

Members are reminded that they must declare all relevant pecuniary and non-pecuniary interests relating to any items of business to be discussed at this meeting

BIRMINGHAM CITY COUNCIL

NORTHFIELD DISTRICT COMMITTEE

FRIDAY, 22 JANUARY 2016 AT 14:00 HOURS
IN COMMITTEE ROOMS 3 & 4, COUNCIL HOUSE, VICTORIA
SQUARE, BIRMINGHAM, B1 1BB

A G E N D A

1 NOTICE OF RECORDING

The Chairman to advise the meeting to note that this meeting will be webcast for live and subsequent broadcast via the Council's Internet site (www.birminghamnewsroom.com) and that members of the press/public may record and take photographs. The whole of the meeting will be filmed except where there are confidential or exempt items.

2 APOLOGIES

3 NORTHFIELD DISTRICT ANTI-SOCIAL BEHAVIOUR
NEIGHBOURHOOD CHALLENGE

1. Terms of Reference and Workshop Feedback - Councillor Steve Booton (Lead Member, ASB Neighbourhood Challenge).

2. Witnesses: -

- a) West Midlands Police – Superintendent Peter Henrick;
- b) Midland Heart Housing Association – Ruth Cooke;
- c) Circle Housing Group – John Downs
- d) Bournville Village Trust – Ryan
- e) City Council Housing – Rob James or nominee

(NB. Each witness will have 5 minutes for individual statement and 15 minutes for questions).

3. Summing up and next step

4 **BIRMINGHAM COUNCIL HOUSING INVESTMENT PROGRAMME
ENVIRONMENTAL WORKS BUDGET 2015/16**

Report of the Strategic Director, Place

5 **AUTHORITY TO CHAIRMAN AND OFFICERS**

Chairman to move:-

'In an urgent situation between meetings, the Chair jointly with the relevant Chief Officer has authority to act on behalf of the Committee'.

BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

Report to	NORTHFIELD DISTRICT COMMITTEE
Report of: Date of Decision	Strategic Director Place 22 January 2016
SUBJECT:	BIRMINGHAM COUNCIL HOUSING INVESTMENT PROGRAMME ENVIRONMENTAL WORKS BUDGET 2015/16
Key Decision: Yes	Relevant Forward Plan Ref:
If not in the Forward Plan: (please "X" box)	Chief Executive approved O&S Chairman approved
Relevant Cabinet Member(s):	Councillor Ian Ward – Deputy Leader of the Council Councillor John Cotton – Neighbourhood Management & Homes
Relevant O&S Chairman:	Councillor Zafar Iqbal – Neighbourhood & Community Services, Overview & Scrutiny Committee
Relevant Executive Member	Councillor Brett O'Reilly
Wards Affected:	Kings Norton, Longbridge, Northfield, Weoley

1. Purpose of Report

- 1.1 To inform the District Committee about budget spend for the financial year 2014/15.
- 1.2 To inform the District Committee about the process for carrying out improvements using the Environmental Works budget
- 1.3 To inform the District Committee of the criteria for carrying work using the Environmental Works budget
- 1.4 To inform the District Committee of the works completed and in progress for 2015/16 and to provide a budgetary position to date for 2015/16.

2. Decision (s) recommended

That the District Committee:

- 2.1 Note progress in connection with the projects initiated in 2014/15 and 2015/16 (Appendix 1).
- 2.2 Note the process for carrying out improvements using the Environmental Works budget (Appendix 2).
- 2.3 Note the criteria for carrying out work via the Environmental Works budget (Appendix 3).
- 2.5 Note the budget position statement provided at Appendix 4.

Lead Contact Officer	Mark Rodgers Contract Team Manager – Capital Investment Team
Telephone No: E-mail address:	0121 464 5370 Mark.Rodgers@birmingham.gov.uk

3 Consultation

3.1 Internal

Ward members within the district have been consulted on the project proposals for the District Committee Capital Environmental Budget for 2015/16.

3.2 External

The Housing Liaison Boards and other local residents are assisting with identifying the proposed projects to be funded from the Environmental Budget 2015/16.

4. Compliance Issues:

4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies?

