

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

meeting date: 12 MARCH 2024
 title: CAPITAL PROGRAMME 2024/25
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To inform members of the schemes approved for inclusion in this Committee's 2024/25 capital programme.

2 BACKGROUND

2.1 Following recommendation by Special Policy and Finance Committee on 13 February 2024, it is anticipated that Full Council will have approved the five-year capital programme for 2024/25 to 2028/29 on 5 March 2024. Officers will provide confirmation of Full Council's decision at this Committee's 12 March 2024 meeting.

2.2 The Council's overall capital programme for the five-year period 2024/25 to 2028/29 totals £12,984,480 for all committees.

2.3 The total for this Committee is £6,592,630 over the five-year life of the programme. Of this, £2,084,410 relates to the 2024/25 financial year.

3 CAPITAL PROGRAMME 2024/25 – APPROVED SCHEMES

3.1 For this Committee there are 15 approved schemes in the 2024/25 capital programme, totalling £2,084,410. These are shown in the table below.

Cost Centre	Scheme	Budget for 2024/25 £	Current Reported Scheme Status
CASKP	Castle Keep Lime Repointing Works and Repairs <i>Moved from 2023/24</i>	301,770	GREEN
CPRRP	Car Parks Resurfacing Rolling Programme	51,710	GREEN
DPCRF	Dunsop Bridge Public Conveniences Refurbishment	12,850	GREEN
EDPDR	Edisford Playing Pitches Drainage Works <i>Moved from 2023/24</i>	10,900	GREEN
GMBNV	Replacement of Kubota Mower PO67 BNV	33,320	GREEN
GMSCG	Replacement of 2 Scag Mowers (rvbc014 + rvbc015) and 1 Scag 4x4 Mower (rvbc016)	26,000	GREEN
IMWCG	Improvement Works in Castle Grounds	500,000	GREEN
LDASR	Longridge Depot 'Ambulance Shed' Refurbishment <i>Moved from 2023/24</i>	47,000	GREEN
PLYRP	Play Areas Refurbishment Programme	111,320	GREEN

Cost Centre	Scheme	Budget for 2024/25 £	Current Reported Scheme Status
REPWB	Replacement of Refuse Wheelie Bins	14,500	GREEN
RFWCO	Food Waste Collections	588,540	GREEN
RPPCV	Ribblesdale Pool Main Pool Covers	25,000	GREEN
RPWHR	Replacement of Refuse Collection Vehicle VN65 WHR	281,000	GREEN
RVAYK	Replacement of Refuse Iveco Tipper (PO60 AYK) <i>Moved from 2023/24</i>	46,000	GREEN
WVWUC	Replacement of High-Top Transit Van PJ63 WUC <i>Moved from 2023/24</i>	34,500	GREEN
Total – Community Services Committee		2,084,410	

Status Key:

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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- 3.2 At the meeting of Special Policy and Finance Committee, as well as approving the capital programme, members added a further recommendation due to concerns around the progression of schemes in the capital programme, schemes being moved between years, and the level of scheme slippage experienced in recent years.
- 3.3 As a result, there have been changes to what is reported to service committees on scheme progress. In future reports, as with this report, there will be greater focus on scheme progress in the Annex to the report, with a form being completed by the relevant Head of Service, detailing:
- Progress Status
 - Reasons for the Progress Status
 - Information on Key Tasks and Milestones and Progress with these
 - Risk and Issues and how these are being addressed.
 - Any actions needed to keep the scheme on track.
- 3.4 These are provided for each scheme at Annex 1 to this report, providing the opening plans for each scheme. These will be updated and modified by the relevant scheme Head of Service as the year progresses.
- 3.5 It is important that committee members take full ownership of the capital schemes that are reported and challenge the relevant Head of Service and/or Director where necessary on the progress being made.
- 3.6 During the closure of our capital accounts there may be some slippage on schemes in the current financial year, 2023/24. A report will be brought to a future meeting of this Committee giving details of any slippage on 2023/24 capital schemes.

3.7 At this point in time, the relevant Heads of Service have flagged that all schemes for this committee will be fully completed in year.

4 CONCLUSION

4.1 This Committee has an approved 2024/25 capital programme of £2,084,410 for 15 schemes.

4.2 Following the decision taken by Policy and Finance, more detailed reporting will be undertaken on scheme progress within the new format as set out in Annex 1.

