



To: All Members of the Community and Wellbeing Committee

Dear Councillor,

**COMMUNITY AND WELLBEING COMMITTEE - TUESDAY, 17TH JANUARY, 2023 ,
Council Chamber - Epsom Town Hall**

Please find attached the following document(s) for the meeting of the Community and Wellbeing Committee to be held on Tuesday, 17th January, 2023.

4. **CAPITAL PROGRAMME 2023/24** (Pages 3 - 28)

This report summarises the proposed 2023/24 capital programme and a provisional programme for 2024/25 to 2027/28. The Committee's approval is sought for the programme to be submitted to Council in February 2023.

For further information, please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read "Sing".

Interim Chief Executive

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CAPITAL PROGRAMME 2023/24

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Proposed Capital Programme Appendix 2 – Capital Appraisal form for Bid 7 Appendix 3 – Capital Appraisal form for Bid 10 Appendix 4 – Capital Appraisal form for Bid 12

Summary

This report summarises the proposed 2023/24 capital programme and a provisional programme for 2024/25 to 2027/28. The Committee's approval is sought for the programme to be submitted to Council in February 2023.

Recommendation (s)

The Committee is asked to:

- (1) submit the capital programme for 2023/24 as identified in section 3 of this report to the Council for approval on 14 February 2023;**
- (2) note the provisional forecast of schemes for the capital programme for 2024/25 to 2027/28;**
- (3) note that schemes subject to external funding from Disabled Facilities Grants only proceed once funding has been received.**

1 Reason for Recommendation

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2023/24 to Council in February 2023 and to inform of the schemes included in the provisional forecast for 2024/25 to 2027/28.

2 Background

- 2.1 The Capital Strategy was last agreed by Full Council on 15 February 2022 at which time the capital programme was approved for 2022/23. Schemes for 2023-2027 were provisional pending the annual budget review and an annual assessment of funds for capital investment.
- 2.2 Strategy and Resources provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2023/24. Under this remit, CMG assessed all capital bids and recommended a programme for approval to the Policy Committees.
- 2.3 The programme assumed funding from capital receipts, revenue funding, and government grants. The proposed level of investment for the 2023/24 programme is £1,414k, of which £250k is to be funded from a planned contribution from revenue. Combined with funding from the Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £3.48m at the end of this period. The agreed minimum threshold of capital receipts is £1m.
- 2.4 The receipts forecast assumes a £250k revenue contribution to fund capital schemes in 2023/24, which is subject to the revenue budget being approved at Council in February 2023. The full contribution proposed is £500k, but only half of this is assumed for the core programme, because £250k is anticipated to be required to fund capital expenditure on the ICT programme of works, as detailed in paragraph 2.11 of the ICT Strategy report to Strategy & Resources Committee in March 2022.

3 Core Programme 2023/24

- 3.1 CMG recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2023/24, subject to the Committee approving the project appraisals.

Capital Scheme	Proposed Budget 2023/24 £'000	Expected Funding Source
The Disabled Facilities Grant Programme	785	Central govt grant
Bourne Hall - Patio for outside seating area for café	98	Budgeted revenue contributions
Playhouse Theatre – Installation of Solar PV	130	Capital Receipts
Total Community and Wellbeing Committee	1,013	

3.2 Disabled Facilities Grant is received annually from the Department for Levelling Up, Housing and Communities. The Council has a statutory responsibility to administer the grant. The grant is typically used to make residential adaptations to enable vulnerable residents to maintain independence and remain in their own homes. Such interventions can prevent the need for NHS and or sheltered housing services. The grant is typically used to:

- Widen doors and install ramps;
- Improve access to rooms and facilities – eg stairlifts; downstairs bathroom;
- Provide a heating system;
- Adapt heating or lighting controls to make them easier to use.

4 Provisional Forecast 2024/25 to 2027/28

4.1 CMG also considered the provisional forecast for the subsequent four years, which has been compiled through drawing information from the Asset Management Plan for buildings and other known capital expenditure requirements.

