

# Capital Programme Review 2018-19 Project Appraisal Form

**COMMITTEE &  
BID NUMBER**

Environment Bid 5

**PROJECT TITLE**

Upgrade of Car Park credit card machines

**ACCOUNTABLE OFFICER**

<p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p>	<p style="text-align: center;">Richard Chevalier / Joy Stevens</p>
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**DETAILS OF PROJECT**

<p>Project scope, what is included/excluded in the scheme</p>	<p>The upgrade of seven pay on foot car park pay machines to meet the new required security level for un-attended devices from PCI-DTS1.x to PCI-DTS 3.x.</p> <p>The Chip and Pin devices in our Scheidt &amp; Bachmann machines will be at the end of their service life by 30<sup>th</sup> June 2018 and will no longer be supported by their manufacturer.</p> <p>To be compliant with new PCI-SSC regulations we need to upgrade our chip and pin hardware, which also includes adding a facility to accept contactless payments.</p> <p>We currently have seven pay on foot machines with a card payment facility. Three in the Ashley Centre car park, two in the Town Hall car park, one in Hope Lodge car park and one in Hook Road car park.</p>
<p>Project outcomes and benefits</p>	<p>Ensuring that card payments taken by our car park machines are PCI compliant. Adding the option for contactless payments within our car parks.</p>

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### FINANCIAL SUMMARY

		<b>Cost of Project £</b>	<b>Comments and detail where necessary. Provide appendices where relevant.</b> Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	£35,000	The cost per machine is £4,318.20, giving a total of £30,227.40 for 7 machines. An estimate for installation has been included.
b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	£35,000	
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>	£35,000	
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>	£35,000	
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	

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Year	2018/19 £	2019/20 £	2020/21 £
<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	No
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### CORPORATE PLAN 2016/20

<b>Is this investment linked to EEBC’s Key Priorities?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Managing our Resources
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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 2018	April 2018
2	Further Approvals Needed		
3	Tendering (if necessary)	N/A	N/A
4	Project start date	April 2018	
5	Project Finish Date		June 2018

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## 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.

<p><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.</p>	No
<p><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?</p>	No
<p><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.</p>	It is mandatory providing that we wish to offer card payments within our car parks after June 2018

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<p><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.</p>	<p>Yes</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>Investment required to ensure we can continue to offer card payment facilities within our car park.</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>	<p>N/a</p>
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2	Are there any risks relating to the availability of resources internally to deliver this project	N/A
3	Consequences of not undertaking this project	EEBC will be unable to offer the facility for payment by card. In the first 10 months of 2017 23.3% of revenue in the barrier controlled car parks has come from card payments.
4	Alternative Solutions (Other solutions considered – cost and implications)	

<b>Is consultation required for this project?</b> Please give details of who with and when by.	No
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<b>Ward(s) affected by the scheme</b>	Town
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