

CAPITAL PROJECT GOVERNANCE MONITORING TEMPLATE

<u>CAPITAL PROJECT</u>	<u>DATE OF LAST REPORT</u>	<u>PROJECT MEETING DECISIONS (MAIN ISSUES)</u>	<u>STAGE REACHED CONTRACT/ PROCUREMENT PROCEDURES</u>	<u>RISK LOG SETUP</u>	<u>PRINCIPAL/AGENTS APPOINTED</u>	<u>DELIVERY STAGE REACHED</u>	<u>CLOSURE DOCUMENTATION COMPLETION</u>
<u>PUBLIC CONVENIENCES</u>	CSA -22 June 2016 Mandate approved CSA- 24 th January 2017 –Business Case approved 21 st June 2017- Budget & staff issues to be presented	Committee have agreed to 2 semi automatic toilets, unstaffed , one at Wilton Road and one at St Marys Way. Park Lane and Wilton Road toilets will be sold on the open market. Operational issues have been approved and the project team are seeking a cleaning company. Staff implications need to be	Welland Procurment have been consulted on procedures and methodology of procurement. This covers procurement for building contractors and also procurement of cleaners. MBC staff consultation is underway and closing date is 7 th June 2017, plan to commence construction in August 2017.	Risk Log was set up at project commencement and reviewed through project duration. Last review was at project team meeting on 10 th May 2017 when project plan and risks were reviewed	Appointed Gleeds through ESPO, also invited quotes from other consultants	Planning application for toilets submitted on 8 th May 2017. Procurement process has commenced and prices are expected in on 7 th June 2017 in time to report to members on 21 st June 2016.	N/A

		approved by Members.					
<u>GRANBY HOUSE</u>	CSA- 16 Nov 2016. Regeneration project as part of the approved HAMP. Tender came in within budget and monthly project updates monitor progress.	Main issue continues around safe and quality works while enabling tenants to remain in their homes. Main issue is around lift. Current lift will require upgrade to deliver while minimising disturbance to some tenants who require the lift. 2 nd external lift being considered.	Project significantly advanced with major works underway. Works were procured through formal tenders with sign off from Procurement Unit.	Risk log in place that is reviewed monthly through meetings.	Appointed Gleeds through ESPO,	Project has progressed well, with major works underway. Significant improvements already in place that have improved Granby House. Formal opening and event planned after final works.	N/a

<p>FEZ</p>	<p>REEA 8th June 2016</p> <p>Reported outcome of consultation and final scope & detail of the LDO, and authority to take effect from 1.7.2016</p>	<p>LDO documentation produced and disseminated amongst relevant forums associated with the Council's other involvement in economic Development Activity (e.g. LEADER events, Business festival etc).</p>	<p>LDO complete but wider promotion and dissemination required.</p> <p>LDO has monitoring requirements over the longer term (3 years)</p> <p>Continued requirement to make regular reports to DEFRA (final report now due)</p>	<p>Risk log established that is reviewed quarterly as part of reporting to Programme Board and DEFRA</p>	<p>Project Manager employed directly by MBC as part of DEFRA grant award from July 2015 – May 2017</p>	<p>Complete but wider/ongoing dissemination and promotion required.</p>	<p>N/A</p>
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