

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

meeting date: 15 OCTOBER 2024
title: CAPITAL MONITORING 2024/25
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
principal author: JEAN WADDINGTON

1 PURPOSE

1.1 To report the progress on this Committee's 2024/25 capital programme for the period to the end of August 2024.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer need.
- Other considerations – none identified.

2 2024/25 CAPITAL PROGRAMME BACKGROUND

2.1 There were 15 capital schemes that were originally approved for this committee totalling £2,084,410 (including budget and schemes moved from 2023/24). These were approved by the Policy and Finance Committee and Full Council at their meetings in February 2024 and March 2024 respectively.

2.2 At the 2023/24 year-end, it was identified that there were 9 schemes that had not been completed. The balance of budget for these schemes was £287,850, and the transfer of this budget to the 2024/25 financial year is known as slippage and was approved by this committee at the meeting held on 28 May 2025.

2.3 Furthermore, there has been one new scheme approved and additional budget approved for an existing scheme. These additional approvals totalled £63,730.

2.4 As a result of the above, the total approved budget for this Committee's capital programme of 22 schemes is £2,435,990. This is provided in detail at Annex 1.

3 CAPITAL MONITORING 2024/25

3.1 The table below summarises the position on the capital programme for this committee.

	Scheme Count	£
Original Estimate 2024/25	10	1,644,240
Schemes and Budget moved from 2022/23	5	440,170
Total Original Estimate as per Budget Book	15	2,084,410
Slippage from 2023/24	6	287,850
Additional Approvals in year 2024/25	1	63,730
Current Total Approved Budget 2024/25	22	2,435,990
Actual Spend and Commitments – April to August		714,196
Remaining Budget as at the end of August 2024		1,721,794

3.2 At the end of the second quarter of 2024/25, £714,196 had been spent or committed. This is 29.3% of the full year approved capital programme budget for this Committee of £2,435,990.

- 3.3 Shown at Annex 1 is a table showing a financial breakdown of the position at the end of the second quarter by scheme.
- 3.4 Annex 2 provides detailed information from the budget holder on each of the schemes and the current position on progress.
- 3.5 The Play Areas Refurbishment Programme Scheme (PLYRP) has been impacted by the transfer of the new Salthill Play Area works (which were part of this scheme) to fall under UKSPF schemes on Policy and Finance Committee (£100,000). A large underspend now shows on this scheme, but the new budget position will be reflected when the capital programme is revised in the coming months.
- 4 CONCLUSION
- 4.1 At the end of August £714,196 had been spent or committed. This is 29.3% of the full year approved capital programme budget for this Committee of £2,435,990.
- 4.2 The position on the 22 schemes at the end of the first quarter can be summarised as shown below:

Current Position	Current Status	Scheme Count	Full Year Budget £	Spend and Commitments to 31 Aug 2024 £	Remaining Budget as at 31 Aug 2024 £
Scheme is underway but unlikely to be completed within the financial year.	RED	2	798,820	993	797,827
Scheme will/has missed some key targets but the overall end date within the financial year will be met.	AMBER	1	12,850	0	12,850
Scheme on track with targets and will be completed within the financial year.	GREEN	13	1,331,250	452,320	878,930
Scheme fully completed.	BLUE	6	293,070	260,883	32,187
Scheme is unable to be started in year or no longer needed in this financial year.	BLACK	0	0	0	0
Total		22	2,435,990	714,196	1,721,794

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES AND
DEPUTY CHIEF EXECUTIVE

CM12-24/JW/AC
30 SEPTEMBER 2024

For further background information please ask for Jean Waddington.
BACKGROUND PAPERS – None

