



**Report to: Performance Management and Budget Scrutiny Committee, 7th
February 2017**

Report of: Cabinet Member for Performance and Resources

Subject: SMALL PROJECTS DEVELOPMENT FUND

1. Recommendation

1.1 To consider further information in support of the establishment of a Small Projects Development Fund.

2. Information

- 2.1 At my meeting on 17 January 2017 and as detailed in the agenda papers, I proposed the creation of a Small Projects Development Fund funded from 50% of any surplus of income in excess of budgeted income across the City Council at the end of the 2016/17 financial year, and instructed officers to design a project appraisal scheme which rewards projects which fulfil priorities within the City Plan by 31 March 2017.
- 2.2 Within the draft Budget for 2017/18 and Medium Term Financial Plan 2017/18 to 2021/22 there is funding identified in support of the City Development Plan (through use of the New Homes Bonus); Income Generation (through the Income Generation Fund); and Transformation (through the Transformation and Efficiency Fund).
- 2.3 However there is currently a gap within the Council's processes in that there is no access for funds in support of feasibility studies and the development of outline business cases which would then provide justification for further investment in particular projects via the three main Funds referred to above
- 2.4 The proposal to create a Small Projects Development Fund was designed specifically to address that issue and provide "seed funding" to prepare those feasibility studies and outline business cases.
- 2.5 The instruction to officers to design a project appraisal system was to enable Members (envisaged through P&R Committee in the new Committee Structure from May) to have some form of objective assessment and ranking of competing bids carried out by officers to guide them in the allocation of those funds by Members.
- 2.6 The invitation for Members to submit any proposals for bids against the Small Projects Development Fund by 31 March 2017 was so that officers from the appropriate service area could initially help support members in completing those project assessment forms and for the Strategy and Performance Team to carry out an evaluation of the competing projects and the extent to which they have the potential to support delivery of the City and Medium Term Financial Plan objectives and ranked accordingly.

- 2.7 That would ensure members could be properly informed in allocating funding from the Small Projects Development Fund once the level of that Fund had been quantified following reporting of the Final Outturn in May / June each year.
- 2.8 For the avoidance of doubt such allocations would be at the absolute discretion of P&R Committee and so, for example, Members may decide it was better to support say 3 projects of lower ranking rather than 1 project of a higher ranking but with the same overall cost.
- 2.9 The intention of instructing officers to design a project appraisal system by 31 March was to enable Members to comment and input into any final adoption of the system prior to the evaluation process commencing.
- 2.10 To assist PMBS in their understanding of the appraisal system that is envisaged, I attach the prototype that is currently in development by officers for your information and feedback as appropriate.

Ward(s): All
Contact Officer: Clive Whereat, Tel 01905-722007
Email: clive.whereat@worcester.gov.uk
Background Papers: None



DRAFT -Worcester City Council Project Brief

Criteria will be assessed on a 0-3 scale. 0 -Not met/ not applicable, 1 –Marginally met, 2 – Partially met, 3 - Fully met.

Title of project and Councillor or Councillors involved

Why is the project needed? Brief outline of the problem you are trying to solve / reasons the project is required

What amount is required for this project and when?

What will the project deliver? What will the project deliver, and what will success look like?

Does the project involve any of our key partners or stakeholders?

Will the project involve any major policy change or decision by full Council/ Cabinet?

How long will the project take and what are the key milestones? Estimated start and overall timescales. Include any key milestones and deadlines

Start: Finish:

Outline of key milestones

Criteria – To what extent does the project:

Criteria	Description
Generate Income	
Impact on Environmental issues	
Support attracting Businesses to the City	
Support improving skills in the city	
Provide a return on the investment (Include payback period if applicable)	

How many wards will it impact upon/ AOHN?		
Criteria – To what extent does the project:		
City Plan Theme	How does it meet the themes?	
Stronger and Connected Communities		
A prosperous City		
A Healthy and Active City		
A Heritage City for 21 st Century		
Sustaining and improving our Assets		
Outline Cost-Benefit Analysis		
Indicative cost of project and description of any associated benefits		
Cost details:	£	
Benefit details (financial):	£	
Benefit details (non-financial):		
Initial Risks identified		
Details of Risks	Likelihood	Impact
Additional comments		