

# Capital Programme Review 2020-21 Project Appraisal Form

**COMMITTEE & BID NUMBER**

Community & Wellbeing Committee Bid 2

**PROJECT TITLE**

Bourne Hall Bungalow Roof Covering

**ACCOUNTABLE OFFICER**

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

Tony Foxwell, Mark Shephard

**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	Roof and external decorations and cladding failed, timber repairs required, repairs to cladding, and external decorations. Contacted by Surrey county council in July 2019 highlighting problems with structure, after initial inspection all wooden shingle roof tiles have reached end of life various holes in ridge area. Organised temporary repair (this may last 6-12 months only). Replacement of entire roof covering is required with eternit man made lightweight slate tiles, replace rotten cladding with UPVc cladding, timer repairs, and external decorations.
Project outcomes and benefits	<p>EEBC will Lose of income if works not carried out and facility closed by a figure of £12500 a year.</p> <p>The existing occupiers keep the building in good condition inside and keep the garden in extremely good condition. It caters for special needs and is clearly SUPPORTING OUR COMMUNITY.</p> <p>This is EEBC owned building and as such our responsibility under the terms of the lease to keep the structure in good condition.</p> <p><b>Full bid to include explanation as to why this is not a full repairing lease, and if it can be renegotiated; Can rent increases fund the works; when is the next rent review?</b></p> <p>Original lease was in 2003 – 2013 on ten year term. We renewed the lease for a further 5 years from 29<sup>th</sup> September 2017, it was increased by £2500 year in 2017 We have received £185k over the length of Surrey County Council's occupation with very little outlay. If we do not fix they could leave in which case we would have to carry out these works anyway and look for new tenants but without revenue coming in. The lease is quite clear in the details of repairing obligations.</p>

**FINANCIAL SUMMARY**

		Cost of Project £	Comments
a	Estimated cost of purchase, works and/or equipment	35k	

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b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	35k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	<b>Net Costs to Council (c-d)</b>	35k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	35k	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	0	
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2020/21 £	2021/22 £	2022/23 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	35,000		

### REVENUE IMPACT

Can revenue implications be funded from the Committee Base Budget? – Please give details	N/A
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### CORPORATE PLAN 2016/20

Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives?	Yes Supporting our community
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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	April/May 2020	
2	Further Approvals Needed		
3	Tendering (if necessary)	June 2020	
4	Project start date	July/August 2020	
5	Project Finish Date	September 2020	

### 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 (7 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.

<b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.	No
<b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No
<b>It is mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so, state which requirements.	Yes roof is leaking water into the bungalow.

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<b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.	Yes if we do not carry out repairs we are not complying with our lease obligations and therefore tenants could leave causing loss of revenue.
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## ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	No, this work has only just been highlighted by Surrey County Council.
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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.	Yes Supporting the community
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.)	No risk
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	Yes if we do not carry out repairs we are not complying with our lease obligations and therefore tenants could leave causing loss of revenue.
4	Alternative Solutions (Other solutions considered – cost and implications)	There are cheaper alternatives to fix roof back with wooden shingles and put back wooden cladding. These are short term fixes as opposed to the long term lower Maintenance options suggested.

<b>Is consultation required for this project?</b> Please give details of who with and when by.	Yes as the building is occupied and consultation with occupants to agree on planning of works is essential to keep good relationships.
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<b>Ward(s) affected by the scheme</b>	Ewell ward
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## Accountable Officer Responsible for Delivery of the Scheme

Name and Signature                  Tony Foxwell                  Date                  25-09-2019

## 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.

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## 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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