4.2 The 2024/25 to 2027/28 provisional forecast for Community and Wellbeing currently comprises the following sums, with individual schemes shown at Appendix 1:

Provisional Forecast	2024/ 25	2025/ 26	2026/ 27	2027/ 28	Deferred from previous years	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Disabled Facilities Grants	785	785	785	785	0	3,140
Bourne Hall	0	0	0	0	970	970
Ewell Court House	0	0	0	85	50	135
Epsom Playhouse	0	100	70	0	375	545
Wellbeing Centre	0	0	0	0	99	99
Total Community and Wellbeing Committee	785	885	855	870	1,494	4,889

- 4.3 The provisional forecast provides an illustration of the Council's anticipated capital expenditure need from 2024/25 to 2027/28 but is not an exhaustive list as future schemes may be identified through other workstreams such as the Climate Change Action Plan and Annual Plan cycle.
- 4.4 Similarly, some schemes may be removed from the programme if strategic asset reviews recommend an alternative approach or Council priorities change. Each year, the forthcoming annual programme will be reviewed by Capital Member Group through the annual capital budget setting process with bids assess against the agreed criteria, and the programme updated accordingly.
- 4.5 Where schemes proposed for an earlier financial year were not progressed, and the works remain outstanding, they have been included within the 'deferred' column of the table and included in the total.
- 4.6 Forecasts for 2024/25 to 2027/28 are based on the estimated cost of works as reported in the Asset Management Plan 2020-2030. It is acknowledged that due to inflation, costs will have increased since this Asset Management Plan was agreed at S&R in July 2020. The subsequent increase in prices will be reflected when budgets for those relevant financial years come to be set through the Council's agreed budget setting process.
- 4.7 Officers have committed to refreshing the Asset Management Plan in the 2023/24 municipal year.

5 Risk Assessment

Legal or other duties

5.1 Equality Impact Assessment

5.1.1 None for the purposes of this report.

5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

5.3 Safeguarding

5.3.1 None for the purposes of this report.

5.4 Dependencies

5.5 The 2023/24 capital programme is dependent upon agreement of a planned £250k revenue contribution to fund the capital programme being considered by Full Council in February 2023 as part of the revenue budget for 2023/24.

5.6 Other

5.6.1 None for the purposes of this report.

6 Financial Implications

6.1 Officers in the Projects Team have scheduled sufficient capacity to deliver the recommended schemes next year.

6.2 **Section 151 Officer's comments:** All financial comments have been included within the body of the report.

7 Legal Implications

7.1 The Council has a statutory responsibility to administer the Disabled Facilities Grant.

Legal Officer's comments:

7.2 Under section 1(1)(c.) of the Housing Grants, Construction and Regeneration Act 1996 there is a grant available to a local authority known as the Disabled Facilities Grant towards the cost of works required for the provision of facilities for a disabled person in a dwelling, a qualifying houseboat and caravans, or in common parts of buildings containing one or more flats. Section 2 of Housing Grants, Construction and Regeneration Act 1996 requires a local authority to approve applications for these grants. Applicants for the grant must be aged 18 or over and are eligible for housing benefit, universal credit or any other form of assistance (section 3 Housing Grants, Construction and Regeneration Act 1996).

7.3 Under section 1 of the Localism Act 2011 a local authority has the power to do anything that individuals generally do.

7.4 Under section 149 of the Equality Act 2010 there is a public sector equality duty. Section 149 of the Equality Act 2010 requires a public authority in the exercise of its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** the environmental impact of schemes proposed for the 2023/24 capital programme has been considered through the bid appraisal process.

8.4 **Sustainability Policy & Community Safety Implications:** none for the purposes of this report.

8.5 **Partnerships:** none for the purposes of this report.

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- Capital Strategy for agreement at Full Council in February 2023.

Appendix 1 - Community & Wellbeing Committee Indicative Capital Programme 2023/24 - 2027/28

	Proposed Budget 2023/24	Indicative Forecast 2024/25	Indicative Forecast 2025/26	Indicative Forecast 2026/27	Indicative Forecast 2027/28	Deferred Works from Prior Years	Total Forecast 2023/24-2027/28
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
C&W Bid 7: Bourne Hall - Patio for outside seating area for café	98	0	0	0	0	0	98
C&W Bid 10: Playhouse Installation of Solar PV to roofs	130	0	0	0	0	0	130
C&W Bid 12: Disabled Facilities Grants	785	785	785	785	785	0	3,925
Provisional: Bourne Hall	0	0	0	0	0	970	970
Provisional: Ewell Court House	0	0	0	0	85	50	135
Provisional: Epsom Playhouse	0	0	100	70	0	375	545
Provisional: Wellbeing Centre	0	0	0	0	0	99	99
Total Community and Wellbeing Committee	1,013	785	885	855	870	1,494	5,902

