

Full Business Case (FBC)			
1. General Information			
Directorate	Place	Portfolio/Committee	Homes and Neighbourhoods
Project Title	Full Business Case: Safety Works to Parks Pools and Flood Alleviation works 3 Year Programme	Project Code	Corporate Resources CA-01940
Project Description	<p>Birmingham City Council (BCC) has a total of 48 reservoirs and pools located throughout the City. 11 of these are classed as category 1 reservoirs and fall within the remit of the Reservoirs Act 1975 as amended. All reservoirs with a capacity of over 25,000 cubic metres or more that could escape in the event of a dam failure must be registered with the Environment agency. These are known as large raised reservoirs designed for collecting and storing water and can include lakes.</p> <p>A further 26 pools classed as category 2 pools, have a capacity of 10,000 cubic metres or more (but less than 25,000 cubic metres) and are governed by the Flood Water Management Act 2010.</p> <p>Both categories of reservoirs and pools must be monitored and maintained to a high standard. Failure to do this would mean their physical condition would deteriorate and could pose a high risk to loss of land, property and life.</p> <p>Also the Flood Risk Regulations 2009 place duties on the EA and local authorities to establish a framework for assessing and managing flood risk. The works identified in Appendix 1A will assist in mitigating that risk.</p> <p>A 3 year programme of priority projects has been produced by BCC Highways in consultation with the Environment Agency (EA). These are the culmination of recommendations made by the EA which have a set deadline for delivery and other health and safety works which could pose a potential risk to the public identified by Highways in consultation with the Constituency Parks Managers.</p> <p>It should be recognised that some of these priorities may change due to the nature of the asset which can be severely impacted on by inclement weather and erosion on an annual basis and also the new Section 10 and Section 12 reports from the EA's inspecting engineers which can identify urgent works previously not identified and therefore not included within the programme.</p>		
Links to Corporate and Service Outcomes	Birmingham City Council Plan 2018-2022, specifically 'Birmingham is a great city to live in' by creating a healthy environment and ensuring public spaces are safe for its citizens. The proposal will have a positive impact on the sustainable environment, protecting land and property.		
Project Definition Document Approved by	N/A-	Date of Approval	
Benefits	Measure		Impact

Quantification- Impact on Outcomes	<i>Safe environment for the general public</i>	<i>Zero accidents relating to pools, reservoirs and water courses</i>
	<i>Reduced risk of flooding</i>	<i>In times of extraordinary weather flooding is contained within the perimeter of the water course/pool</i>
	<i>A well maintained portfolio of pools and reservoirs</i>	<i>Minimal recommendations of work required by the Environment Agency following their inspections.</i>
	<i>Improved environment for wild life</i>	<i>Wild life habitats flourish evidenced by sightings of specific species</i>
	<i>Improved working relationship with the EA</i>	<i>No notices served on BCC for non-compliance.</i>
	<i>Meeting our statutory obligations</i>	<i>Mitigating and managing the risk of flood.</i>
Project Deliverables	<i>Ensuring pools, reservoirs and water courses together with facilitating infrastructure are safe and meet the regulations as laid out in the Reservoirs Act 1975 and the Flood Water Management Act 2010 and address the recommendations of the Environment Agency and other health and safety issues reducing risk of loss of life and damage to land property.</i>	
Scope	<i>The scope of work comes under the category of 'civil engineering' and will be specific to each site and dependent on the recommendations from the E.A could include the following :</i> <i>Construction of auxiliary spillways</i> <i>Construction of concrete weirs</i> <i>Provision of embankment works</i> <i>Desilting of pools</i> <i>New penstocks</i> <i>Structural and stabilisation works</i> <i>Installation of land drainage</i>	
Scope exclusions	<i>Any pools, reservoirs or water courses in Birmingham that are not managed by Birmingham City Council i.e. managed by other public sector organisations e.g. managed by the Canal and River Trust or in private ownership.</i> <i>Any works outside the direct vicinity of the pool, reservoir or water course (unless impacting on the flood alleviation works) but maybe within the same park or area of POS.</i>	
Procurement Implications	<i>The works will be procured via the Highways Miscellaneous Drainage Works Framework agreement (P331). The contract began on the 4th February 2017 and runs for a period of 20 months with the option to extend a further 12 months, giving a total of 32 months.</i>	
Taxation Implications	<i>There are no tax implications for this programme of works.</i>	
Accountable Body	N/A	
Project Manager	<i>Lesley Steele, BPS, 0121 303 8857; Lesley.Steele@Birmingham.gov.uk;</i>	
Budget Holder	<i>Rob James Acting Corporate Director Place; Rob.James@Birmingham.Gov.uk</i>	
Sponsor	<i>Steve Hollingworth, Service Director Sport, Events, Open Spaces and Wellbeing ;0121 464 2023; Steve.Hollingworth@Birmingham.gov.uk</i>	
Project Accountant	<i>Lisa Pendlebury, Business Analyst, 0121 675 1856; Lisa.pendlebury@birmingham.gov.uk</i>	
Project Board Members	<i>Lesley Steele (as above), Joe Hayden, Iqbal Sangha, Dennis Bennett (Highways representatives), Lisa Pendlebury, Civil Engineering Contractors, Constituency Parks Managers.</i>	