Community Services Committee – Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to 31 August 2024	Remaining Budget as at 31 August 2024	Percentage of Budget Spent/ Committed as at 31 August 2024	Current Status
BGCAF	Refurbishment Bowling Green Cafe - Castle Grounds			2,040		2,040	2,040		100.0%	GREEN
CASKP	Castle Keep Lime Repointing Works and Repairs		301,770	-2,950		298,820	993	297,945	0.3%	RED
CBAYS	Replace Concrete Bays to Rear of Salthill Depot			32,400		32,400		32,400	0.0%	GREEN
CHPLT	Changing Places Toilet Scheme			134,120	42,000	176,120	157,638	18,482	89.5%	BLUE
CPRRP	Car Parks Resurfacing Rolling Programme	51,710				51,710		51,710	0.0%	GREEN
DPCRF	Dunsop Bridge Public Conveniences Refurbishment (<i>now planned for use on the Ladies Conveniences at Church Walk, Clitheroe</i>)	12,850				12,850		12,850	0.0%	AMBER
EDPDR	Edisford Playing Pitches Drainage Works		10,900			10,900	8,532	2,368	78.3%	BLUE
GMBNV	Replacement Kubota Mower PO67 BNV	33,320				33,320	32,995	325	99.0%	BLUE
GMSCG	Replacement of 2 Scag Mowers and 1 Scag 4x4 Mower	26,000				26,000	25,162	838	96.8%	BLUE
IMWCG	Improvement Works to Castle and Grounds	500,000				500,000		500,000	0.0%	RED
LDASR	Longridge Depot Ambulance Shed Refurbishment		47,000	-590		46,410	28,701	17,709	61.8%	GREEN
MARPD	Mardale Playing Pitches Drainage			12,730		12,730		12,730	0.0%	GREEN
PLYRP	Play Area Refurbishment Programme	111,320		17,070		128,390	84	128,306	0.1%	GREEN
REPWB	Replacement of Household Wheelie Bins	14,500				14,500		14,500	0.0%	GREEN
RFWCO	Food Waste Collections	588,540				588,540		588,540	0.0%	GREEN
RPFST	Ribblesdale Pool Feasibility Study			26,670		26,670	17,778	8,892	66.7%	GREEN

Community Services Committee – Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to 31 August 2024	Remaining Budget as at 31 August 2024	Percentage of Budget Spent/ Committed as at 31 August 2024	Current Status
RPPCV	Ribblesdale Pool Main Pool Covers	25,000				25,000	21,346	3,654	85.4%	BLUE
RPWHR	Replacement of Refuse Collection Vehicle VN65 WHR	281,000				281,000	286,492	-5,492	102.0%	GREEN
RRUPS	Roof Replacement and Upgrade Park Store Building			66,360		66,360	38,843	27,517	58.5%	GREEN
RVAYK	Replacement of Refuse Iveco Tipper (PO60 AYK)		46,000			46,000	41,657	4,343	90.6%	GREEN
SDVWH	Salthill Depot Vehicle Wash				21,730	21,730	15,210	6,520	70.0%	BLUE
WWUC	Replacement of High Top Transit Van PJ63 WUC		34,500			34,500	36,724	-2,224	106.4%	GREEN
	TOTALS	1,644,240	440,170	287,850	63,730	2,435,990	714,196	1,721,794	29.3%	

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: BGCAF

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
BGCAF: Refurbishment of Bowling Green Café – Castle Grounds	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

Scheme on track and within budget to be completed by the end of October 2024.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Installation of handrails	August 2024	100%	August 2024	Principal Building Surveyor	Measure
	October 2024	60%		Principal Building Surveyor	Fabrication
	October 2024	0%		Principal Building Surveyor	Installation

Community Services Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

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

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
N/A			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: CASKP

CAPITAL SCHEME SUMMARY

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

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. The identified structural works from the Stage 2 Structural Survey will cost significantly more than the allocated budget. This scheme will now need to be complemented by the ‘Improvements to the Castle Grounds’ works to enable submission of a bid to the Heritage Lottery Fund for £4.5m, which includes the shortfall for the Castle Keep Restoration Works. If the Lottery bid is not successful it is proposed to prioritise the identified structural works using the £280,000 allocated capital budget, not all works will be completed.

For this reason it has been requested that Policy and Finance Committee approve the slippage of £280,000 from the remaining budget of £297,945 into the next financial year 2025-2026.

