

## Schedule of Proposed 2015/16 Capital Schemes

Lead Manager	Scheme	2015/16 £'000	2016/17 £'000	2017/18 £'000
<b>Daren Spring</b>	<b>E1 - Environment Service Local Depot security improvements</b>	<b>100</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>From April 2015 Environmental services will move to an area-based delivery model, working from four locations across the borough. Each area will require a small depot to enable staff, vehicles and equipment to be accessed locally. As vehicles, plant and equipment will be stored at these depots, there is a need to enhance both on-site security and accommodation facilities.</i>			
<i>Effect of not doing the scheme:</i>	<i>Continuing to operate from a single central depot will not be possible owing to the planned vacation of Curzon Drive and relocation to Oliver Close/St Clements Way in early 2015/16 because of size limitations.</i>			
<b>Luke Love</b>	<b>E2 - Grays Beach Riverside Park – Sand Pit Play Facilities</b>	<b>21</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>Many of the main play items including the iconic Galleon Pirate Ship and disabled access multi-play units are no longer safely useable or fit for purpose and require rethinking and upgrading. As routine repair isn't a realistic option, major enhancement or replacement is necessary to avoid the need to further decommission facilities at the site.</i>			
<i>Effect of not doing the scheme:</i>	<i>Accelerated decline of the facilities at Grays Beach, with the likelihood of the need to remove equipment from the site.</i>			

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Luke Love	<b>E3 - Grays Beach Riverside Park – Splash Pool / Water Feature Facility</b>	322	-	-
<i>Detailed Description:</i>	<p><i>Children learn from play and using play equipment in local parks &amp; open spaces provides children with a healthy activity in which to partake, the fact that the water feature design in question provides disabled access, and provides family members of mixed ability children to play with their siblings is also a real benefit.</i></p> <p><i>Providing well maintained play equipment in one of the boroughs key, and most popular open spaces also has the obvious links to the promotion &amp; protection of our green environment.</i></p> <p><i>The water feature was the most popular activities at Grays Beach. The park is particularly busy during the summer months, and particularly throughout the school summer holidays, including the weekends. The water feature provides children with an opportunity to play, interact and cool off in a safe local, family friendly facility. The proposals for the new facility make the water feature more inclusive, as it is intended that there will no longer be a physical pool with defined edges, but gently scalloped surfacing allowing a small amount of standing water to be retained, and re-circulated through the integral pump system via interactive water jets.</i></p> <p><i>Depending on the decision making thoughts of officers &amp; members, it is also proposed that the new water feature would continue to be a pay to use facility. However there is of course the option to make it a free to use facility as due to the new facility not including a physical pool of standing water as per the existing / old facility, the facility would not require direct staffing for its general use.</i></p>			
<i>Effect of not doing the scheme:</i>	<i>Accelerated decline of the overall facility at Grays Beach, significantly reduced visitor numbers, reduced cafeteria income &amp; public negativity.</i>			
Steve Starr	<b>E4 - Path, road and related infrastructure improvements on Environment assets, including in parks, burial grounds and open spaces.</b>	200	-	-
<i>Detailed Description:</i>	<i>Enhanced paths, roads and other infrastructure aspects of our facilities will improve public access and help to mitigate the safety and visual impact of reduced maintenance within parks, burial grounds, etc, necessary to meet revenue savings targets.</i>			
<i>Effect of not doing the scheme:</i>	<i>Parks, Open spaces &amp; cemeteries less attractive to users.</i>			
Geoff Gladwin	<b>E5 - Fleet replacement programme</b>	150	1,304	6,652
<i>Detailed Description:</i>	<i>Rolling programme of replacing vehicles and plant which are at the end of their useful lives.</i>			
<i>Effect of not doing the scheme:</i>	<i>Possible reduction in services due to vehicle/plant breakdowns.</i>			
<i>Other Notes:</i>	<p><i>The 2015/16 bid has been amended to £0.150m due to £0.920m being already included and approved within the current capital programme.</i></p> <p><i>The fleet replacement programme is funded by the service and not from the £3m corporate allocation.</i></p>			

