Appendix B – Part II – Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**
- **Budget Analysis – Appendix C – Part II – Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**
- Project Risk Register – Appendix D
- Project Governance Arrangements – Appendix E

## 11 BACKGROUND DOCUMENTS

12.1 None

## 12 CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr Evans	Lead Member	29/5/18	
Alison Alexander	Managing Director	29/5/18	30/05/18
Russell O’Keefe	Executive Director	29/5/18	
Andy Jeffs	Executive Director	29/5/18	
Rob Stubbs	Section 151 Officer	29/5/18	30/05/18
Nikki Craig	Head of HR and Corporate Projects	29/5/18	30/05/18
Louisa Dean	Communications and Marketing Manager	29/5/18	30/05/18
	Other e.g. external		

### Report History

Decision type: Key decision May 2018 added to the Forward Plan as a Cabinet item.	Urgency item? No	To Follow item. Not Applicable
Report Author: Russell O’Keefe – Executive Director, 01628 796222		



# Project Brief

RBWM Car Park Regeneration – Vicus Way MSCP



THE ROYAL BOROUGH OF  
WINDSOR AND  
MAIDENHEAD

**Balfour Beatty**

## Document Status

Rev No	Prepared By	Reviewed By	Approved By	Status	Date
1	Liam O'Donovan (Balfour Beatty)	Farakh Bungish & James Cuckow	Tim Heather	Feasibility Draft	25/04/18
2	Liam O'Donovan (Balfour Beatty)	Farakh Bungish & James Cuckow	Tim Heather	Updated Pre- Construction	27/04/18

**For Client's Approval:** .....  
Client's Signature
Date

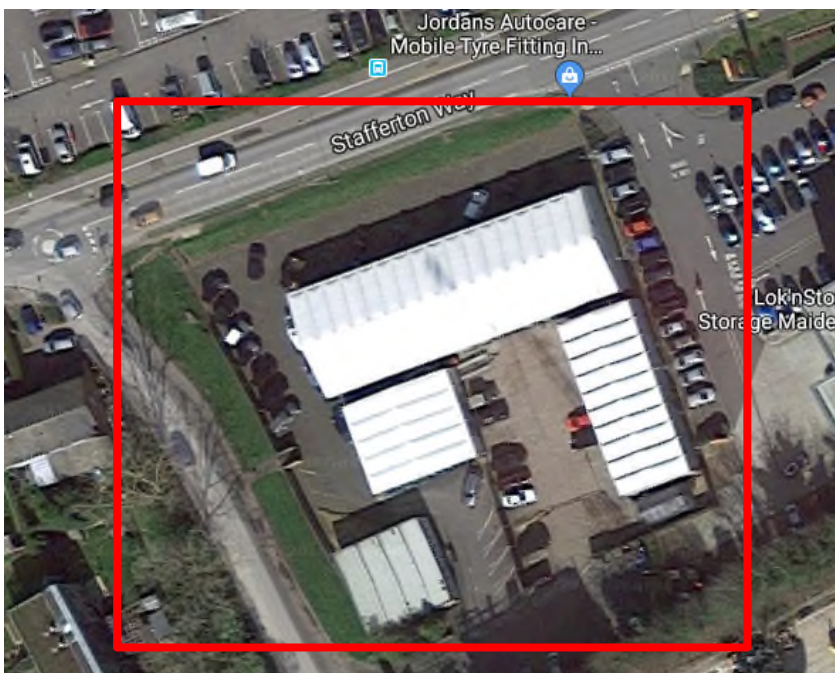


## Scheme Background

The Royal Borough of Windsor and Maidenhead (RBWM) wish to undertake a feasibility study for the potential delivery of additional car parking spaces to support the overall Maidenhead Regeneration Programme.

With the new Broadway Car Park acting as the catalyst for this development, Vicus Way has been identified as an opportunity to provide additional spaces for the Borough during, and also after completion of the Broadway scheme.

## Vicus Way Multi-Storey Car Park



Currently a level site on the corner of Staffordton Way and Vicus Way to the south of the town centre. The area shown in red on the plan above shows the site as a storage facility, however this has now been demolished since and the extent of the enabling works is to remove the existing structures in preparation to begin the main works.