Community Services Committee – Capital Programme 2024/25

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	July 2024	100%	July 2024	Principal Building Surveyor/ Head of Engineering Services	
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	
Preparation and submission of the Heritage Lottery Bid	Nov 2024-Jan 2025	0%		Principal Building Surveyor/ Head of Engineering Services	
Specification/Bill of Quantities/Contract	Not known at this stage	0%		Principal Building Surveyor/ Head of Engineering Services	Date subject to successful grant funding by the Heritage Lottery
Tender period	Not known at this stage	0%		Principal Building Surveyor/ Head of Engineering Services	Date subject to successful grant funding by the Heritage Lottery
Contract Administration	Not known at this stage	0%		Principal Building Surveyor/ Head of Engineering Services	Date subject to successful grant funding by the Heritage Lottery

RISK AND ISSUE HISTORY

Community Services Committee – Capital Programme 2024/25

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	Application to the Heritage Lottery Fund for projected shortfall.	
Weather	Principal Surveyor/ Head of Engineering Services	26 February 2024	Not an issue at this stage, but there will be no winter work on-site due to the nature of the materials and the susceptibility to cold temperature.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: CBAYS

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CBAYS: Replacement of Concrete Bays to Rear of Depot	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

Works to replace a prefabricated retaining wall unit to the general waste storage unit at Salthill depot will need to be completed before works to the concrete bays can begin.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Topographical Survey	August 2024	100%	5 th Aug 2024	Principal Building Surveyor/ Head of Engineering Services	Survey completed on-site

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Ret wall strengthening and repair work	November 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
Waste Operations	Principal Building Surveyor/ Head of Engineering Services	April 2024	The work has to be coordinated with the day-to-day waste operations	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
N/A			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: CHPLT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CHPLT: Changing Places Toilet Scheme	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	BLUE

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

The specialist, prefabricated toilets have been successfully installed on time and within budget at Edisford and the Castle Grounds.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Installation of Toilets at Edisford and the Castle Grounds	July 2024	100%	July 2024	Principal Building Surveyor/ Head of Engineering Services	Fully externally funded. The pre-fab toilets are in place and in use.

Community Services Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
N/A			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: CPRRP

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

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REASONS FOR CURRENT PROGRESS STATUS

Scheme on track with targets and will be completed within the financial year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Condition Surveys	May 2024	100%	May 2024	Assistant Engineer	Surveys completed and works prioritised

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Tender Process	August 2024	100%		Assistant Engineer/ Head of Engineering Services	Quotations have been sought for resurfacing and white lining works on various car parks throughout the Borough.
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			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: DPCRf

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 (now planned for use on the Ladies Conveniences at Church Walk, Clitheroe)	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	AMBER

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

The scheme was originally planned for the refurbishment of the Dunsop Bridge public conveniences. This refurbishment work has been completed over the last 12 months, but through the revenue budget. The costs of the work have also been lower than that which would otherwise need to be capitalised – so no impact on the capital programme.

The delay on the scheme has therefore been due to considerations about whether the scheme budget can be used instead to refurbish an alternative set of public conveniences. It has been decided that the budget will now be used to refurbish the Ladies toilets on Church Walk, Clitheroe (the Gentlemen's toilets here were upgraded last year). This work will commence in February 2025.

Community Services Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Strip-out, replacement of services and new finishes	February 2025	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			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: EDPDR

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	BLUE

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

Scheme on track with targets and will be completed within the financial year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order sand	September 2024	100%		Amenity Cleansing and Grounds Maintenance Manager	
Verti Drain pitches	September 2024	100%		Head Gardener	Subject to weather this date may change with a wet Spring

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Spread sand	September 2024	100%		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.	Not possible to provide a revised date if the weather is not suitable

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage entirely weather dependent	Amenity and Cleansing Grounds Maintenance Manager	October 2024	

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: GMBNV

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	BLUE

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

Scheme completed.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Obtain revised price and 3 quotes	31 March 2024	100%	31 March 2024	Ground Maintenance and Amenity Cleansing Manager	To ensure capital budget is still sufficient to purchase item
Place Order	May 2024	100%	8 April 2024	Ground Maintenance and Amenity Cleansing Manager	Delivery will be confirmed at this point
Equipment delivered and registered	July 2024	100%	30 April 2024	Ground Maintenance and Amenity Cleansing Manager	Completed

Community Services Committee – Capital Programme 2024/25

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.	N/A
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	N/A

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: GMSCG

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	BLUE

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

Scheme completed.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Obtain new quotes	March 2024	100%	February 2024	Ground Maintenance and Amenity Cleansing Manager	Any changes to the machinery leading to a shortfall at this stage will be reported to committee.