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Martin Willoughby & Nick Coldicott	<b>T1 - Analysis and Upgrading of Operational Estate and its supporting ICT Infrastructure (including ground floor Civic Offices)</b>	1,500	2,250	-
<i>Detailed Description:</i>	<p><i>The Council is enabling its people to work with unprecedented levels of flexibility. The Operational Estate (Civic Offices) Programme is reconfiguring the workspace to that of a hot desk environment with modular meeting rooms and no personal offices. The Digital Council (IT Connects) Programme is providing the infrastructure to connect people in ways that have not been possible before in this Council.</i></p> <p><i>The Council's external sites and the Civic Offices ground floor have not previously been within scope of these programmes. However as the Civic Offices and IT connects programmes are nearing completion phase and the Council considers the rationalisation of its external estate the time has come to make budget provision for the following capital works:</i></p> <p><i>Phase 1</i></p> <ul style="list-style-type: none"> <li><i>• Undertake a more detailed review of all external sites including IT requirements</i></li> <li><i>• Profile each site as to its purpose, number of occupants and future use</i></li> <li><i>• As certain each sites' existing accommodation and technical infrastructure</i></li> <li><i>• As certain the cost of upgrading the accommodation to a similar functional standard as the new Civic Offices accommodation and the ICT infrastructure</i></li> <li><i>• Produce design options and make appropriate recommendations as to the viability upgrading each site and its purpose</i></li> </ul> <p><i>Note: The ground floor of the Civic Offices is included in this survey, analysis and design work</i></p> <p><i>Phase 2</i></p> <p><i>Proposes to deploy the solutions agreed in respect of each site subject to a full business case being agreed at the relevant level of delegated authority.</i></p> <p><i>At a high level, the components of this project are:</i></p> <ul style="list-style-type: none"> <li><i>• Assuming 4 external sites are retained accommodation £0.75m</i></li> <li><i>• Ground floor of Civic Offices – £3m</i></li> </ul> <p><b><i>This project is an invest-to-save initiative and it is anticipated that its cost will be mitigated by the sale of redundant sites and a reduction in running costs.</i></b></p>			
<i>Effect of not doing the scheme:</i>	<p><i>Without this project those staff located in buildings other than the Civic Offices will not be able to access the same flexible working environment as those based in the Civic Offices, South Ockendon Centre and Chadwell Hub. The savings potential of a centralised flexible working organisation will not be maximised. Capital receipts will not be realised from rationalisation of external estate and running costs will continue to increase.</i></p>			

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Nick Coldicott	<b>T2 - Service Analytics - Children's Safeguarding profiling model - further deployment of Xantura software.</b>	208	-	-
<i>Detailed Description:</i>	<p><i>A pilot of the Children's Safeguarding Profiling Model (CSPM) is currently being developed using the Xantura data analytics product (following previous use within Troubled Families). The CSPM will analyse existing data 'owned' by Thurrock Council to identify children most at risk of neglect and abuse by the age of 5. By identifying children at risk, that are not currently 'known' to Children's Services, this will enable intervention measures to be taken to reduce the likelihood of maltreatment. The data and management information generated will also enable existing assessment processes within Children's Safeguarding to be streamlined. This initial pilot will be funded through resources allocated within the agreed Digital Programme Business Case.</i></p> <p><i>Beyond this pilot, the wider offering from Xantura includes further data analytics to enable early intervention / prevention in Frail / Elderly and Domestic Violence services, delivering improved client outcomes and reducing costs. This current range of services is likely to expand further as Xantura broaden the development of their offering.</i></p> <p><i>If the pilot is successful this bid places a marker for capital subject to a successful 'invest to save' business case being submitted for further deployment of Xantura functionality. Long term and sustainable financial savings will be realised by Services as costly late intervention is avoided.</i></p>			
<i>Effect of not doing the scheme:</i>	<p><i>The Council will not realise an opportunity to undertake early intervention actions to reduce future demand and costs. There will be limited ability to plan for future demand or reduce demand on expensive late and acute intervention.</i></p>			
<i>Other Notes:</i>	<p><i>On-going running costs of around £78k.</i></p>			