Improving the Council owned housing stock directly contributes to the strategic outcomes of the Sustainable Community Strategy, the Council Business Plan and Budget 2014+. In particular there is a specific target under the theme of securing a high quality of life for residents. Stock improvements will also impact upon the other strategic outcomes, most notably on the aspiration for healthier communities, all of which are consistent with the themes identified in The Leader's policy statement.

The creation of targeted environmental projects on a district by district basis will significantly impact the quality of life for residents and enhance the stock improvements already in place

4.2 Financial Implications

The total capital funding for these schemes is contained within the approved Housing Public Sector Capital Budget 2015/16. The 2015/16 Capital Environmental Budget allocation to Northfield is £128,800, and is based on the number of Council properties within the District.

4.3 Legal Implications

The proposed allocation of work is consistent with the effective management of the Council's housing stock under Part II Housing Act 1985. From a procurement perspective it makes good use of Repairs and Maintenance and framework contracts which have been established to secure improved performance and better value for money than conventional single scheme tendering.

4.4 Public Sector Equality Duty (see separate guidance note)

In making its decision the District Committee is required to have due regard to the public sector equality duty. In relation to the Programme, due regard has been paid to the requirements of the Equality Act 2010 and an Equality Assessment has been carried out which has shown that the programme will not have any adverse effects.

The requirements of the Council's Standing Order relating to Contracts No. 9 in relation to equal opportunities and the West Midlands Forum Common Standard for Equalities in Public Procurement will be incorporated in the contracts for projects carried out within the programme.

5. Relevant background/ chronology

- 5.1 A citywide sum of £800,000 has been identified for capital environmental projects on Housing Revenue Account land and/ or property.
- 5.2 A sum of £128,800 has been allocated to the Northfield District Committee for 2015/16. This allocation is based on a stock of 10,167 properties within the district.
- 5.3 The Local Housing Team together with their HLBs, elected members and other residents have identified the projects agreed by the District Committee.

6. Evaluation of alternative options

- 6.1 Alternative options have been considered during the consultation with Housing Liaison boards and other residents.

7. Reasons for decision(s)

- 7.1 To enable the District Committee to meet its requirements in the delivery of the Housing Investment Programme Environmental Works Programme.

8. Update on projects agreed in 2014/ 15 and 2015/16

- 8.1 An update on the delivery of capital projects previously agreed is provided at Appendix 1.

Signatures

Chief Officer

List of Background Documents used to compile this Report

None.

List of Appendices accompanying this report

1. Appendix 1: Northfield District Environmental Works Budget: Update on schemes agreed 2014/15 and 2015/16.
2. Appendix 2: Environmental Budget: Standard Operating Procedure.
3. Appendix 3: Environmental Works Budget Criteria.
4. Appendix 4: Northfield District: Overall Budget Sheet – Environmental Works Budget.

Report Version 1

Dated

6 January 2016

APPENDIX 1

Northfield District Capital Environmental Budget: Update on schemes agreed 2014/15 and 2015/16