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Place Order for machinery	April 2024	100%	March 2024	Ground Maintenance and Amenity Cleansing Manager	Delivery date agreed at this stage
Accept delivery	July 2024	100%	April 2024	Ground Maintenance and Amenity Cleansing Manager	The machines delivered were 2 trimstars and 1 torro within the budget available

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.	N/A
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	N/A

Community Services Committee – Capital Programme 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: IMWCG

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	RED

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

These monies are for proposed improvements to the footpaths, drainage, amenity lighting and other public realm works in the castle grounds. Proposals have been identified and prioritised for the Budget Working Group to consider. However, estimates have shown the the costs to be significantly higher than the available budget. This scheme will need to complement the Castle Keep Restoration Works to comply with the requirements of a Heritage Lottery bid for additional funding to jointly deliver the Improvement Works, Castle Keep Works and others. Should the Lottery bid be unsuccessful the Budget Working Group will have to prioritise works to fit within the £500,000 budget.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Topographical Survey	April 2024	100%	June 2024	Assistant Engineer	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Condition Surveys (Footpaths, drainage, lighting, environmental)	August 2024	100%		Assistant Engineer/ Principal Building Surveyor	
Prepare list of works for the budget working group to prioritise	September 2024	100%		Principal Building Surveyor	
Prepare and submit an application for funding to the Heritage Lottery	Oct 2024 – Jan 2025	40%		Principal Building Surveyor/ Assistant Engineer/ Head of Engineering Services	An 'Expression of Interest' has been drafted ready for approval by CMT before submitting to the Heritage Lottery in early October.
Specifications, bill of quantities, conditions of contract	Not known at this stage	0%		Principal Building Surveyor/ Assistant Engineer/ Head of Engineering Services	
Tender Period	Not known at this stage	0%		Head of Engineering Services/Procurement Assistant	
Administration of Contract	Not known at this stage	0%		Principal Building Surveyor/ 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	God	August 2024	None at this stage	

Community Services Committee – Capital Programme 2024/25

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Unidentified Utility	Assistant Engineer	August 2024	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			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: LDASR

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

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

Scheme on track with targets and will be completed within the financial year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Specification and Quotes	Summer 2024	40%		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. Work has started on-site with an anticipated completion before Christmas.

Community Services Committee – Capital Programme 2024/25

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			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: MARPD

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
MARPD: Mardale Playing Pitches Drainage	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

The contracted works were complete as of December 2023. There are some additional, minor works (value £10,000) that are outstanding.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Contracted Works	December 2023	100%	Dec 2023	Head of Engineering Services	
Additional, minor works	October 2024	0%		Head of Engineering Services	Email sent to the Principal Contractor requesting a proposed programme.

Community Services Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
No risks identified				

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
N/A			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: PLYRP

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

The scheme budget had been earmarked for the new Salthill Play Area. This scheme has now been moved to fall under the UKSPF scheme reported to Policy and Finance Committee, with a separate budget of £100,000. As a result, this scheme budget will largely not be required in year and this will be reflected in the Revised Estimate when this scheme budget will be reduced by £100,000 to reflect the transfer of the new Salthill Play Area works. As such, this capital scheme's tasks have been revisited. The remaining budget under this capital scheme is forecast to be fully spent within year.

Community Services Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Quotes requested Installation of play equipment at a number of play areas	September 2024	100%	September 2024	Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager	Completed
Receipt of Quotes	October 2024	0%		Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager	
Agree timelines for installation	November 2024	0%		Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager	
Work Commences on site	Est January 2025	0%		Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager	
Work completed	Est March 2025	0%		Head of Culture and Leisure / Amenity Cleansing and Grounds Maintenance Manager / Principal Communications Officer	

Community Services Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Adverse weather	Head of Culture and Leisure	September 2024		