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Lorraine Surrey	<b>T3 - Digital Documentation Phase 2 – Workflow and Line of Business Integration</b>	224	441	-
<i>Detailed Description:</i>	<p><i>Following on from the broad and shallow implementation of an EDRMS solution, phase 2 of this project is the implementation of workflow and integration of key line of business systems and further automation. It enables the full benefits of the Objective system and digitisation of documents to be realised and will be integrated with the work to migrate transactions onto the web. Benefits are realised through the reduction of manual processes using workflow and automation and improved quality driven by the standardisation of information management and processes.</i></p> <p><i>This second phase includes the implementation of a digital mail room which will enable streamlining of digital document flow and reduction in manual processes. The cost of this is included in this bid.</i></p>			
<i>Effect of not doing the scheme:</i>	<p><i>The full benefits of the existing project will not be maximised and the full savings potential will not be delivered. A digital filing system alone will be the end product rather than an integrated, automated, streamlined digital document and workflow system.</i></p>			

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<b>Jackie Hincliffe</b>	<b>T4 - Transformation programme management support (professional fees)</b>	<b>497</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>Three emerging projects are likely to require expert and specialist programme management support during the year beginning 2015-16.</i></p> <p><i>1. Contact Centre Programme Support – 5 days per week for 48 weeks £650per day = £156,000*</i></p> <p><i>2. Business Intelligence Programme Support – 3 days per week for 48 weeks £650per day = £93,600*</i></p> <p><i>3. Entrepreneurial Council – 5 days per week for 48 weeks £650per day = £156,000*</i></p> <p><i>Future year's requirements will be addressed as part of the programmes' business cases however this bid provides for pre project work requirements. It does not contain funds for other project resources such as software.</i></p> <p><i>The bid also includes provision for ongoing overall Transformation Programme Support from the East of England LGA. Transformation Programme Support – 2 days per week for 48 weeks £950per day = £91,200</i></p>			
<i>Effect of not doing the scheme:</i>	<i>If Transformation is not progressed the Council will not achieve the budget reduction targets required nor will it achieve the quality improvements it aspires to.</i>			
<b>Chris Stephenson</b>	<b>T5 - Civic Offices Meeting room conferencing facilities</b>	<b>90</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>The Civic Office Repurposing Programme and IT Connects Programme is enabling the Council's people to work with unprecedented levels of flexibility. The Civic Offices Programme is reconfiguring the workspace to that of a hot desk environment with modular meeting rooms and no personal offices. The IT Connects Programme is providing the infrastructure to connect people in ways that have not been possible before in the Council.</i></p> <p><i>Most staff and members will have thin client flexible desktop computing allied to unified communications which integrates computing with telephony. This provides opportunities for people to:</i></p> <ul style="list-style-type: none"> <li><i>• Make telephone calls over the Council's internet network</i></li> <li><i>• Use instant messaging software</i></li> <li><i>• Collaborate on documents at the same time</i></li> <li><i>• Undertake audio (and some video) conferences</i></li> </ul> <p><i>As a result of service transformation some members of staff will be required to work remotely out in the field and will have a requirement to be in contact with the colleagues in the Civic Offices at a level beyond that of routine telephone calls and electronic communication.</i></p> <p><i>This project seeks to equip circa 25 new modular meeting rooms in the Civic Offices with infrastructure to support audio and visual conferencing across multiple platforms with a variety of stakeholders – staff, members and importantly external partners. By equipping the new meeting rooms which conferencing facilities staff will be able to work more efficiently and productively by:</i></p>			