Location	Scheme Details	Costs (£)	Position Statement
145-155 Vardon Way	Install new communal entrance doors	16,436.88	Completed 23/6/2014
80 Grange Farm Drive	Remove ceiling tiles and paint in fire retardant covering	3,261.60	Completed 10/7/2014
Hawesley Square	Metal fencing	4,911.17	Completed 17/2/2015
Millfield Sheltered Scheme	Resurface car park and access road	11,624.00	Completed 16/3/2015
Coney Green House	Slab and tarmac exterior area	10,647.36	Completed 29/6/2015
Manderville House and Risborough House	Slab pathway between the two blocks	6,593.11	Completed 27/6/2015
39-57A Bushwood Road	Fencing and slabbing	13,302.85	Completed 27/7/2015
Vardon Way	Lighting	1,988.36	Completed 5/8/2015
Gregory Avenue	Fencing and slabbing	7,513.55	Completed 27/11/2015
80 Grange Farm Drive	Renew ceiling tiles	1,940.67	Completed 21/9/2015
Muirfield Gardens	Rebuild brick wall	7,765.81	Completed 20/8/2015
1-11 Nesfield Close	Door entry system	29,961.42	Completed 21/9/2015
7-19 Grange Farm Drive	Door entry system	29,961.42	Completed 15/10/2015
7-19 Grange Farm Drive	Lighting	4,603.68	Completed 15/10/2015
49-51 The Doweries	Bow top fencing	3,742.85	Completed 21/9/2015
Middlemore Road	Tarmac car park	9,228.00	Completed 21/9/2015
80 Grange Farm Drive	Secure door entry system	17,455.20	Completed 21/9/2015
Hobbis House	Provide scooter room	4,286.16	Completed 15/11/2015
9-17 Eden Close	Altro flooring	2,427.07	Completed 20/11/2015
38 Abbeydale Road	Altro flooring	4,410.00	Completed 20/11/2015
18 Ellerside Grove	Altro flooring	4,170.00	Completed 20/11/2015
1-11 Nesfield Close	Lighting improvements	4,385.90	Completed 21/9/2015
20 Ellerside Grove	Altro flooring	4,170.00	Completed 20/11/2015
1-7 Eden Close	Altro flooring	2,567.62	Completed 20/11/2015
20 Ellerside Grove	Make good surfaces, skirting, handrails, window ledges	3,929.93	Completed 20/11/2015

18 Ellerside Grove	Make good surfaces, skirting, handrails, window ledges	3,929.93	Completed 20/11/15
20-22 Stilthouse Grove	Fencing, slabbing and rebuilding communal bin area	9,063.17	Completed 23/11/2015
390 Longbridge Lane	Upgrade communal lighting	4,091.06	Completed 20/11/2015
1-11 Nesfield Close	Build new steps	1,556.54	Completed 23/10/2015
7-19 Grange Farm Drive	Build new steps	1,556.54	Completed 23/10/2015
392 Longbridge Lane	Upgrade communal lighting	4,091.06	Completed 20/11/2015
34 Lakehouse Grove	Construct brick storage shed	5,038.96	Completed 23/10/2015
31 Lakehouse Grove	Construct brick storage shed	5,038.96	Completed 23/10/2015
5 Forrell Grove	Upgrade communal lighting	4,091.06	Completed 30/11/2015
7 Forrell Grove	Replace steps with ramp	4,091.06	Completed 18/12/2015
9 Forrell Grove	Replace steps with ramp	4,091.06	Completed 18/12/2015
22-34 Hawkesley Square	Improvements to communal entrance door	11,142.53	Completed 15/5/2015
95a – 107 Coney Green Drive	Door entry system	13,096.70	Issued 22/9/2015
95a – 107 Coney Green Drive	Communal decorations	6,045.00	Issued 22/9/2015
95a – 107 Coney Green Drive	Altro flooring	2,606.40	Issued 22/9/2015
95a – 107 Coney Green Drive	Upgrade communal lighting	8,974.06	Issued 24/11/2015
Savernake Close	Parking provision	18,243.00	Issued 21/7/2015
1-7 Eden Close	Communal decorations	2,371.04	Issued 1/10/2015
9-17 Eden Close	Communal decorations	2,371.04	Issued 1/10/2015
1-7 Eden Close	Replace communal entrance doors	4,919.52	Issued 27/11/2015
9-17 Eden Close	Replace communal entrance doors	4,919.52	Issued 27/11/2015
40 West Mill Croft	Resurface and mark car park	4,350.00	Issued 2/12/2015
5 Forrell Grove	Replace steps with ramp	3,632.86	Issued 5/10/2015
7 Forrell Grove	Replace steps with ramp	4,589.46	Issued 5/10/2015
38 Forrell Grove	Upgrade internal lighting	4,091.06	Issued 28/9/2015
80 Grange Farm Drive	Refurbish store sheds and bin storage area	5,721.37	Issued 7/12/2015
1-11 Nesfield Close	Communal decorations	1,987.49	Issued 7/10/2015
1-11 Nesfield Close	Altro flooring	3,474.82	Issued 24/11/2015
7-19 Grange Farm Drive	Communal decorations	2,152.66	Issued 7/10/2015
7-19 Grange Farm Drive	Altro flooring	4,074.85	Issued 24/11/2015
4 Westcroft Grove	Upgrade door entry system	8,042.40	Issued 2/12/2015