Head of City Finance (HoCF)	<i>Guy Olivant</i>	Date of HoCF Approval:	
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2. Budget Summary (Detailed workings should also be supplied)					
	<i>Voyager Code</i>	<i>Financial 2018/19</i>	<i>Financial 2019/20</i>	<i>Later Years</i>	<i>Totals</i>
Capital Costs & Funding		£	£	£	£
Expenditure:		415,997	1,291,059	776,138	2,483,194
Totals		415,997	1,291,059	776,138	2,483,194
Funding	<i>Corporate P.B</i>	415,997	1,291,059	776,138	2,483,194
Totals		415,997	1,291,059	776,138	2,483,194
Revenue Consequences					
Expenditure					
Income					
Savings					
Totals					
Funded By:					
Current Budgetary Provision	<i>Specify codes where budget is found on Voyager</i>				
Other revenue resources identified: <i>(Please itemise)</i>					
Totals					
Planned Start date for delivery of the project	<i>December 2018</i>		Planned Date of Technical completion	<i>March 2021</i>	

3. Checklist of Documents Supporting the FBC		
Item	Mandatory attachment	Number attached
Financial Case and Plan		
<ul style="list-style-type: none"> Detailed workings in support of the above Budget Summary (as necessary) 	Mandatory	Appendix A
<ul style="list-style-type: none"> Statement of required resource (people, equipment, accommodation) – append a spreadsheet or other document 	Mandatory	B
<ul style="list-style-type: none"> Whole Lifecycle Costing analysis (as necessary) 	Mandatory	N/A
<ul style="list-style-type: none"> Milestone Dates/ Project Critical Path (set up in Voyager or attached in a spreadsheet) 	Mandatory	C
Project Development products		
<ul style="list-style-type: none"> Populated Issues and Risks register 	Mandatory	D
<ul style="list-style-type: none"> Stakeholder Analysis 	Mandatory	E

APPENDIX B

Statement of required resources

Internal

Highways engineer

Constituency Parks Manager

Client Project Manager

Business Analyst

Health and Safety representative

External

Environment Agency Inspecting Engineer

Civil Engineering Contractor

Grounds Maintenance Contractor

APPENDIX C

Key Milestones

Activity	Date
Approval of Full Business Case – Cabinet	13 th November 2018
Instruct Highways to place orders for the phase 1 (2018/19) of works with their Framework Contractors	26 th November 2018
Phase 1 works start on site	December 2018
Phase 2 works start on site	April 2019
Phase 3 works start on site	April 2020
Report on completion of 2018- 2021 programme and seek approval for new 3 year programme	April 2021