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	<ul style="list-style-type: none"> <li>• Undertaking business meetings via hosted conference calls</li> <li>• Working collaboratively, from different sites and in real time, on the same documents / projects</li> <li>• Reducing travelling time</li> <li>• Reducing travel expenses</li> </ul>			
<i>Effect of not doing the scheme:</i>	<p><i>By not equipping meeting rooms to provide conference calling and collaboration facilities the Council will not be optimising the opportunity for efficiency that its procured Unified Communications solution offers. There would not be:</i></p> <ul style="list-style-type: none"> <li>• <i>the expected decrease in travelling to remote sites</i></li> <li>• <i>a reduction in business mileage</i></li> <li>• <i>a capability to do business with partner organisations in meeting room environments</i></li> </ul>			
<b>Nick Coldicott</b>	<b>T6 - Thurrock On-Line Programme - Phase 2</b>	<b>250</b>	<b>500</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>The 2014-15 Capital Bid round contained a bid for two years funding to progress moving more transactions online. Funding for year one (2014-15) has been released as a result of the Digital Council business case passed by Cabinet in September however the second tranche of funding provision was not established for future years. The purpose of this bid is to reiterate the need for this funding and place a 'marker' in the capital programme in anticipation of receiving authority to proceed with the programme beyond 14/15.</i></p> <p><i>The Agilisys Digital platform provides the Council with 2 additional online modules per annum through to 15/16 as per the current contract period. AD is developing a roadmap for the future development of such modules, driven by the Founders Club which consists of local authorities who are operating the AD platform. The Founders Club will influence which service functions should be prioritised on the roadmap. The previous bid highlighted how it is possible to fast-track the digital vision by acquiring more than the two additional AD online modules per annum. As expertise in implementation has developed it is clear that there is the capability to deliver more than two modules thereby enabling more services to move online.</i></p> <p><i>This bid requests budget provision is established for an additional ten modules, the support costs to implement them and resources to manage channel shift and business process redesign. The business case for moving transactions online has already been established and this forms a central element of the Council's digital agenda. The amount covered in the bid is a spot estimate and requires definition prior to authorisation using a work package methodology. Subject to cost analysis, further technology requirements, such as IVR/telephony; development of social media as a customer contact and communication channel; resources for the online enabler plan, including mediated customer support activity may become future components of this work.</i></p> <p><i>It is suggested that if this bid is successful that authority to draw down on funds for this work is delegated to the Council's Digital Board except where thresholds are outside the financial delegation rules when escalation to Transformation Board or Cabinet is required under the constitution.</i></p>			

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<i>Effect of not doing the scheme:</i>	<ul style="list-style-type: none"> <li>• <i>The Council would not fully attain its vision of digital by design.</i></li> <li>• <i>The Council would not optimise the benefits available by designing business processes to fully support and align with new communication and transaction channels.</i></li> <li>• <i>The Council would not keep up with social trends in media, marketing, communication and engagement and would become increasingly disengaged from the community.</i></li> <li>• <i>There would be missed opportunity to plan and target effort and resources towards value creating activity.</i></li> <li>• <i>Future opportunities for generate efficiencies would be lost.</i></li> </ul>			
<b>Chris Stephenson</b>	<b>T7 - External sites upgrade to Windows 7</b>	<b>101</b>	-	-
<i>Detailed Description:</i>	<p><i>The September meeting of Digital Board agreed to upgrade all non-Civic Offices PCs to Windows 7. Of the 500 XP PCs previously deployed to external sites, only 177 need to be replaced (as a result of transformation) These 177 PCs have accessed the network in the last 8 weeks and 53 PCs are able to be repurposed as W7 machines (20 have already been reallocated). Learning from IT Connects would indicate that not all machines can be re-used so we suggest a 20% tolerance for determining numbers. Therefore total number required is 177. As the external sites strategy is not yet determined it is proposed to replace machines on a like for like basis with 'physical' computers (base units only costing £483 per unit). These PCs can then be repurposed as thin clients in the future.</i></p> <p><i>This is presently unfunded and presents a pressure for the Council. Whilst this bid should be considered in the context of a separate bid submitted to for external sites it is not overridden by that bid. However some of the equipment purchased as a result of this bid can be repurposed and absorbed into any future external sites project.</i></p>			
<i>Effect of not doing the scheme:</i>	<i>The External sites IT would be in breach of PSN. This would directly affect services ability to communicate with external partners and negatively impact on delivery of service.</i>			