## Project Brief

### Key Requirements:

- c513 Total number of new spaces
- Car parking bay size 2.5x5m
- Proposed as a 4 upper floors in split deck arrangement and ground level surface parking
- Minimum 2.2m clear head height with 3.2m storey height
- 5% target DDA spaces at Ground Floor
- Assumed piled foundations required
- Assumed car park to be traditional construction with steel frame
- Proximity sensors required for deck lighting
- 2nr. lifts required with BT lines to each lift also required
- Entrance / exit barriers required
- Ticket machines to be pay on return with 1nr. required p/core + 1 additional on GF level
- CCTV required to stair cores & decks
- ANPR not required
- 5nr. electric charging points required with requirement for a future 5nr. – charging points to be 7-11k/w 3/4hr charge time
- Sprinkler system not required
- Full fire alarm system required
- Landlord's meter enclosure required
- Anti-graffiti paint required to stair cores
- Cladding required to main car park, allowed for hit & miss, and cladding to cores required
- No suicide protection measures required
- Disabled refuge points required at each level of each core

### Programme Requirements

The anticipated programme for the delivery will be;

Feasibility Report submission	23 February 2018 (Actual)
Appointment for Pre-Construction Work	30 April 2018
RIBA Stage 1-3 commence	16 April 2018 – 29 June 2018
Planning Submission / Approval	25 June 2018 – 24 September 2018
Subcontractor Design and Mobilisation	4 September 2018 – 12 November 2018
Onsite works complete by	January 2020 (Approximate)

The forecast project budget is £13,207,249 inclusive of Contractor's pre-construction services, all planning fees, demolition costs, and project contingencies.

## Vicous Way Car Park – Risk Register

		Date of Update:			May 2018			Days to End Date		575	
		Provided by:			Shared Building Services			Overall Programme RAG Status			
Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead	
<b>Legals</b>											
L01	Ownership & Title (MSCP)	3	3	9	- Satisfactory Title	- Report On Title Completed (SLS)	- Most title issues should be able to be resolved, but could add to costs.	- Revie of costs added to project contingency.	-	RL	
L02	Right of Way (Adjoining Property)	3	3	9	- Satisfactory Title during Construction and Post-Construction Phases	- Report on Title Completed (SLS) - Make an additional allowance during construction phase	- Discussion with relevant Parties required	- <b>Contingency for costs needs to be clear on any costs associated with provision of right of way during construction</b>	- <b>Check Construction Phase Plan – location of contractors area and access</b>	RL	
L03	Existing users within the land ownership, or development area of MSCP.	3	3	9	- Continuation of provision of adequate parking for RBWM Staff	- Staff parking to be relocated prior to site hand over	- Confirmation of site possession date - to agree	- <b>Working date of Site Possession is 01 October 2018</b>	- <b>Firm up the date</b>	RH/NW	

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
<b>Planning</b>										
PO1	Design upto planning stage (RIBA Stage 3)	3	3	9	- Pre-Application imminent	- Discussions with LPA ongoing.	- Professional team to consider LPA comments and solutions.	-	-	RH/AB
PO2	Planning Submission Target Date – June 2018	3	3	9	- Increased bay sizes this will require a reduction in number of spaces.	- Review once design layout is firmed up.	-	- 513 spaces now available as evolving design.	-	RH/AB
PO3	Location & Relationship to neighbouring buildings.	3	3	9	- Effect of height & massing on neighbouring buildings.	-	- Coordinate with LPA	-	- Consultation with Key Stakeholders and local residents.	RH/AB
P04	Proposed Highways Works	3	3	9	- Access and egress to coordinate with the proposed design	- Review once design is firmed up	- Coordinate with LPA	-	-	RH/AB
P05	LPA requirements	3	4	12	- Specific LPA requirements such as FRA and AQA may have an impact on overall cost and	- Review once planning decision is secured	- Coordinate with LPA	-	-	RH/AB

P06	Off site Highways Works	3	4	12	time - Traffic modelling may require some off site Highways improvement which may increase the overall cost	- Review once planning decision is secured	- Coordinate with LPA	-	-	RH/AB
P07	Planning conditions	4	3	12	- Number of conditions and time taken to discharge	- Pre-application meetings with the planning team	-	- Seek to minimise amount of pre commencement conditions.	-	AM/BB
P08	Planning permission denied	2	4	8	- Significant delay to project which will impact other projects in the Borough	- Pre-application meetings with the planning team	-	- Ongoing discussions with planners, currently supportive of concept.	-	AB/AM
P09	20% electrical charging points	5	3	15	- Loss of car parking spaces	- Currently reviewing the option to issue annual permits which may help free up charging bays.	- Client internal coordination	-	-	AM