Indicative Forecasts from Asset Management Plan	Works	Scheme Forecast	Total
2024/25			
			0
2025/26			
Epsom Playhouse	Rewiring	100	100
2026/27			
Epsom Playhouse	Radiator replacement	70	70
2027/28			
Ewell Court House	Boilers and circulation pump replacement	85	85
Deferred works			
Bourne Hall	Windows replacement	200	
	Boilers/heating replacement	540	
	Rewiring	100	
	Lighting	50	
	Lift controls	30	
	Carpark/footpath resurfacing	50	970
Wellbeing Centre	Radiator replacement	59	
	LV panel and distribution board replacement	40	99
Epsom Playhouse	Lobby refurbishment	10	
	Box office rebuilding	25	
	Automatic doors	15	
	Lighting auditorium replacement	20	
	Lighting remaining parts of the building replacement	30	
	Distribution boards	65	
	Stage lighting and controls	140	
	Sound system	70	375
Ewell Court House	Rewiring	50	50
	Total of Deferred Works		1,494

Capital Programme Review 2023-24 Project Appraisal Form

COMMITTEE & BID NUMBER

C&W Bid 7 – Bourne Hall patio

PROJECT TITLE

Bourne Hall - Create level patio for new outside seating area for cafe

ACCOUNTABLE OFFICER

<p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p>	<p>Ian Dyer/ Tony Foxwell</p>
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DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>Scope of works Quotes have been obtained to address the issues by removing the tiered step and creating one level out from the library exit, with paving options coming at approx. £45k and the cheaper option to finish in tarmac with railings to ramped area for safety and disabled access at £20k. This would address the health and safety issues of the area and protect the Council from possible liability claims from trips and falls. After consulting with the Conservation Officer in the Planning Department, listed building consent will be required to carry out these works, and the advice is to match the existing surface as close as possible. Unfortunately, this would remove the possibility of the cheaper tarmac option.</p> <p>The proposal will also support the future aims to increase revenue at the Bourne Hall café as an improvement in the visual appearance of this area will make future business opportunities more viable. Expediting these works will reduce the risk of trips and falls and enable the café to take advantage of the summer months when visitors are likely to spend more time outside. Officers have consulted with colleagues in Property to confirm that the works are required under health and safety considerations and that they do not conflict with other future proposals for Bourne Hall.</p> <p>Proposed estimated cost: Providing services to area (water, power) - £10k Removal of existing slabs, levelling and relaying new patio in paving slabs - £48k Provide and fix seating and tables - £10k Provide and install large, fixed umbrella to act as canopy in inclement weather - £20k Provide and install ornate railings/handrails to match local design - £10k</p> <p>Total £98k</p>
<p>Project outcomes and benefits</p>	<p>Criteria This is a spend to save scheme (payback within 4 years)</p> <p>The calculations of income have been provided by Linda Scott and the proposal will make use of the Wellbeing Centre kitchen facilities to provide sandwiches, pastries, and snacks for sale at Bourne Hall</p>

Agenda Item 4
Appendix 2

Capital Programme Review 2023-24 Project Appraisal Form

	<p>Café.</p> <p>The cafe will be run slightly differently with extended hours and run 7 days a week.</p> <p>First year estimated profit will be £4.5k only due to upfront management, marketing, consumables, extra staffing and V.A.T.</p> <p>Second and remaining years estimated profit at £43k per year. Over a 5-year period, the cafe forecast earnings to be £176.5k</p> <p>Additional income can be made by catering for future corporate events, weddings, children's parties, but this has not been factored into this business case. This gives room for expansion as the business develops.</p> <p>Benefits Extra income for Bourne Hall Better local facilities for the residents.</p> <p>Background The patio area outside the library at Bourne Hall has fallen into disrepair and is uneven and unsightly. This has not been seen as a priority as in recent times the area has not been used. However, the installation of the outdoor gym and the proposed siting of a children's play area to the side of this area, coupled with the proposal to reopen the doors from the library to the patio mean that this area now presents a health and safety risk.</p> <p>Capital Members comments</p> <p>Members recommended this scheme be progressed to final bid stage if it can meet the spend to save criteria.</p> <p>Please see projected forecast costs, income, and profit for next 4 years once the Patio is in place. There will be a minimum guaranteed profit of £30k a year.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	98k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	98k	

Capital Programme Review 2023-24 Project Appraisal Form

d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	98k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	98k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	Approx.£30k/yr	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		

Year	2023/24 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	98k

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	No
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Strengthen the council's financial independence by exploring new income streams.
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

Capital Programme Review 2023-24 Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	January 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	February 2023	
4	Project start date	April 2023	
5	Project Finish Date	April 2023	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	No
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	Yes