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<b>Nick Coldicott</b>	<b>T8 - E-Marketplace</b>	<b>100</b>	<b>85</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>Building on the existing Quickheart Adult Social Care solution, the eMarketplace will enable customers to self-select the services they want, and buy them directly (if they are self-funding) or via the Council if appropriate. Described by idea.gov.uk as a 'one to many' or 'many to many' trading environment the, eMarketplace functionality will provide a consistent approach across Council services including Children's, Adults and Housing, their service users and suppliers.</i></p> <p><i>The eMarketplace could include for example, an electronic catalogue of home appliances addressing mobility issues for an older person. A family member or friend will be able to go to the web site and be guided with advice to the right types of approved solution. If they identify a bath chair as the solution they will be able to complete the purchase the bath chair on line. All of this activity will be completed without any Council employee intervention.</i></p> <p><i>After defining requirements, a range of potential eMarketplace solutions will be considered including the Quickheart solution which also includes functionality to record cumulative self-funded costs which count towards the £75k Better Care Act personal funding threshold.</i></p> <p><i>Benefits of an e-marketplace include:</i></p> <ul style="list-style-type: none"> <li><i>•Streamlined purchasing and payment, as buyers can use a single shopping basket for all suppliers rather than paper catalogues, web sites and telephone orders</i></li> <li><i>•Online ordering and receipting avoids the previous 'paper chase' for certification and authorisation of invoices</i></li> <li><i>•Contract compliance savings lead to a lower average cost for each shopping basket</i></li> <li><i>•Commodity price reductions achieved from improved sourcing and supplier contracts in more categories</i></li> <li><i>•Automated matching of orders, receipts and invoices – invoice processing can be virtually "hands-free"</i></li> <li><i>•Less time resolving errors. Coding validation takes place when raising a requisition, not when entering an invoice. Full visibility and tracking for every transaction</i></li> <li><i>•Sustainability benefits from minimised paper and postage costs and less storage.</i></li> </ul>			
<i>Effect of not doing the scheme:</i>	<ul style="list-style-type: none"> <li><i>• Current business processes remain manual and undertaken by Council Officers resulting in ongoing revenue costs to deliver this service.</i></li> <li><i>• Commissioning cost information remains in service based silos with no overview or ability to achieve further efficiencies.</i></li> <li><i>• Going forward the Council will not be able to meet increasing resident demands and expectations, nor will it be able to plan for future demand.</i></li> <li><i>• Risk of Service Users commissioning services from non-approved providers who do not meet quality or cost standards.</i></li> </ul>			

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<b>Chris Stephenson</b>	<b>B1 - New IT delivery model</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<i>Detailed Description:</i>	<p><i>The Council's transformation is increasingly placing more and more reliance on and consumption of ICT – both infrastructure and data storage. Staff and members are being enabled to work flexibly on any device, at any time and in any location. Customers are progressively being migrated away from face to face and telephony access channels to doing their business with the Council on line.</i></p> <p><i>As the Council has progressed with its transformation it has become clear that the current ICT service does not match up to current public sector or industry best practice and its model of operation is not optimised to meet the Council's future anticipated ICT needs.</i></p> <p><i>The transformation team is working with Serco to bring forward proposals for a modern, flexible ICT model that enables the delivery of the Council's future ambitions.</i></p> <p><i>At the time of writing this capital bid the financial detail of those proposals has not been worked through in sufficient detail to be any more than spot estimates. However it is estimated that the Council will need to call on an additional £3m of capital per annum between 2015/19.</i></p>			
<i>Effect of not doing the scheme:</i>	<p><i>In order to sustain the existing IT service and support initiatives such as the Digital Programme there will be further investment required to purchase and host hardware. Serco have outlined that these costs will be higher than if the Council chooses to move to an alternate delivery model for IT.</i></p>			