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
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<b>Construction</b>										
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CO1	Procurement of Professional Team	2	2	4	- OJEU Compliance required.	- Crown Commercial Services Framework	- Procurement Team Sign off - Shared Legal Services Team sign off.	-	-	RH
CO2	Procurement of Contractor	2	3	6	- OJEU Compliance required.	- SCAPE Framework is available to call off, however, this may be more expensive. - OJEU tender process will push the delivery timescale beyond the RBWM requirement date	- Pre-construction Agreement agreed with Balfour Beatty - Construction Agreement will be agreed in November/December 2018	-	-	RH/AB
CO3	Contract Type	3	3	9	- Selection of the appropriate contract to mitigate cost over-runs is essential	- SCAPE Framework uses NEC Option A (LumpSum) Form of Contract	-	-	-	RH/AB
CO4	Risk of contamination (existing land)	3	4	12	- LQA can not be undertaken until the existing slab is removed	- Establish if the slab can be removed before agreeing the Construction Price	- Target October 2018	-	-	RH/AB

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
CO5	Disruption and management of site and impact on existing retail and residents	3	3	9	- Shut downs of local business and noise and dust to neighbours.	- Full construction plan to be developed with stage 3 report and design.	-	-	-	AM/BB
CO6	Asbestos located	3	3	9	- Delays to demolition impact on design.	- Full R&D Survey to be carried out	-	-	-	AM
CO7	Construction Period & Process	3	3	9	- Impact on users and Broadway project	- Programme to be monitored against key milestones	-	-	-	AM/BB
C08	Noise	3	2	6	- Complaints from residence and adjacent businesses	- As part of the design development the contractor will advise noise mitigation measures	-	-	-	BB
C09	Design sign off	2	2	4	- Unavailability of client staff delays sign off	- Schedule of design sign off meetings to be established so client can plan resources	-	-	-	AM
C10	Agreement and sign off of PSA	3	3	9	- If internal sign off is prolonged it could cause extension to programme.	- Project order raised for initial engagement of resources	-	-	-	F+G / BB / AM
C11	Weather	4	3	12	- Contractor risk unless abnormal	- Project Management team to monitor any significant weather events	-	-	-	AM
C12	Ground obstructions	3	3	9	- Obstructions could delay piling which will impact the programme	- Ground penetration radar to be undertaken once ground slab removed	-	-	-	AM / F+G
C13	Utility connections/supplies	3	3	9	- Local supplier may not be adequate for power demand of car park	- Early assessment of demand and early engagement with supplier	-	-	-	AM / F+G
C14	Flooding of site	3	3	9	- Flood risk zone 1 site. Flooding of site will delay works	- Construction to avoid winter months	-	-	-	AM
C15	Unknown Services beneath slab	5	3	15	- Service will need diverting or building over both of which will require agreement from utility providers	- Ground penetration radar to be undertaken once slab removed - Early engagement with utilities provider	-	-	-	BB