4.3 Any slippage on schemes in the 2023/24 capital programme will be reported to this Committee.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

CM5-24/LO/AC
4 March 2024

For further background information please ask for Lawson Oddie.
BACKGROUND PAPERS – None

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CASKP: Castle Keep Repointing Works and Repairs	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Building Conservation Survey, Structural Survey, Photogrammetry Survey and Historic England Survey/Application completed in advance 2023 – 2024. Structural works and re-pointing works to be undertaken Spring/Summer/Autumn 2024.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Building Conservation Survey	January 2024	100%	January 2024	Principal Building Surveyor	
Structural Survey Stage 1 of 2	December 2023	100%	December 2023	Principal Building Surveyor/ Head of Engineering Services	
Structural Survey Stage 2 of 2	March 2024	80%		Principal Building Surveyor/ Head of Engineering Services	

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Photogrammetry Survey	February 2024	100%	February 2024	Principal Building Surveyor/ Head of Engineering Services	
Historic England Survey/Application	February 2024	100%	January 2024	Principal Building Surveyor	
Specification/Bill of Quantities	April 2024	0%		Principal Building Surveyor/ Head of Engineering Services	
Tender period	May 2024	0%		Principal Building Surveyor	
Contract Administration	July 2024	0%		Principal Building Surveyor/ Head of Engineering Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for Insufficient Resources	Principal Surveyor/ Head of Engineering Services	December 2023	Actual costs unknown until works quantified and estimated in April 2024	
Weather	Principal Surveyor/ Head of Engineering Services	26 February 2024	Not an issue at this stage, but it will be ensured that there is no winter work on-site	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CPRRP: Car Parks Resurfacing Rolling Programme	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Condition Surveys are currently being undertaken to prioritise works in accordance with condition and demand. It is anticipated that the identified works will be completed in the year 2024-2025.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Condition Surveys	May 2024	0%		Assistant Engineer	
Tender Process	July 2024	0%		Assistant Engineer/ Head of Engineering Services	
Administration of Contract	March 2025	0%		Assistant Engineer/ Head of Engineering Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
None identified				

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
DPCRf: Dunsop Bridge Public Conveniences Refurbishment	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Strip-out, replacement services and new finishes

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Strip-out, replacement of services and new finishes	June 2024	0%		Building Surveyor/DSO	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Adverse Weather	Surveying Team and DSO	26 February 2024	Not an issue at this point in time, but if it were, then the work will be undertaken when weather permits.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
EDPDR: Edisford Playing Pitches Drainage Works	Head of Culture and Leisure (Mark Beveridge)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

This scheme will involve Verti Draining the pitches and then the spreading of sand over the pitches. This work will then allow the pitches to drain better than currently. Work on this cannot commence until the Spring when the ground conditions improve. The Ground must be damp but not so wet as to cause damage by the machinery needed to carry out the work.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order sand	May 2024	0%		Amenity Cleansing and Grounds Maintenance Manager	
Verti Drain pitches	May 2024	0%		Head Gardener	Subject to weather this date may change with a wet Spring

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Spread sand	May 2024	0%		Amenity Cleansing and Grounds Maintenance Manager / Head Gardener	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Weather causing ground to be too wet to operate on	Amenity Cleansing and Grounds Maintenance Manager	27 February 2024	Not an issue at this point in time, but if it were, then the work will be undertaken when weather permits.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
GMBNV: Replacement Kubota Mower PO67 BNV	Head of Culture and Leisure (Mark Beveridge)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Obtain revised price and 3 quotes	31 March 2024			Ground Maintenance and Amenity Cleansing Manager	To ensure capital budget is still sufficient to purchase item
Place Order	May 2024			Ground Maintenance and Amenity Cleansing Manager	Delivery will be confirmed at this point
Equipment delivered and registered	July 2024			Ground Maintenance and Amenity Cleansing Manager	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Price may rise above the approved budget.	Ground Maintenance and Amenity Cleansing Manager	27 February 2024	Not an issue at this point in time, but if it were to be, alternatives would be considered to bring the scheme within approved budget, or otherwise additional budget would be sought from Community Services Committee and Policy and Finance Committee to enable purchase.	
Delivery lead time for the machinery may be extended due to global supply issues	Ground Maintenance and Amenity Cleansing Manager	27 February 2024	Not an issue at this point in time, but if it were to be, then we would ensure existing machinery can operate through such a period and make alternative arrangements to hire equipment if necessary	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
GMSCG: Replacement of 2 Scag Mowers (rvbc014 and 015) and 1 Scag 4x4 Mower (rvbc016)	Head of Culture and Leisure (Mark Beveridge)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Orders for these pieces of equipment will be placed in April once the new budget becomes available.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Obtain new quotes	March 2024	0%		Ground Maintenance and Amenity Cleansing Manager	Any changes to the machinery leading to a shortfall at this stage will be reported to committee.
Place Order for machinery	April 2024	0%		Ground Maintenance and Amenity Cleansing Manager	Delivery date agreed at this stage