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<b>Chris Stephenson</b>	<b>B2 - Upgrading Windows 2003 servers in the data centre</b>	<b>200</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>Contained within the data centre at the Civic Offices are over 50 physical and 200 virtual servers. A number of these servers run on windows 2003 which is going out of vendor support from Microsoft in July 2015.</i></p> <p><i>These servers will need to be replaced and configured to run the line of business applications that currently run on the on the existing servers. The impacted servers are as follows:</i></p> <p><i>ISA 2006, GFI MailSecurity, SMTP Smarthost Peoples Network Peoples Network Children's Services reporting Front end of LogLogic Log Management ICT Numara Footprints Helpdesk Thurrock T-Maps 3 Server ISA 2006, SMTP Smarthost SQL Server Total Land Charges (Live) Total Land Charges (Test) TEMS UNI-Form Mapping server for UNIFORM Webserver for UNIFORM YOIS</i></p> <p><i>The replacement of these servers will be managed by a cross council project but the project has yet to be initiated. As such the scale of effort, activity and cost is currently not known but a spot estimate has been made based on the costs of previously migrated servers.</i></p> <p><i>A cost of £10,000 per server has been estimated which equates to an estimated £200,000. In the event that the Council chooses to accept the future Serco ICT service proposal then this expenditure to invest in the onsite data centre could be avoided.</i></p>			
<i>Effect of not doing the scheme:</i>	<i>If the Council does not upgrade servers running on Windows 2003 it runs the risk of being non-compliant with its PSN certification potentially leaving it open to fine and denial of access to government systems etc</i>			

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<b>Nick Coldicott</b>	<b>B3 - Information and Advice Portal</b>	<b>300</b>	<b>164</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>"The Care Act 2014 requires the Council to establish an Information and Advice Portal for adult social care by April 2015 followed by an online assessment and decision tool to further streamline and improve access to adult social care. The plans for this activity are naturally well underway within Adult Services. The digital programme will support and enhance these regulated objectives delivering an Information and Advice Portal that impacts not just Adults but Housing and in time Children's services and over the course of the project the entire council. In addition we will deliver the online assessment and decisions tool and look for how this can be used to support housing services and beyond." (Digital Council Business Case, Cabinet September 2014)</i></p> <p><i>This bid makes provision for the wider roll out of the Portal to other areas of the Council.</i></p>			
<i>Effect of not doing the scheme:</i>	<ul style="list-style-type: none"> <li>• <i>Current business processes remain manual and undertaken by Council Officers resulting in ongoing revenue costs to deliver this service.</i></li> <li>• <i>Information remains in service based silos with no overview or ability to achieve further efficiencies.</i></li> <li>• <i>Going forward the Council will not be able to meet increasing resident demands and expectations, nor will it be able to plan for future demand</i></li> </ul>			
<b>Kathryn Adedeji</b>	<b>P1 - CO 1 - Fire Smoke Head Replacement</b>	<b>38</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>To comply with Fire Safety legislation and to ensure the safety of staff, occupants, visitors, elected members and general public - it is essential to replace the smoke heads in Civic Offices 1.</i></p> <p><i>Please note that CO2 are being replaced as part of the FY14/15 capital programme.</i></p> <p><i>The smoke heads are approaching the end of their service life and the manufacturers guarantee expires in 2015 for CO1.</i></p> <p><i>It is a legal requirement to replace all the detectors prior to the end of life and to avoid failure occurring.</i></p> <p><i>To eliminate the risk of partial or complete failure of the fire safety integrity of the civic offices a complete replacement is required.</i></p>			
<i>Effect of not doing the scheme:</i>	<i>Non compliance of Fire Safety legislation, potential enforcement order issued.</i>			