Capital Programme Review 2023-24 Project Appraisal Form

<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>Yes, the existing paving is dangerous and trip hazard</p>
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>no</p>

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>no</p>
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	<p>Investment essential to meet statutory obligation.</p>	
2	<p>Investment Important to achieve Key Priorities.</p>	<p>Strengthen the council's financial dependence by exploring new income streams.</p>
3	<p>Investment important to secure service continuity and improvement.</p>	
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

1	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	<p>The major risk currently is inflated prices due to higher material and labour cost. If the costs increase too much in a year, then the budget will be insufficient to carry out the works.</p>
2	<p>Are there any risks relating to the availability of resources internally to deliver this</p>	<p>No</p>

**Capital Programme Review 2023-24
Project Appraisal Form**

	project	
3	Consequences of not undertaking this project	It would be a loss of an opportunity for council to generate more income.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

Is consultation required for this project? Please give details of the who with and when by.	Yes, planning permission is required.
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Ward(s) affected by the scheme	Ewell Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date

Capital Programme Review 2023-24 Project Appraisal Form

COMMITTEE & BID NUMBER

C&W Bid 10 Playhouse Solar PV

PROJECT TITLE

Playhouse Installation of Solar PV to roofs

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Ian Dyer / Tony Foxwell

DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>Scope of Works To supply and fit a solar PV system on the roofs of the Playhouse theatre consisting of 50kwp with SolarEdge optimised panel solution, slight shading managed by optimisers, on roof varisole mounting system, high efficiency JA solar 405w panels, a 40kw inverter, battery storage system Tesvolt TS 72kwh 60KW inverter, including scaffolding and access.</p>
<p>Project outcomes and benefits</p>	<p>Criteria Spend to save scheme with 7 year paypack and this scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years.</p> <p>Figures have been calculated with VAT by the supplier/installer and are as follows: Estimated Total Annual output (kwh) = 43,419 Financial benefit - PV and battery System cost (inc VAT) £147,600 Annual electricity savings from using solar power £15,197 Arbitridge difference between offpeak (5p) and peak rates £0.20 Annual electricity savings from battery arbridge £5,256 Smart Export Guarantee - exported energy income £0.05 Total annual Savings and export income £20,453 Total financial Benefit over 25 years £466,140. Total rate of return 13.86% Payback period (yrs) 7.22 Co2 savings per year (tonnes) 21.71</p> <p>Benefits Reduced energy consumption which will mean reduced revenue spend. Reduced carbon emissions Contribute to achieving EEBC 2035 carbon neutral target.</p> <p>Capital members comments Members advised this bid should proceed to final bid stage if it can meet the climate change payback criteria and asked for the following</p>

Agenda Item 4
Appendix 3

Capital Programme Review 2023-24 Project Appraisal Form

	<p>to be addressed: details for payback calculation, whether the site is south facing, whether electricity generated can be pumped to our other locations.</p> <p>Please see Titan Eco proposal with all evidenced information of cost of project and energy generation forecast where at year 8 the system will have generated enough energy to save £136,842.00</p> <p>This is based on electricity costs at 35p a unit for day rate and 15p a unit night rate, which will be much lower than what we expect to pay with the increase in prices, even with the energy price cap.</p> <p>All parts of the roof to be used for solar panels are either South-West or South-East facing. We have been told that we have a convoluted roof with some areas of shading but with quite a large area. To counteract any shading, we can use SolarEdge technology. With SolarEdge each panel has an optimizer, which means that if the panel is shaded it only affects that panel, as opposed to a string inverter where all the panels on that string would be affected. The benefit of this system is that it maximizes generation and minimizes the impact of any shading.</p> <p>The bid includes battery storage, which will enable maximum use of energy generated on site and remove any need to consider exporting to another site which would have a lower financial benefit. In the winter, when solar generation will be significantly lower, the battery will draw energy at a cheap rate over night and use it at peak times and saves more energy and money.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	130k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	130k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	130k	

Capital Programme Review 2023-24 Project Appraisal Form

f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	130k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	17k	This equates to payback in 7.6 years if the day rate is 35p a unit. If the rate we are paying is higher the payback will reduce in years.
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2023/24 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	2023

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	We will be making savings per year (tonnes) 21.71 (Co2). This would reduce the Councils overall carbon emissions from energy use by 3%. This would contribute to achieving the EEBC 2035 carbon neutral target. Under climate change action plan, aligns with specific action to install solar PV on council operated assets
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Green & vibrant - Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

Capital Programme Review 2023-24 Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	April 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	June 2023	
4	Project start date	1 st August 2023	
5	Project Finish Date	31 st August 2023	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	no
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	Yes payback with 7.6 years as evidenced in proposal by Titan Eco.