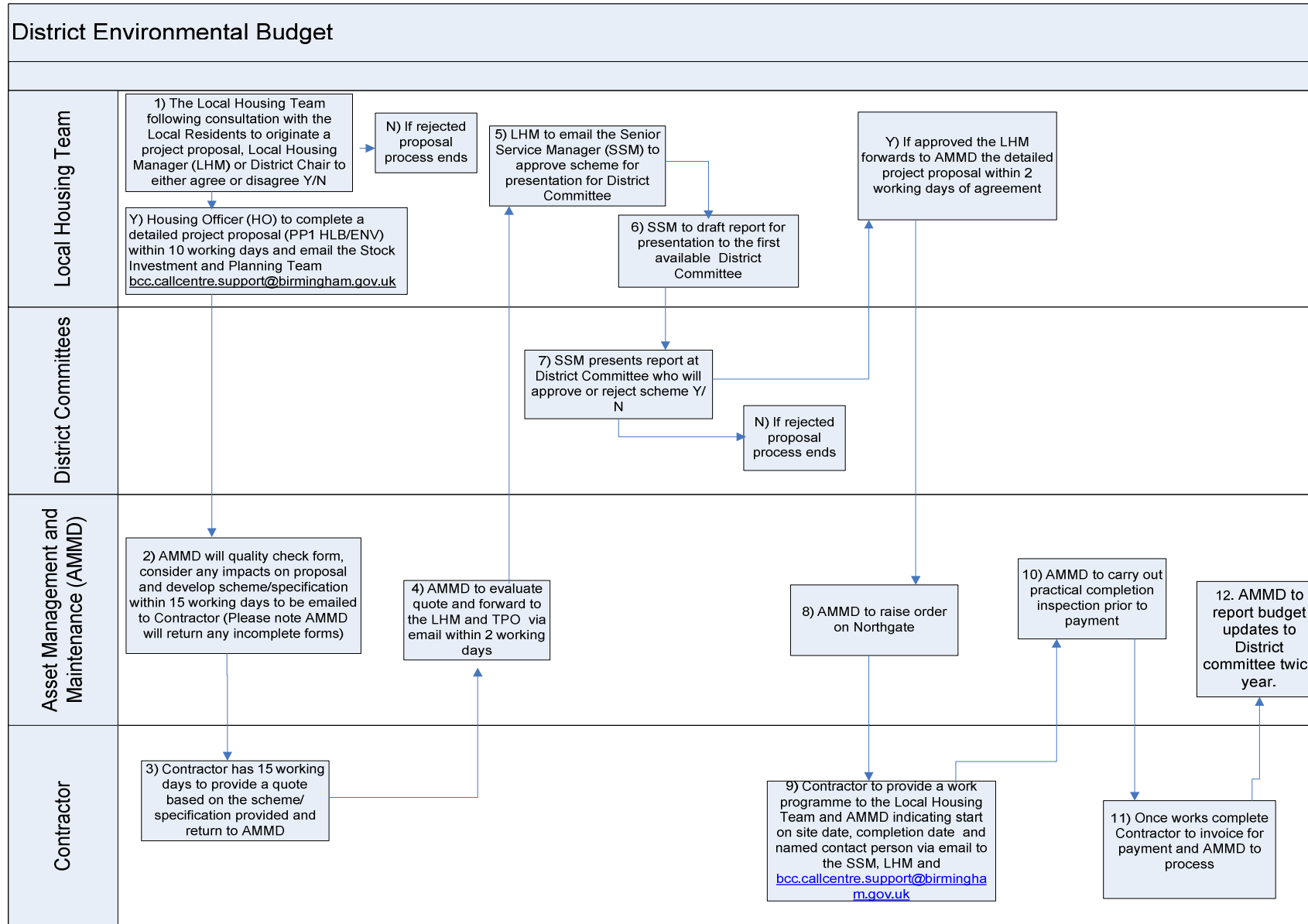
4 Westcroft Grove	Upgrade communal lighting	4,072.80	Issued 2/12/2015
Melrose Close	Convert garages to scooter room	4,346.03	Issued 21/12/2015
Hobbis House	Provide automatic door and fob reader	3,110.40	Issued 26/11/2015
145-155 Vardon Way	Refurbish store sheds	2,234.60	Issued 2/12/2015
Campion House	Replace communal lighting	2,600.40	Issued 2/12/2015