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: REPWB

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

Scheme on track with targets and will be completed within the financial year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Initial Procurement	May 2024	100%	May 2024	Stores Person/Admin Officer Salthill Depot	This is an annual spend usually completed by three separate orders of equal amounts.
Intermediate Procurement	October 2024	0%		Stores Person/Admin Officer Salthill Depot	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
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			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: RFWCO

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

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order of Kitchen Caddies	October 2024	0%		Refuse and Workshop Manager/ Head of Engineering Services	SUBJECT TO COMMITTEE REVIEW IN OCTOBER 2024

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order of Kerb Side Caddies	October 2024	0%		Refuse and Workshop Manager/ Head of Engineering Services	SUBJECT TO COMMITTEE REVIEW IN OCTOBER 2024
Order of Vehicles	October 2024	0%		Refuse and Workshop Manager/ Head of Engineering Services	SUBJECT TO COMMITTEE REVIEW IN OCTOBER 2024
Delivery of Kitchen Caddies	March 2025	0%		Refuse and Workshop Manager/ Head of Engineering Services	SUBJECT TO COMMITTEE REVIEW IN OCTOBER 2024
Delivery of Kerb Side Caddies	March 2025	0%		Refuse and Workshop Manager/ Head of Engineering Services	SUBJECT TO COMMITTEE REVIEW IN OCTOBER 2024
Delivery of Vehicles	March 2025	0%		Refuse and Workshop Manager/ Head of Engineering Services	SUBJECT TO COMMITTEE REVIEW IN OCTOBER 2024

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.

Community Services Committee – Capital Programme 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: RPFST

CAPITAL SCHEME SUMMARY

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

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

Scheme on track with targets and will be completed within the financial year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Award of Contract	Dec 2023	100%	Dec 2023	Procurement Officer/ Head of Cultural and Leisure Services	
Scope of Brief Agreed	Dec 2023	100%	Dec 2023	Director of Community Services/ Head of Cultural and Leisure Services	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Public Consultation	March/April 2024	100%	March/April 2024	Director of Community Services/ Head of Cultural and Leisure Services	
Draft Report	July 2024	100%	July 2024	Director of Community Services/ Head of Cultural and Leisure Services	
Consider Report	Aug 2024	100%	Sept 2024	CMT	CMT schedule amended due to holidays
Report to Committee	Oct 2024	0%		Director of Community Services/ Head of Cultural and Leisure Services	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Options Unaffordable	Director of Community Services/Head of Cultural and Leisure Services	August 2024	Report to CMT and Service Committee	Council will need to determine option to be followed once Committee have had opportunity to discuss

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

Community Services Committee – Capital Programme 2024/25

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: RPPCV

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	BLUE

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

Scheme completed.

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	100%	March 2024	Head of Culture and Leisure /Head of Legal Services	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Place order for cover	April 2024	100%	April 2024	Head of Culture and Leisure /Cultural and Leisure Services Manager	
Agree Installation date	April 2024	100%	May 2024	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.	Not required.

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: RPWHR

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

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REASONS FOR CURRENT PROGRESS STATUS

Scheme on track with targets and will be completed within the financial year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Order Vehicle	January 2024	100%	29 January 2024	Refuse and Transport Manager/Head of Engineering Services	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Delivery of Vehicle	November 2024	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			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: RRUPS

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
RRUPS: Roof Renewal and Upgrade to Parks Store Building in 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

Scheme on track with targets and will be completed within the financial year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Electrical and Lighting Works First Fix	May 2024	100%	May 2024	Principal Building Surveyor	
Electrical and Lighting Works Final Fix	October 2024	0%		Principal Building Surveyor	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Roofing Works	October 2024	0%		Principal Building Surveyor	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Weather	Principal Building Surveyor	April 2024		

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: RVAYK

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

Scheme on track with targets and will be completed within the financial year.

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	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
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			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: SDVWH

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
SDVWH: Salthill Depot Vehicle Wash	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Community Services Committee	BLUE

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

Scheme completed.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Delivery and Installation	June 2024	100%	30 June 2024	Head of Engineering	

Community Services Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Scheme completed				

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
Scheme completed			

Community Services Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT: WVVUC

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
WVVUC: 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

Scheme on track with targets and will be completed within the financial year.

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	

Community Services Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
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			