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<b>Kathryn Adedeji</b>	<b>P2 - CO 1 - Staff, Public and member areas toilet facilities Refurbishment</b>	<b>173</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>The toilet facilities in Civic Offices have not been refurbished since installation around 25 years ago, and should be considered for refurbishment due to their age and condition. The Civic Offices refurbishment programme objective is to increase the occupancy levels within the Civic Offices by introducing modern technology and flexible, shared work space. The Civic Offices 1 toilet facilities have not been included as part of the repurposing of the building as the refurbishment is currently focused around the CO2 building, with plans for CO1 still being developed and dependant on whether the Council continues to use the space or leases it to 3rd party organisations. The bronze standard is to, replace existing flooring, re-tile and decorate only.</i>			
<i>Effect of not doing the scheme:</i>	<i>There is potential for non compliance as the existing facility may not be sufficient for the increased occupancy of the building.</i>  <i>The standard of the existing facilities is deteriorating.</i>			
<i>Other Notes:</i>	<i>Subject to decision on CO1 redeployment &amp; movement of members areas.</i>			
<b>Kathryn Adedeji</b>	<b>P3 - CO 1 - Emergency Lighting Upgrade</b>	<b>40</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>The emergency lighting requires upgrading to ensure compliance with regulations.</i>			
<i>Effect of not doing the scheme:</i>	<i>Non compliance with regulations.</i>			
<i>Other Notes:</i>	<i>The capital bid will only progress subject to CO1 redeployment decision (civic offices refurbishment programme) and associated income generation offset from sub-let of council vacant sites.</i>			
<b>Kathryn Adedeji</b>	<b>P4 - CO 1 - LED Lighting upgrade</b>	<b>127</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>The lighting requires upgrading. This has not been included currently in the civic offices refurbishment programme, and depending on the final use for the vacated areas in CO1 the requirement will still exist to upgrade the lighting.</i>  <i>There may be an opportunity to offset some of the cost via Salix funding. A Salix bid for this cannot be submitted until confirmation on capital funding being made available and costs are confirmed.</i>			
<i>Effect of not doing the scheme:</i>	<i>Non compliance. Increase in revenue energy costs.</i>			