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Accept delivery	July 2024	0%		Ground Maintenance and Amenity Cleansing Manager	TBA

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Rise in cost of machinery	Amenity Cleansing and Grounds Maintenance Manager	27 February 2024	Not an issue at this point in time, but if it were to be, alternatives would be considered to bring the scheme within approved budget, or otherwise additional budget would be sought from Community Services Committee and Policy and Finance Committee to enable purchase.	
Delays in machinery delivery times	Amenity Cleansing and Grounds Maintenance Manager	27 February 2024	Not an issue at this point in time, but if it were to be, then we would ensure existing machinery can operate through such a period and make alternative arrangements to hire equipment if necessary	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
IMWCG: Improvement Works to Castle Grounds	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

These monies are for proposed improvements to the footpaths, drainage and amenity lighting in the castle grounds. The exact detail has yet to be identified and prioritised.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Topographical Survey	April 2024	0%		Assistant Engineer	
Condition Surveys (Footpaths, drainage, lighting, environmental)	May 2024	0%		Assistant Engineer	
Specifications, bill of quantities, conditions of contract	June 2024	0%		Assistant Engineer/ Head of Engineering Services	

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Tender Period	July 2024	0%		Head of Engineering Services/Procurement Assistant	
Administration of Contract	March 2025	0%		Assistant Engineer/ Head of Engineering Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Weather	Assistant Engineer		None at this stage	
Unidentified Utility	Assistant Engineer		None at this stage	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
LDASR: Longridge Depot 'Ambulance Shed' Refurbishment	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

Re-roofing, New mains board, security alarm, roller shutter doors, paving yard area and new gates.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Specification and Quotes	Summer 2024	0%		Principal Building Surveyor/ Head of Engineering Services	All the work has been identified. Some will be undertaken by the Council's DSO team and some will be tendered. This scheme, whilst important to complete, is not high priority and the anticipated start date is Summer 2024.

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Administration of Contracts	Summer 2024	0%		Principal Building Surveyor/ Head of Engineering Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for the budget to be overspent	Principal Building Surveyor	26 February 2024	Items to be individually priced to balance need and affordability.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
PLYRP: Play Areas Refurbishment Programme	Head of Culture and Leisure (Mark Beveridge)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

This scheme is designed to overhaul the 18 play areas the Council manages and operates over the course of 5 years. During 2023, a number of safety surface improvements were made and new equipment was installed in some play areas. The painting of existing equipment was started but abandoned when the contractor failed to deliver the quality required. The 2024 season is based on a comprehensive refurbishment of Salthill Play Area.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Determine specification for the play area	March 2024	0%		Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager	

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Consult with local people in the Salthill area.	March / April 2024	0%		Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager	
Prepare Tender	March 2024	0%		Head of Culture and Leisure / Procurement Assistant	
Put tender out for pricing	April 2024	0%		Procurement Assistant	
Evaluate Tenders	May 2024	0%		Head of Culture and Leisure /Amenity Cleansing and Grounds Maintenance Manager/ Procurement Assistant	
Award Tender	May 2024	0%		Procurement Assistant	
Work Commences on site	June 2024	0%		Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager	
Work completed	August 2025			Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager / Principal Communications Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Risk that we may be unable to agree a scheme that meets resident expectations	Head of Culture and Leisure	27 February 2024	Work with ward councillors	
Potential for Tenders to be unaffordable	Head of Culture and Leisure	27 February 2024	Not an issue at this point in time, but if it were to be, alternatives would be considered to bring the scheme within approved budget, or otherwise additional budget would be sought from Community Services Committee and Policy and Finance Committee to enable purchase.	
Potential that no suitable tenders are returned	Head of Culture and Leisure	27 February 2024	Potentially reevaluate the scheme and revise/retender	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
REPWB: Replacement of Refuse Wheelie Bins	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

This is an annual spend usually completed by three separate orders of equal amounts.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Initial Procurement	May 2024	0%		Stores Person/Admin Officer Salthill Depot	
Intermediate Procurement	September 2024	0%		Stores Person/Admin Officer Salthill Depot	
Final Procurement	January 2025	0%		Stores Person/Admin Officer Salthill Depot	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
No Risks identified at this stage				