C16	Blocked drains	3	3	9	- May require relay of existing drains	- CCTV survey drains during the design phase	-	-	-	AM
C17	Unforeseen ground conditions	3	3	9	- Impact of foundation design which could impact programme and cost	-	- Project Contingency £250k	-	-	AM
C18	Car park displacement	2	2	4	- Existing users of the car park need alternative parking location	- Client currently reviewing potential locations	- Staff car parking can return to Hines Meadow, prior to handover of site.	-	-	AM
C19	Relocating meter housing	3	2	6	- Time taken for utility supplier to move services	- Early engagement with the utilities provider	-	-	-	BB
C20	Right of access	5	3	15	- Temporary site compound needs to be constructed on this road	- Client to engage with tenant to agree temporary use of road as compound	-	-	-	F+G / AM
C21	Services crossing site - build over agreements	5	3	15	- Time taken for utility supplier to agree diversion/build-over agreement	- Early engagement with utility supplier	-	-	-	F+G /AM
Ref:	<b>Programme Area</b>	<b>Likelihood</b> 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	<b>Impact</b> 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 =Catastrophic	<b>Risk</b>	<b>Sub Risks</b>	<b>Controls Currently in Place</b>	<b>Assurance External or Internal</b>	<b>Quarterly Update</b>	<b>Improvements to be made</b>	<b>Lead</b>
<b>Strategic</b>										
SO1	Stakeholder Engagement	3	3	9	- Poor Communication	- Presentation to be made to: PRoM, Friends of Maidenhead, Maidenhead Town Forum, Maidenhead Developers Forum. - Public Consultation as part of planning application. - Communication with Lead Member & Deputy Lead Member for Regeneration. - Communication with wider Cllrs	- Regular update briefings with PR & Communications Team in Royal Borough. - Regular update at Parking Project Board Meetings.	- Arranged for Presentation to PRoM, 12 <sup>th</sup> June 2018. - Arranged initial public consultation for 7 <sup>th</sup> June 2018.	-	RH/S J
SO2	Relocation of Temporary Car Parking	3	4	12	- All users to be relocated by September 2018	-	-	-	-	RH/N W
SO3	Ultimate number of new car parking spaces provided for the retail offer in the Town Centre.	2	3	6	- Assumes G+4, for 500 spaces.	- Professional team appointed to deal with any questions raised by planners.	- Project Brief required 500-520 spaces, LPA requires wider bays and 20% future proofing of EV charging bays	- Design delivery currently 513 spaces.	-	RH/F +G

S04	Client changes	2	3	6	- Client change could impact programme and cost	- Freeze design brief early in the design phase	-	-	-	AM
S05	Change in personnel	2	2	4	- Disruption that could lead to delay	- Early commitment from the contractor through a resource plan	-	-	-	BB
S06	Public relations	4	2	8	- Complaints from residence due to works	- Engagement via residence meeting and contractor to operate under CCS	-	-	-	BB / F+G
S07	Timely response to BB queries/design submissions	2	2	4	- Any delay responding to submissions could impact programme	- Single point of contact to be identified by client to coordinate response from key personnel	-	-	-	F+G / AM
S08	Bird nesting season	4	3	12	- Works on site to commence on site prior to nesting season	- Early advice from specialist to mitigate any impact	-	-	-	AM / BB
S09	Client clarification on MEP requirements	3	3	9	- Timely advice from client to avoid delay	- Early design freeze by client	-	-	-	AM
S10	Daylight and sunlight impact on residents	3	3	9	- Unacceptable impact on residence	- Undertake assessment with a view to minimising impact	-	-	-	AM / F+G
S11	Air quality/acoustic impact on residents	2	2	4	- Potential planning issues	- Assessments to be undertaken which will inform mitigating measures	-	-	-	F+G

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
<b>Financial</b>										
FO1	Budget of TSC to stay within £13.8m, in order to achieve appropriate financial returns, and cost effective car parking provision.	3	4	12	<ul style="list-style-type: none"> <li>- Any unknown costs associated with contamination</li> <li>- Any unknown costs associated with re-provision of users</li> <li>- Contingency for build</li> <li>- Funds already committed of £200k to get to RIBA Stage 2 (planning) and £650K (pre-construction)</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor risks and changes</li> </ul>	<ul style="list-style-type: none"> <li>- Faithful &amp; Gould appointed as Quantity Surveyor and Employers Agents.</li> <li>- Project Board to oversee and receive regular updates on financial spend, and commitment.</li> </ul>	-	-	RH/F & G
FO2	Construction cost changes	3	4	12	<ul style="list-style-type: none"> <li>- SCAPE is a 2 stage process so the construction cost will be firmed up in November/December 18 based on the current BB programme, fluctuations in market and material prices remain a risk</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor Construction cost build up</li> </ul>	<ul style="list-style-type: none"> <li>- Faithful &amp; Gould appointed as Quantity Surveyor and Employers Agents.</li> <li>- Project Board to oversee and receive regular updates on financial spend, and commitment.</li> </ul>	-	-	RH/F & G

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
					-	-	-	-	-	
					-	-	-	-	-	



Quantum of Risk (May 2018)

