

APPENDIX 1

#	Recommendation	Update at 17 May 2018
1	Corporate Leadership Team (CLT) review the following year's capital programme and provide assurance over deliverability of it in entirety before it is proposed to Members as part of the Budget setting exercise. As part of providing this assurance CLT need to consider any underspends within the current year's capital programme.	CLT carried out a review of the 2018/19 capital programme and believe it to be deliverable. The total value of the 2018/19 capital programme is £369K excluding disabled facilities grants. The capital programme for 2017/18 was £662K excluding disabled facilities grants.
2	The Council has approved the re-introduction of the Asset Management Working Group. Regular monitoring will be reported to this Working Group and this Working Group will provide additional scrutiny over the delivery of the capital programme. The terms of reference of this Working Group should be reviewed to ensure that they include sufficient oversight, scrutiny and regular reporting of delivery back to relevant programme committees and the Council where necessary.	The asset management working group is now operating and the terms of reference have been updated according to this recommendation.
3	All capital schemes follow the required project management framework and report risks, performance and updates on budget to the Asset Management Working Group.	CLT is in the process of reviewing all project management documentation for 2018/19 capital projects. Project Initiation Documents must be submitted by the end of Quarter one.
4	Detailed scoring methodology is provided in advance of tender evaluation. If method statements and risk assessments are not provided then an automatic fail shall be applied to the tender. A specific section should be included within tenders around any sub-contracting taking place and the head contractor must provide assurances and guarantees where any sub-contracting is in place. The Tender Evaluation Process should be fully retained and reviewed and authorised by the relevant Director.	This has been confirmed with the Procurement Hub and will be applied to all future construction projects.
5	JCT Contracts used for all construction contracts in excess of £10,000 as previously considered by the Finance and Corporate Services Committee on 31 January 2017.	This has been confirmed with the Procurement Hub and will be applied to all future construction projects.
6	Where project budgets include a number of work streams, each work stream is itemised and allocated a separate budget. If virements are required these are authorised by the relevant Director and can only be authorised where the quality of delivery is not significantly adversely impacted.	This has been incorporated into the Finance regulations and all individual work streams are itemised in the budget for 2018/19.

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7	Each Director is responsible and accountable for the quality and timely delivery of capital projects within their directorate.	This is built into each Director's performance objectives. On a quarterly basis Directors provide assurance to CLT of quality and timely delivery of projects in their directorate.
8	Professional Estimators are used to ascertain costs for all capital construction projects with budgets greater than £10,000.	This has been confirmed with the Procurement Hub and will be applied to all future construction projects.