BCC Asset Management and Maintenance: Standard Operating Procedures

1. PROCESS OVERVIEW

Process Name	Environmental Budget
Process Reference	
Service Area	BCC Asset Management and Maintenance Division
Process Summary	This process details the steps taken in relation to all projects for Environmental Works
BCC Senior Responsible Officer	Martin Tolley
Frequency	When projects identified
Inputs	
Outputs	
Links to other Processes	
Systems Used	Northgate Voyager
Templates / Tools	See below

2. PROCESS MAP – DISTRICT ENVIRONMENTAL BUDGET



3. OPERATIONAL PROCESS DETAIL

Step No.	Process Step	Detailed Description	Timeline	Organisation and named contact	System Required	Outputs and Templates
1	The Local Housing Team following consultation with the Local Residents to originate a project proposal, Local Housing Manager (LHM) or District Chair to either agree or disagree Y/N	When Local residents make a request for an environmental project to be considered in their area the relevant HO will meet to gather initial intelligence utilising cameras/camera functions i.e. mobile phones, along with a comprehensive set of notes of what is required by the customers.	5 working days	Landlord Services HO	Word, Outlook,	To be designed by Landlord Services if required
1N	If rejected proposal process ends	If deemed unfeasible by the LHM the project will be rejected and the relevant customers notified by the LHM and HO	5 working days	Landlord Services HO	Word, Outlook	To be designed by Landlord Services if required
1Y	Housing Officer (HO) to complete a detailed project proposal (PP1 HLB/ENV) within 10 working days and email the Stock Investment and Planning Team bcc.callcentre.support@birmingham.gov.uk	The HO will completed a detailed project proposal ensuring all required details are provided to AMMD via email the generic inbox of the Stock Investment and Planning Team bcc.callcentre.support@birmingham.gov.uk to establish feasibility on all projects	10 working days	Landlord Services HO	Word Outlook	Form 1

Step No.	Process Step	Detailed Description	Timeline	Organisation and named contact	System Required	Outputs and Templates
2	AMMD will quality check form, consider any impacts on proposal and develop scheme/specification within 15 working days to be emailed to Contractor (Please note AMMD will return any incomplete forms)	On a daily basis the Stock Investment and Programme Team will check for receipt of project proposals, these will be assessed by the relevant technical staff and if acceptable will scope works and forward to the LHM and Contractor or seek further clarifications from LHM	15 Working days	AMMD – Stock Investment and Programme Team	Word, Outlook	Tim Triance to provide a standard template
3	Contractor has 15 working days to provide a quote based on the scheme/specification provided and return to AMMD	The Contractor to provide quote based on AMMD's scheme/specification within the given timescale of 10 working days by email to the Stock Investment and Programme Team bcc.callcentre.support@birmingham.gov.uk	15 Working days	North, South and Central Contractor	Outlook	Quote, Contractor to provide standard template for all quotes
4	AMMD to evaluate quote and forward to the LHM and TPO via email within 2 working days	AMMD will check quote provided by the Contractors and if quote suitable will forward to the LHM within 2 working days via email	2 Working days	AMMD – Stock Investment and Programme Team	Outlook, Word	
5	LHM to email the Senior Service Manager (SSM) to approve scheme for presentation for District Committee	The SSM will either approve or reject the project/quote provided by the Contractor within 2 working days via email to the LHM and bcc.callcentre.support@birmingham.gov.uk	2 Working days	Landlord Services SSM	Outlook	Email confirming course of action
6	SSM to draft report for presentation to the first available District Committee	SSM to complete the District Committee report template to seek approval for the project	Follow timeline of District Committee reporting process	Landlord Services SSM	Word	District Committee template

