

Capital Programme Review 2022-23 Project Appraisal Form

COMMITTEE & BID NUMBER

Community & Wellbeing Bid 12

PROJECT TITLE

The Wellbeing Centre - Replacement of Walk-in Freezer

ACCOUNTABLE OFFICER

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

Ian Dyer

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>Wellbeing Centre - Replacement of Walk -in Freezer</p> <p>The existing walk-in freezer for the main kitchen is over 25 years old and inefficient, parts keep breaking and it is essential to the operation of the centre. The existing freezer is to be removed and disposed of, the old cfc's are to be carefully removed and disposed of. New insulated walk-in freezer to be designed manufactured and fitted in area. The freezer will be more energy efficient have good quality seals and run using less energy.</p>
Project outcomes and benefits	<p>Wellbeing Centre - Replacement of Walk-in Freezer</p> <p>The new freezer will provide long term reliable freezing for the kitchen, will be low energy modern and manufactured to fit existing area. It caters for hundreds of elderly meals a day and the works will provide a good quality unit for the next 15 years</p> <p>Questions Capital member group asked whether there is an off the shelf solution that may be more cost effective? No, just haven't got the space for domestic freezers, this kitchen caters for 90 lunches a day in the dining area and the meals on wheels capacity is 120 meals a day The walk-in freezer is the most efficient way of providing these services.</p> <p>Could a large industrial freezer fit in the space that is there? No as above. Linda Scott has investigated hire of commercial freezers off site, but this option was far too expensive.</p> <p>What catering is done at the centre and what are the freezer requirements. As above</p>

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	<p>Are there funds in the Repairs & Renewals Fund that could meet the cost? Yes, there is sufficient to cover the cost of this project.</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	25k	After discussing costs with manufacturer I have reduced the budget figure from £40k to £25k
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	25k	
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)	25k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	25k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	1k	approx 25% energy saving
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2022/23 £	2023/24 £	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	25k		

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?	Yes, this reduces Co2 footprint as compressors are more energy efficient and new refrigerant gases are safer for the environment.
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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?	Effective Council
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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.

		Target Start Date	Target Finish Date
1	Design & Planning	April/ May 22	
2	Further Approvals Needed	no	
3	Tendering (if necessary)	May 22	
4	Project start date	June 2022	
5	Project Finish Date	July 2022	

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.

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<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>	<p>N/A</p>
<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>	<p>No</p>
<p>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.</p>	<p>Yes cannot operate without the walk-in freezer if not carried out the elderly will not receive one good meal a day.</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>Yes under business continuity, the Centre cannot operate without the walk-in freezer.</p>

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes</p>
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PRIORITISATION

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

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

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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 Risks
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	The walk-in freezer could fail, we would lose all the frozen food and the centre would no longer be able to provide these food services for the elderly.
4	Alternative Solutions (Other solutions considered – cost and implications)	Linda Scott looked hiring freezing facilities from mobile freezer rental but it proved too costly to consider

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	Town Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature: Ian Dyer / Tony Foxwell

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