Extrem

5. Catastrophic					
4. Major		P08	P05,P06,P07,C04,S02,F01,F02		
3. Moderate		C02,S03,S04	L01,L02,L03,P01,P02,P03,P04,C03,C05,C06,C07,C10,C12,C13,C14,C16,C17,S01,S09,S10	C11,S08	P09,C15,C20,C21
2. Minor		C01,C09,C18,S05,S07,S11	C,08,C19	S06	
1. Insignificant					
<i>Insignificant</i>	1. Rare	2. Unlikely	3. Possible	4. Likely	5. Very Likely

LIKELIHOOD

Significant/Extreme Risks:	
P09	20% Electrical Charging Points - due to the size allocation of bays for this provision, it may not be possible to delivery full compliance without reducing overall car parking spaces.
C15	Unknow Services Beneath Slab - early engagement with utilities, and ground penetration radar to be undertaken - this could increase project costs.
C20	Right of Access - negotiations and consultation with adjoining tenant required.
C21	Build over licences may be required - early engagement with utility suppliers required.

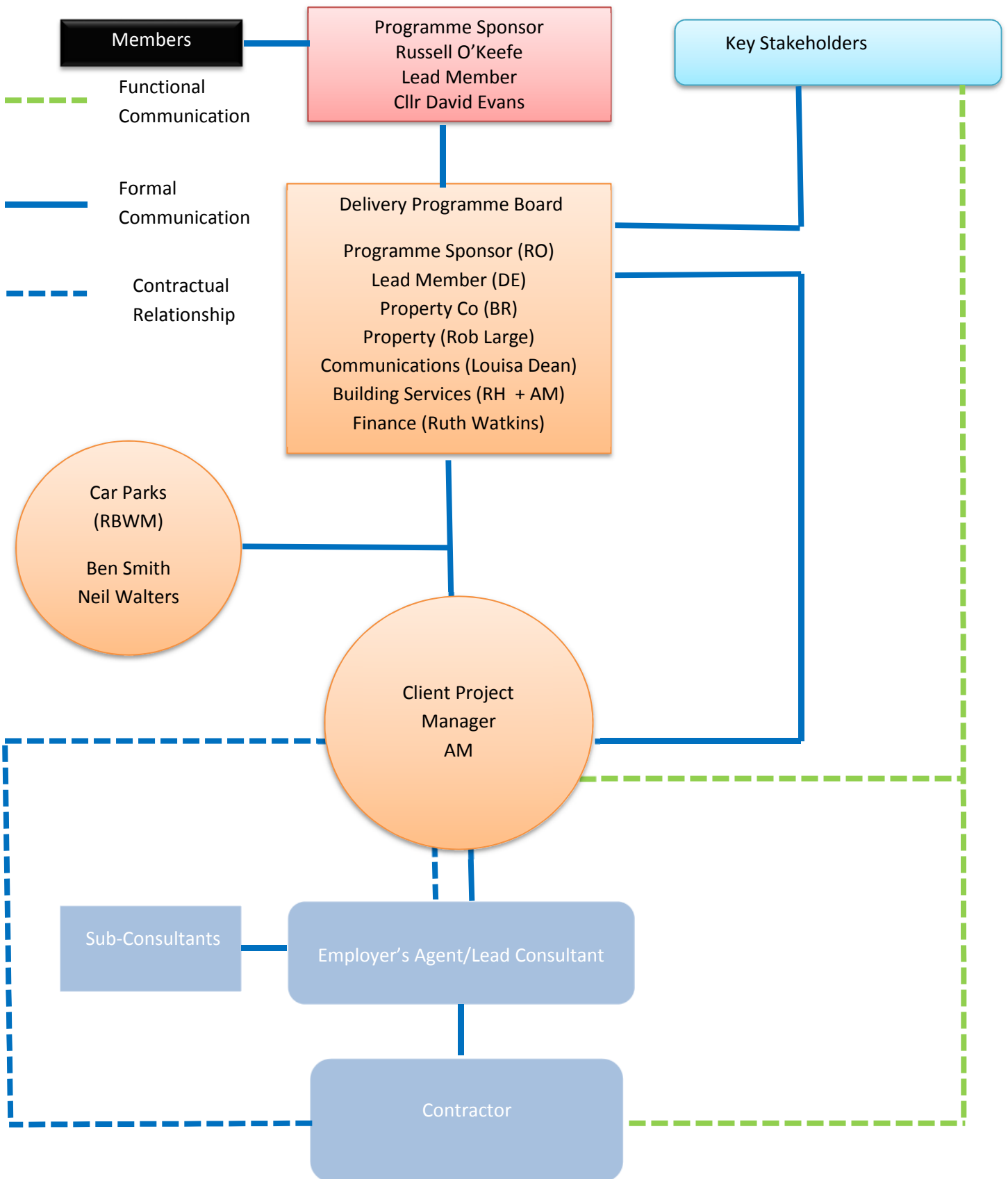
Key to Risk Ref Codes:
Risk ref starts with <b>L</b> = Legal' s Risk ref starts with <b>P</b> = Planning Risk ref starts with <b>C</b> = Construction Risk ref starts with <b>S</b> = Strategic risk Risk ref starts with <b>F</b> = Financial risk

