

Chichester District Council

THE CABINET

4 September 2018

Corporate Plan Projects 2018-2019

1. Contacts

Cabinet Member

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2. Recommendation

- 2.1. **The Cabinet approves the release of £17,500 allocated at its meeting on 9 January 2018 to progress the options appraisals identified in the Corporate Plan 2018-2019 for The Old Bakery Petworth and land at Bracklesham Bay.**

3. Background

- 3.1. At the 9 January 2018 meeting Cabinet approved the new Corporate Plan project proposals for 2018-2019 subject to full Project Initiation Document (PID) approval.
- 3.2. Some 8 new projects were proposed that had been assessed for their viability to proceed alongside the Corporate Plan priorities whilst taking into account existing projects that had already been started.
- 3.3. Of the 8 projects proposed, two included The Old Bakery, Petworth and land at Bracklesham Bay. Approval was given for funding of £7,500 and £10,000 respectively in order to progress the high level option appraisal work necessary to develop the projects. In doing so, Cabinet acknowledged that with the IPPD's for each proposal agreed (background papers 1 and 2) further reports, including PID's, would come forward to Cabinet as more detail on each proposal was developed.

4. Outcomes to be Achieved

- 4.1. The Corporate Plan 2018-2021 (background paper 3) contains a full list of outcomes to be delivered for the plan period. It also enables the Council to manage its resources effectively and ensure that projects can be delivered by services and that enough capacity is available to deliver them. The corporate planning process also helps in creating a Work Plan for the Council ensuring timescales are managed in a way that allows sufficient input from Members at an early stage.

- 4.2. For the project at The Old Bakery, specific outcomes of the appraisal work will be developing a high level cost/benefit analysis of the options available for the future of the property, having regard to both current and potential future commercial use and/or other opportunities. For the land at Bracklesham Bay, the outcomes will similarly be at a high level and will look at possible opportunities for the land and property including income generation, satisfying service needs and improving customer satisfaction.
- 4.3. The option appraisal work will be used to develop a detailed PID for each project, identifying the specific nature of the plan for delivery including estimated costs and resources, programme and associated risks.
- 4.4. The report now seeks the release of the funding agreed at the Cabinet meeting in January in order to progress the high level option appraisal work necessary to inform the development of a detailed PID.

5. Proposal

- 5.1. It is proposed that the funding released will enable an option appraisal to be completed, following this the PIDs for each project will be prepared and reported to Cabinet for approval.
- 5.2. The projects will be monitored on the corporate performance and project monitoring system and reported to Members and the Senior Leadership Team by exception.

6. Alternatives Considered

- 6.1. The output from the initial high level work proposed will identify the options available for each project and any alternatives that should be considered in developing the detailed PIDs for their subsequent delivery.

7. Resource and Legal Implications

- 7.1. The IPPD's for each project include an indication of the resources required for their delivery, including those services that will be required to input into but not lead the project. This allows for all teams, including support services, to plan their resources for the coming year effectively. In addition to internal resources, the project costs identified in each IPPD include allowances for specialist resources to be engaged.
- 7.2. As the details of the two resulting PIDs are finalised, they will be reported to Cabinet for consideration along with any additional resource requirements identified.
- 7.3. The resources for the Estates Service to support the optional appraisal work for the Old Bakery and Bracklesham Bay was agreed by Cabinet at its meeting in February 2018 as part of its consideration of the Budget Spending Plans 2018-2019 and the temporary project officer will commence in September.

8. Consultation

- 8.1. Internal consultation on the IPPDs has already been carried out and further consultation with appropriate stakeholders will form part of the option appraisal work to be undertaken and will be included in the PIDs.

9. Community Impact and Corporate Risks

- 9.1. Clear and effective project planning ensures that projects are given the best chance of succeeding with coherent business cases providing Members with the right information to make informed decisions about the best use of the Council's resources.

10. Other Implications

	Yes	No
Crime and Disorder Not at this stage but will continue to be assessed as the project develops.		x
Climate Change Not at this stage but will continue to be assessed as the project develops.		x
Human Rights and Equality Impact Not at this stage but will continue to be assessed as the project develops.		x
Safeguarding Not at this stage but will continue to be assessed as the project develops		x
General Data Protection Regulations (GDPR) Not at this stage but will continue to be assessed as the project develops		x
Health and Wellbeing Not at this stage but will continue to be assessed as the project develops		x

11. Appendices

None.

12. Background Papers

- 12.1. Appendix 5 to the Cabinet report 9 January 2018: Revised Corporate Plan 2018-2021 (published on Chichester District Council's website*)
- 12.2. Appendix 6 to the Cabinet report 9 January 2018: Revised Corporate Plan 2018-2021 (published on Chichester District Council's website*)
- 12.3. Chichester District Council's Corporate Plan 2018-2021 (published on Chichester District Council's website*)

[**Note** *A link to the relevant page on Chichester District Council's website to view these background papers which are appendices to agenda item 6]