Step No.	Process Step	Detailed Description	Timeline	Organisation and named contact	System Required	Outputs and Templates
7	SSM presents report at District Committee who will approve or reject scheme Y/N	SSM liaise with the relevant District Committee Support Officer to obtain a slot on the agenda and provide any required documentation prior to attending	Follow timeline of District Committee reporting process	Landlord Services SSM	Word Outlook	District Committee template
7N	If rejected proposal process ends	Once rejected at District Committee the SSM will notify AMMD, LHM, HO and customers	5 Working days	Landlord Services SSM	Word, Outlook	To be designed by Landlord Services if required
7Y	If approved the LHM forwards to AMMD the detailed project proposal within 2 working days of agreement	If project agreed at District Committee will then submit the detailed project proposal to the relevant Contractor with a copy to AMMD bcc.callcentre.support@birmingham.gov.uk	2 Working days	Landlord Services LHM	Word, outlook	Form 1
8	AMMD to raise order on Northgate	Once quote agreed the LHM will email the generic inbox bcc.callcentre.support@birmingham.gov.uk and AMMD will raise an adhoc job on Northgate using the SOP ???? to provide both the LHM and Contractor with a job number.	2 Working Days	AMMD – Stock Investment and Programme Team	Northgate, Word, Outlook	Job number
9	Contractor to provide a work programme to the Local Housing Team and AMMD indicating start on site date, completion date and named contact person via email to the SSM, LHM and bcc.callcentre.support@birmingham.gov.uk	Once contractor has received a works order, within 1 working day they are to provide the SSM, LHM and bcc.callcentre.support@birmingham.gov.uk with an email confirming acceptance of orders with a start on site date and a completion date, also indicating project coordinator and relevant contact details. Contractors to also provide regular progress updates to the above	1 Working day	North, South and Central Contractor	Northgate, Word, Outlook	Contractor email

Step No.	Process Step	Detailed Description	Timeline	Organisation and named contact	System Required	Outputs and Templates
10	AMMD to carry out practical completion inspection prior to payment	AMMD Contracts Works Officer to maximise opportunity to carryout onsite audits although smaller projects may rely on telephone audits. Contract Works Officer to organise schedule of audit inspections dependant on length/size of project and to also email SSM, LHM with results of inspections	1 Working day of inspection	AMMD – Stock Investment and Programme Team	Word, Outlook	Email
11	Once works complete Contractor to invoice for payment and AMMD to process	The contractor to invoice BCC for payment on completion of the project	Completion of works	North, South and Central Contractor	Voyager	Invoice
12	AMMD to report budget updates to District committee twice year.	AMMD GR5 to produce a budget report for each district twice yearly (May and November, unless otherwise agreed) to update on the budget spent and overview of works in progress and available budget.	Twice yearly	AMMD – Stock Investment and Programme Team	Excel, word	Budget report

4. PROCESS DEVELOPMENT HISTORY

Version	Modified By	Date	Reason	Approved By	Amendment Details
0.0	Laura Tucker	27.06.13	Creation	Martin Tolley	
0.1	Laura Tucker	29.01.14	Extra 5 days added to time scale in 3	Tom Taplin	

Key Stakeholders

Name	Position / Role	Details of consultation / review	Date

Documentation Consulted

Title	Author	Date Reviewed

Process Sponsor Sign Off

Name	Position	Version Reviewed	Date
Martin Tolley	Integrated Service Head	1.0	

Key Issues and Business Decisions Pending

Issue or Business Decision	Owner	Contact for Resolution	Date Of Resolution

Project Proposal (PP1 HLB/ENV)– District HLB and Environmental Budget (PART A – Forward to Central Housing Services & Retain Copy for NHM Approval & Office Records)

1. Project Name:

Project Name:		Unique Ref No:	
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2. Budget Details:

Budget Information:		Budget Code:	
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3. Contact Details:

Constituency:		HLB Area or Aerial Block:	
H.O./T.P.O. Contact Name:			
Contact Address: (Inc post code)			
Telephone No'		E-mail Address:	
Mobile No'			

4. Project Location - Housing Officer/T.P.O.

(Address: Details of where work is to be carried out)

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5. Project Description - Housing Officer/T.P.O.