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<i>Other Notes:</i>	<i>The capital bid will only progress subject to CO1 redeployment decision (civic offices refurbishment programme) and associated income generation offset from sub-let of council vacant sites.</i>			
<b>Kathryn Adedeji</b>	<b>P5 - CO 1 &amp; 2 - Replace/Upgrade Access Control System</b>	<b>138</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>The access control system was upgraded in late 1999 to comply with the Year 2000 legislation.</i></p> <p><i>The system is no longer supported by the manufacturer and maintenance cover is via one small specialist company (as recommended by the manufacturer) who currently have the ability to repair, maintain the system and obtain spare parts. Spare parts are becoming increasingly difficult to source.</i></p> <p><i>The specialist company consists of two people; this does not offer a resource guarantee and a quick turnaround for failures. The difficulty to source parts and reliance on a small company increases revenue costs and potentially reduces the reliability in ensuring repairs are carried out in a reasonable timescale.</i></p> <p><i>To ensure the continuation of the security of council assets (people and place) the access system needs to be replaced. Failure to do so may result in the premises being insecure.</i></p>			
<i>Effect of not doing the scheme:</i>	<i>The current system may fail beyond repair, compromising security and increasing the risk of vandalism and unauthorised entry to the site. This would compromise the personal safety of occupants and assets. This also will reduce the revenue costs to maintain the existing system.</i>			
<b>Kathryn Adedeji</b>	<b>P6 - CO 1 &amp; 2 - BMS – Upgrade of Johnson Controls and PC</b>	<b>41</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<p><i>The Building Management System currently in use is beyond its normal end of life period. This means that facilities management are unable to properly monitor plant and other critical infrastructure systems within the Civic Offices.</i></p> <p><i>This means that issues and warnings are not always reacted to in an effective and prompt fashion and could result in critical infrastructure systems failing without the facilities management being aware until users report issues. This could also result in the building being unfit for habitation and consequently impact to service delivery.</i></p> <p><i>Upgrade is therefore recommended before catastrophic failure of the system occurs and the facility management group are unable to restore the system to normal operation.</i></p> <p><i>Parts are also difficult to source for the system which would delay repairs or require additional manual check processes to be implemented. The current BMS operates on a single standalone PC with no business continuity support, and no remote or thin-client support. The system currently runs on windows XP which is no longer supported by Microsoft.</i></p>			
<i>Effect of not doing the scheme:</i>	<i>The current system may fail beyond repair, compromising building plant monitoring capability. This would increase the risk of critical plant failures going unnoticed until users report issue or site becomes unfit for operational use. This would compromise the safety of occupants and assets. This also will reduce the revenue costs to maintain the existing system.</i>			

## Schedule of Proposed 2015/16 Capital Schemes

Lead Manager	Scheme	2015/16 £'000	2016/17 £'000	2017/18 £'000
<b>Kathryn Adedeji</b>	<b>P7 - Thameside - Replace Electrical Distribution boards – 30+ years old</b>	<b>27</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>The current infrastructure is prone to failure and is a potential fire risk, the latest condition report completed in October 2014 shows most of the Electrical Distribution Board equipment is 30+ years old and in poor condition. Failure has reoccurred and the mechanical and electrical team have managed to maintain the system by adopting a “rob Peter to pay Paul” approach. This situation cannot continue and may be detrimental to the Council as failure could result in safety of assets and occupants/visitors or could damage reputation in that services and leisure facilities (theatre) may not be able to continue to operate.</i>			
<i>Effect of not doing the scheme:</i>	<i>Non compliance. Potential fire safety breach of legislation.</i>			
<b>Kathryn Adedeji</b>	<b>P8 - Thameside - All ventilation Systems – All floors. Allowance for re-balancing air system and correcting identification on supply and extract unit</b>	<b>17</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>Thameside location has a number of extractor fans which are over 30 years old, these need replacement to ensure a safe operational environment for users, visitors and members of public. This has been highlighted in the latest condition report completed in October 2014 which identifies the need for replacement of these systems which will also reduce operational costs and provide a healthier work environment for staff, users and public.</i>			
<i>Effect of not doing the scheme:</i>	<i>Some areas within the Thameside location may become unfit for habitation under certain climate conditions and impact delivery of services from these locations.</i>			
<b>Kathryn Adedeji</b>	<b>P9 - Thameside - Extract Fans – 3 x units</b>	<b>39</b>	<b>-</b>	<b>-</b>
<i>Detailed Description:</i>	<i>Due to the age and nature of the ventilation systems deployed either at the original construction or piecemeal subsequently, the current ventilation systems are not balanced. This results in the ventilation, heating and cooling systems working against one another resulting in poor environmental conditions for users, visitors and members of the public. In addition, ventilation systems are not correctly identified and a full audit is required to allow for improved management of the systems and infrastructure. This has been highlighted in the latest condition report completed in October 2014 which identifies the need for rebalancing of the systems to be addressed urgently to reduce operational costs and provide a healthier work environment for staff, users and public.</i>			
<i>Effect of not doing the scheme:</i>	<i>The Thameside location may become unfit for habitation under certain climate conditions and impact delivery of services from this location.</i>			