APPENDIX D

Risk register and issues

Description of risk	Impact	Probability	Existing Controls	Action Required	Lead Responsibility
Unforeseen additional works arise in course of contract causing additional funding requirement	Medium	Low	All known risks will be evaluated and a cost apportioned to them in order to mitigate them. This will be included within the overall project cost. The risk register will be reviewed at intervals throughout the project.	Revisit priorities and review scheme of works. Value engineering exercise to be carried out. Re-assess activity schedule.	Highways
Disruption to day to day operations on public accessible sites	Low	Low	.All areas of work will be fenced off and alternative routes sign posted.	Additional security measures will be considered if required on a individual project basis. The priority will be to protect the public.	Contractor
Works not completed on time	Low	Medium	Contractor/Highways will work to an agreed programme of scheduled activities that will be reviewed at each progress meeting. Slippage of activities will be highlighted at an early stage.	Revisit programme to adjust/reschedule activities. However if the slippage is due to inclement weather this will be out of the control of the contractor and Highways as health and safety of the workforce must be the priority.	Highways
Inclement weather	High	High	Contractor will monitor the 5 day weather forecast	All works are outside. Health and Safety is imperative. Work will only be carried out when	Contractor/Highways

				weather conditions are deemed safe to do so. Budgets will be monitored and cash flows aligned with activities/programme of works.	
Public expectations are undeliverable.	Low	Low	Parks staff will keep the public updated via social media /BCC website display boards, meetings etc.	Consultation will be ongoing throughout the life of the project to ensure expectations are kept real.	Parks
Work does not go ahead and EA serve notice on BCC	High	Low	A programme of work has been compiled by Highways from the recommendations outlined in the reports from the EA's inspecting engineers	Work towards identifying a rolling programme of funding to support these statutory obligations	Parks and Nature Conservation
Departure of key staff members	Low	Medium	Work will be done on a team basis, regular project meetings will be held to ensure a spread of knowledge across key personnel	Recruit/identify replacement promptly	All

APPENDIX E

Stakeholder Analysis

Users and Local Links

Public
 Contractors

 Groups/Clubs
 Environment Agency

Birmingham City Council

Acting Strategic Director Place
 Director Sport, Events, Open Spaces &
 Wellbeing
 Constituency Parks Managers
 Local Elected Members
 Cabinet Member Homes and Neighbourhoods
 Highways
 Health and Safety representative

Degree of Influence

	High influence	←→	Low influence
High Importance ↑	Environment Agency Highways Cabinet Member Acting Strategic Director Place Service Director Sport, Events, Open Spaces & Wellbeing Constituency Parks Managers Local Elected Members Health and Safety Rep		Contractor
↓ Low Importance	Public Groups/clubs		

Stakeholder	Stake in project	Potential impact on project	What does the project expect from the stakeholder	Perceived attitudes and/or risks	Stakeholder management strategy
Acting Corporate Director Place	Overall responsibility	High	To agree and support the project at high level	Proposal has a limited life	Regular progress updates in the form of highlight reports detailing progress and any issues.
Health & Safety representative	Represent staff & park users	Medium	To support the proposals in the project and protect the health and safety of the park users and staff	Facilities are not fit for purpose/ comply with legislation	To maintain a dialogue and keep them informed of progress.
Service Director Sport, Events, Open Spaces and Wellbeing	Owner of facility	High	Sponsor the project	Concerns about long term durability of works	Regular progress updates in the form of highlight reports detailing progress and any issues.
Parks staff	End user/client	High	Contribute to the brief and outcomes. To manage the facility upon completion	Facility is not fit for purpose	Regular consultation and client involvement.
Contractor/ Highways	Civil engineering works	High	Works to be completed to meet the EA's recommendations,, delivered on time and within budget. All works to be completed to a high standard and to meet relevant legislation and guidelines	Unforeseen costs and/or delays. Works below required standard	Surveys undertaken to determine risks. Contract will be monitored throughout to identify any areas for concern.
Elected Members	Link with public	Medium	Consultation with community and support for project	Complaints from park users ref disruption to park usage	Provide regular updates via local meetings/social media

Public	Users of the Parks	Low	To accept that BCC has a requirement to meet its health and safety and statutory responsibilities	An inappropriate use of public resources	Updates on social media e.g. BCC website
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