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
RFWCO: Food Waste Collections	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

This is a sum of government-allocated money to provide the capital resources needed to introduce the collection of a new food-waste stream in 2025/2026. The budget is primarily for supply and delivery of kitchen caddies, kerbside caddies and collection vehicles.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order of Kitchen Caddies	May 2024	0%		Refuse and Workshop Manager/ Head of Engineering Services	
Order of Kerb Side Caddies	May 2024	0%		Refuse and Workshop Manager/ Head of Engineering Services	
Order of Vehicles	May 2024	0%		Refuse and Workshop Manager/ Head of Engineering Services	

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Delivery of Kitchen Caddies	March 2025	0%		Refuse and Workshop Manager/ Head of Engineering Services	
Delivery of Kerb Side Caddies	March 2025	0%		Refuse and Workshop Manager/ Head of Engineering Services	
Delivery of Vehicles	March 2025	0%		Refuse and Workshop Manager/ Head of Engineering Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for late delivery of procured items	Refuse and Workshop Manager/ Head of Engineering Services	26 February 2024	Not an issue at this stage, but if it were to be, then a programme change would be requested through DEFRA	If all the councils in Britain order their new vehicles at the same time deliveries will be delayed.

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
RPPCV: Ribblesdale Pool Main Pool Covers	Head of Culture and Leisure (Mark Beveridge)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Quotes have been obtained for the work, the agreement with Sport England has to be signed off before an order can be placed, so we have their agreement to proceed. That is with Legal at present awaiting comments from them to go back to Sport England with any specific concerns.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Secure funding offer	February 2024	100%	February 2024	Head of Culture and Leisure /Cultural and Leisure Services Manager	
Sign Funding Agreement	March 2024	25%		Head of Culture and Leisure /Head of Legal Services	Awaiting legal comments

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Place order for cover	April 2024	0%		Head of Culture and Leisure /Cultural and Leisure Services Manager	
Agree Installation date	April 2024	0%		Head of Culture and Leisure /Cultural and Leisure Services Manager	Actual date of installation will be determined once order placed so as to fit in to pool timetable, as it may involve out of hours working.

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for unforeseen installation issue	Head of Culture and Leisure /Cultural and Leisure Services Manager	27 February 2024	Ensure that we have a suitable installation plan.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
RPWHR: Replacement of Refuse Collection Vehicle VN65 WHR	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

This is a replacement refuse vehicle for which an order has already been placed for the vehicle to be delivered towards the end of the financial year 2024/2025.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Delivery of Vehicle	March 2025	0%		Refuse and Transport Manager/ Head of Engineering Services	An order has been placed with the manufacturer

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for the vehicle not being delivered on-time	Head of Engineering Services	26 February 2024	Refuse and Transport Manager/ Head of Engineering Services to agree new dates with Supplier	
Potential for the manufacturer to cease trading	Head of Engineering Services	26 February 2024	Discussions would be needed between Refuse and Transport Manager/ Head of Engineering Services and Head of Financial Services	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
RVAYK: Replacement of Refuse Iveco Tipper (PO60 AYK)	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

This is the Ford Luton replacement for the Iveco Tipper for the POPS waste stream.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order of Vehicle	February 2024	100%	February 2024	Refuse and Workshop Manager/ Head of Engineering Services	
Delivery of vehicle	March 2025	0%		Refuse and Workshop Manager/ Head of Engineering Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for the vehicle not being delivered on-time	Head of Engineering Services	26 February 2024	Refuse and Workshop Manager/ Head of Engineering Services	
Potential for the manufacturer to cease trading	Head of Engineering Services	26 February 2024	Discussions would be needed between Refuse and Transport Manager/ Head of Engineering Services and Head of Financial Services	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
WVWUC: Replacement of High-Top Transit Van PJ63 WUC	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

This is the Mechanic's replacement vehicle for the site maintenance of the Council's fleet of vehicles

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order of vehicle	February 2024	100%	February 2024	Refuse and Workshop Manager/Head of Engineering Services	
Delivery of vehicle	March 2025	0%		Refuse and Workshop Manager/Head of Engineering Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for the vehicle not being delivered on-time	Head of Engineering Services	26 February 2024	Refuse and Workshop Manager/ Head of Engineering Services	
Potential for the manufacturer to cease trading	Head of Engineering Services	26 February 2024	Discussions would be needed between Refuse and Transport Manager/ Head of Engineering Services and Head of Financial Services	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			