Capital Programme Review 2023-24 Project Appraisal Form

<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	No
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	No

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	No
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	Green & vibrant - Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	The major risk currently is inflated prices due to higher material and labour cost. If the increase too much in a year, then the budget will be insufficient to enough to carry out the works.
2	Are there any risks relating to the availability of resources internally to deliver this	no

**Capital Programme Review 2023-24
Project Appraisal Form**

	project	
3	Consequences of not undertaking this project	We will end up paying considerable amounts for the purchase of electricity.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

Is consultation required for this project? Please give details of the who with and when by.	N/A
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Ward(s) affected by the scheme	Epsom
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date

Capital Programme Review 2023-24 Project Appraisal Form

COMMITTEE & BID NUMBER

C&W Bid 12 – Disabled Facilities Grant

PROJECT TITLE

DISABLED FACILITIES GRANT (DFG) PROGRAMME

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	ROD BROWN
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DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>The Disabled Facilities Grant (DFG) is a mandatory grant which provides adaptations to enable vulnerable residents to remain in their home independently, thereby reducing the need for hospital services or sheltered housing.</p> <p>Within the scheme we also provide the Discretionary Housing Grants Policy, which provides a greater level of flexibility in delivering adaptations.</p> <p>The project links to our Key Priority of Supporting our Community.</p>
Project outcomes and benefits	<p>The DFG is a mandatory grant and provides adaptations to enable vulnerable residents to maintain independence and remain in their own homes and can prevent the need for NHS services/hospitalisation and/or sheltered housing. Provision of the DFG meets our statutory obligations.</p> <p>In addition, the flexibility of the DFG programme has allowed the introduction of a Discretionary Grants programme which will reach out to an even greater range of vulnerable residents.</p>

FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	£785k	The figure has not been confirmed yet, and may be increased or decreased (plus it is expected that it will be permissible to carry-over of the underspend from 2022/23 as per the comments in d. below)
b	Consultancy or other fees		
c	Total Scheme Capital Costs (a+b)	£600K	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have	£785K	2014/15 saw the introduction of the Government's Better Care Fund (BCF). The DFG element was protected by way of a ring-fenced grant to each Local Authority without a portion being allocated to Surrey CC. Each Surrey Authority has

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	made.		supported the County's costs in delivering Community Services Equipment (CES) which could fall under the DFG such as hoists and ramps. It is expected (subject to allocation) that funding towards the CES will continue in 2023/24. There is no indication at this stage that suggests that any underspend of grant monies will have to be repaid.
e	Net Costs to Council (c-d)		
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)		
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		

Year	2023/24 £	2024/25 £	2025/26 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	£785,000	£785,000 (plus any carry over TBC)	£785,000 (plus any carry over TBC)

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	None.
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	None.
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	The project supports our theme of Safe and well.
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

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		Target Start Date	Target Finish Date
1	Design & Planning	Ongoing	
2	Further Approvals Needed	n/a	
3	Tendering (if necessary)	n/a	
4	Project start date	Ongoing	
5	Project Finish Date	Ongoing	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	Yes. As above.
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No.
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes. There is a need to ensure that sufficient resources are made available to deliver the mandatory grant programme.

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<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>Yes, as above. Should the DFG programme not be delivered, there is a risk the Authority would be judicially challenged for failing to meet its statutory obligations.</p>
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ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>No.</p>
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PRIORITISATION

State which one of the four prioritisation categories are met and why.

1	<p>Investment essential to meet statutory obligation.</p>	<p>Yes. The DFG is a mandatory grant.</p>
2	<p>Investment Important to achieve Key Priorities.</p>	
3	<p>Investment important to secure service continuity and improvement.</p>	
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

1	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	
2	<p>Are there any risks relating to the availability of resources internally to deliver this project</p>	<p>On the expectation that staffing levels remain constant, then resources are available to deliver the scheme, however, should funding remain at a high level with underspend continued to be rolled over, then additional resources could be considered to extend delivery of the scheme.</p>
3	<p>Consequences of not undertaking this project</p>	<p>As detailed within this appraisal.</p>
4	<p>Alternative Solutions (Other solutions considered – cost and implications)</p>	<p>None.</p>

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Is consultation required for this project? Please give details of the who with and when by.	No.
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Ward(s) affected by the scheme	All
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Rod Brown Date

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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