Risk Definitions & Action

1-2 Insignificant	3-6 Low	8-12 Moderate	15-20 Significant	25 Extreme
Control measures are in place. Risk is monitored however considered insignificant to day to day work and the ongoing future of the function	The majority of control measures are in place. Risk subject to regular review and should be reduced as part of directorate long term goals	There is moderate probability of major harm or high probability of minor harm, if control measures are not implemented. Prioritised action plan required with timescales. To be monitored and reviewed six-monthly	Significant probability that major harm will occur if control measures are not implemented. Urgent action is required. Consider stopping procedures. Actions to be monitored until in control. Review monthly	Where appropriate stop all action IMMEDIATELY. Controls to be implemented immediately and monitored until risk score reduced. Review weekly

# Vicus Way New MSCP

## Governance Arrangements - Communication Lines



## Vicus Way New MSCP

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### Roles

#### **Project Sponsor (Russell O’Keefe), Lead Member (Cllr David Evans)**

- Setting strategic vision and direction, ensuring organisational fit
- Releasing required resources
- Ensuring project stability
- Representing Member interests

#### **Commissioning Service RBWM Property Company Ltd (Barbara Richardson)**

- Representing Commissioning Service
- Coordinating transformation between existing facilities and proposed facilities
- Ensuring adequacy and sufficiency of deliverables
- Acting as the “business change” manager

#### **Car Parks (Ben Smith/Neil Walters)**

- Facilitating project interdependencies with existing provisions
- Sourcing and managing operator provisions
- Facilitating shut down of existing provisions and switch to new provisions

#### **Property (Rob Large)**

- Acting as Corporate Landlord
- Dealing with Land/Asset requisition, tenancy, CPO etc.
- Dealing with all aspects of Vacant Possession

#### **Communications (Louisa Dean)**

- Acting as the corporate focal point for all external and Member comms
- Leading public consultation events
- Formulate and management of Comms Plan

#### **Building Services (RH/AM)**

- Acting as the Delivery Manager, taking instructions from the Board
- Reporting progress, issues and risks to the Board
- Overall risk management
- Managing the key parameters of change, time and cost

#### **Finance (Ruth Watkins)**

- Ensuring funding release

## Vicus Way New MSCP

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- Internal cost monitoring and reporting directly to Board and internal systems

### Client Project Manager (AM)

- Undertake the Duties of Client as defined under the CDM 2015 Regulations and ensure obligations of the legislation are met
- Liaison with the key stakeholders and professional team to develop Employer's Requirements and the tender documentation
- Instigate, lead and manage the tendering process for the selection of main Contractor including the OJEU process
- Appoint Contractor ensuring legal and statutory obligations are met
- Lead and manage the delivery process including coordination and liaison with the key stakeholders
- Control the change process
- Ensure reporting mechanisms are met for internal governance including preparing Project Board reports
- Oversee the payment mechanisms for the professional team and the Contractor including ensuring audit requirements are satisfied
- Lead and manage the two key risks of cost and time.
- Accept the completed development once the practical completion certification and other completion documentation is in place.
- Manage the Defects period
- Ensure BIM compliance requirements as required under the current legislations are satisfied

### Next steps

1. Form and initiate Project Board
2. Review and Sign off Budget, Delivery Brief and outline programme by the Board
3. Review and Sign off delivery strategy by the Board
4. Stakeholder – mapping and management
5. Continue to proceed with planning submission preparation

# Agenda Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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