6. Supporting Information attached - Housing Officer/T.P.O./H.L.B Rep:
(List: Maps/Plans/Photographs)

A) Location Map at **1:2500** scale showing location of building or land where work to be carried out. This is to assist Surveyors, and Contractors when attending site meetings:

Paste Location Map (A) here:

B) Plan at **1:250 or 1:500** scale showing position of work item requested (e.g. Gates, fencing, benches, shrub beds, and other external work). This is required to reduce the potential for abortive work.

Paste Sketch Plan (B) showing where item/s required here:

C) Photo/s showing location where work is to be carried out. This is required, to assist officers, surveyors and contractors to identify any issues which may affect the viability of Project Proposals, and impact on cost estimates.

Paste Photo/s (C) here:

Date Submitted	
Date Input	
Date forwarded to partner	
Date of site meeting	
Date of schedule – 20days	
Date costs forwarded to District Committee	
Date cost approved by District Committee	
Date order issued	
Date works starts on	
Completion of Target works	

Project Proposal District Environmental Budget (PART B – Retain for NHM Approval & Office Record Only – Do not Forward)

7. Purpose of project? (You may tick up to 3)

Reduce crime, vandalism or anti-social behaviour		Work that benefits the community and not individuals		Compliment other improvements (Joint working)		Project that increase sustainability of an area	
Project that increase access or encourage involvement							
Other							

8. Target Group? (You may tick up to 3)

Tenants		Community		Customer Forum	
Resident		Schools		Young people	
Other					

9. Is Consultation Required? Yes/No, and if Yes - Who is to be consulted?

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10. What were the results of the consultation?

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11. Expected Project Outcomes: (You may add other outcomes)

1	(Involvement)
2	(Cohesion)
3	(Other)
4	Community Empowerment

12. Decision (Tick Box)

Approved		Declined	
Conditions			

13. Authority to Proceed

Authorised By	Signature	Position	Date

14. Budget Approval

Expenditure		Income		In kind support
Headings/code	Amount	Sources	Amount	
Totals				

Procedure Note: Completion of Project Proposal Form District Environmental Budget

PART A – PROJECT REQUEST (FORWARD & RETAIN COPY)

- 1. Project Name:** Insert the name of the project as you wish it to be referred to (e.g. **Maypole Grove – Security Work**). The box on the right refers to a Unique reference no'. This will be provided by the 'Management Contractor' once the project has been costed, and approved, at which stage the TPO/HO should insert the information in the box provided, and include in the title of all correspondence regarding the project.
- 2. Budget Details:** Enter Budget details (e.g. **HLB, AERIAL, or COMMUNITY CHEST**). In addition insert in the right hand box, the budget code to be used for this work, this can be found in the top right of the HLB/Aerial Spreadsheet. **The project will not proceed further unless this section is completed.**
- 3. Contact Details:** Insert all information relating to the **Housing Officer/T.P.O.** who is to take responsibility for the project. It is important that full contact information is provided in order that both Technical Officers and Contractors can make contact easily should any issues arise with respect to delivery of the project, including contact to arrange site visits to confirm the location where work is to be carried out.
- 4. Project Location:** Provide description of where the work is to be carried out including full address/s, and post code.
- 5. Project Description:** Provide a brief outline of the project identifying why the work is required, what is the objective, and how the proposal will resolve the issue. Further detailed information should include metric measurements where elements such as fencing, paving, or brickwork are required. (e.g. Consider what type of fencing is required, metal/timber?, how high?. How long is the fence/wall? Etc).
- 6. Supporting Information:** The **Housing Officer/T.P.O.** must provide along with the written description the following:
 - a. Location map** – These can be produced using 'Local View' and entering an address search. Map should be produced to the scale identified on the form.
 - b. Sketch Plan** - Where external work is required such as fencing, gates, chicanes, paving, bollards, road markings etc. Map should be produced to the scale identified on the form.

- c. **Photos** - Well framed clear photographs of the location/s. This is particularly useful to assist Technical Officers and Contractors in making assessments of any difficulties or issues which might arise, and making more accurate cost estimates/quotations. (e.g. how will signs/benches/posts etc be fitted. Are there any obvious signs of underground services in the area the work is likely to be carried out.)

PART B – PROJECT DECISION AND APPROVAL PROCESS (RETAIN COPY)

7. **Purpose of Project:** - Tick boxes as appropriate, and add comments/supporting information to establish criteria which will support approval of the project.
8. **Target Group:** Additional criteria to support project
9. **Is Consultation Required?:** Particularly where communal areas are concerned it is important that anyone with a right to share that area, (e.g. Garages, Gardens, Community Rooms, rights of way, pavements etc) is consulted, and that we keep a record of such consultation and the results of that consultation, in order to substantiate our actions.
10. **Results of Consultation:** Clarify broad results of consultation and where evidence of consultation is stored for future reference.
11. **Expected Project Outcomes:** General information to substantiate use of funding
12. **Decision:** For Constituency Team Records.
13. -14. To be completed by **H.O./T.P.O/D.H.M.**

Appendix 3

ENVIRONMENTAL WORKS BUDGET CRITERIA

Background

This note is to guide officers and Elected Members involved in the delivery of improvements via the capital Environmental Works budget.

Scope

The Council must comply with all standards, legislation, rules and regulations for spending capital income.

There are very strict rules about what can and cannot be capitalised. Auditors will test for compliant spend and anything considered to be revenue in nature will be excluded from capital spend, resulting in adverse effects on revenue budgets.

Definition of ‘Capital Expenditure’

For expenditure to qualify as capital expenditure. There are a number of tests that must be satisfied. The requirement is that the expenditure must:

1. Create a new asset or
2. Significantly enhance an existing asset – either in value or longevity and in either case
3. Last more than one year.

Key principles

Everything is revenue unless it can be proved it is capital;

- There is no minimum spend level for capital schemes
- A project does not amount to a capital scheme simply because it is costly
- Spend must be on housing-owned land or assets and involve the creation of a new asset or the enhancement of an existing asset that provides either economic benefits or service potential
- The project must provide benefit to the community at large and not an individual tenant or household

Guidance for the delivery of projects via the Capital Environmental budget

The budget is typically used to provide projects involving:

- Provision or enhancement of fencing, railings, gating
- Secure door entry systems
- Closed Circuit Television
- Constructing steps, ramps, walls, planters
- Providing car parking
- Re-surfacing housing land

- Improving or providing lighting
- Replacing or renewing flooring
- Providing bollards and double kerbs to preventing parking nuisance
- Providing storage areas, for example, for mobility scooters
- Providing hard standings and areas for refuse disposal facilities
- Flood defence measures

The budget cannot be used for spend on:

- Land and site clearance
- Room hire
- Planting trees and/ or shrubs except incidental costs to plant trees associated with an existing capital scheme
- Site security, unless necessary to avoid damage to a capital asset under construction
- Decorating and painting except where incidental to an agreed capital scheme
- Netting balconies
- Cleaning

Neither list is exhaustive. Advice and guidance can be sought from the Capital Investment Team and the Finance Team where required.

Projects involving a mixture of capital and revenue spend should be delivered using joint funding from capital and revenue budgets. For example, a scheme involving constructing a retaining wall/ planter and planting non-perennial flowers could be funded via the Capital Environmental budget and the HLB budget. Invoices for capital and revenue expenditure must be separate to ensure payment is made from appropriate budgets.

Mark Rodgers
Contract Team Manager – Capital Investment Team

29 December 2015

Saved as GuidanceNoteCapitalEnvironmentalBudget

APPENDIX 4

Northfield District Committee

Overall Budget Sheet – Capital Environmental Budgets

	£	£
Slippage for 2014/15		131,000 (A)
Allocation for 2014/15	131,000 (B)	
Available for new schemes 2014/15 (A) + (B)		262,000 (C)
Completions 2014/15	36,000 (D)	
Slippage for 2015/16 (C) – (D)	226,000 (E)	
New allocation 2015/16	129,000 (F)	
Available for new schemes (E) + (F)		355,000 (G)
Completions 2015/16 -paid	214,000 (H)	
Completions 2015/16 - invoices awaited	19,000 (I)	
Project Approvals	122,000 (J)	
Payments and commitments 2015/16 (H+I+J)	355,000 (K)	
Balance (G-K)		<u>Nil</u>

