

Part 1: Project Summary Document

Towns should complete this for each project.

Summary Document table		
1. Project name: The Community Skills and Enterprise project		
2. Heads of Terms project conditions		
<ul style="list-style-type: none"> - Actions taken to address any conditions attached to the project in the Heads of Terms, where applicable. - Where the condition was to provide a delivery plan please input in the section below (no.9) and/or attach to this document. 		
<p>There were 3 special conditions pertaining to this project. These are detailed below as are the actions taken to address them:</p> <p style="text-align: center;">1. Provide a more detailed delivery plan that covers risks, interdependencies and mitigation measures, detailed delivery milestones and timelines.</p>		
<p>The key milestones associated with the project are shown below.</p>		
Task / Milestone	Timescale	
Stakeholder consultation	Continuous	
Submission of business case	June 2022	
Construction tender issue	August 2022	
King George V refurbishments complete	October 2022	
Tolly refurbishments complete	October 2022	
Fairfield Centre refurbishments complete	January 2023	
St Peters refurbishments complete	March 2023	
Building Block 2 refurbishments complete	June 2023	
Horizon refurbishments complete	June 2023	
Ronkswood refurbishments complete	September 2023	
<p>The risks and mitigations for the project are as follows:</p>		
Risk	Impact	Mitigation
The original scope of works was estimated at £5million, eventual Town Fund award is £1.9 million, with two additional properties added. The extent of the facilities affordable on this basis may not be sufficient to meet target outputs.	Target outputs not met due to insufficient funding for required development.	Targeted investment is intended to maximise impact of budget that is available. WCT detailed business planning process is ensuring source of all outputs is recognised and mapped to venues to ensure sufficient capacity is created
Identified needs change meaning works become unsuitable for service delivery	Development of unsuitable skills facilities that do not adhere to the needs of surrounding communities	Commissioned designs require space to be flexible and suitable for multiple uses. Construction Forum is designing ongoing process to identify changing construction training needs.
Disruption during works	Extension of construction timeline and delayed project completion	Extent of disruption will be considered in confirming designs and scope of works. Lessons learned from ATF will be applied.
Utilities are not adequate to service building extensions	Extensions to existing centres are not served by existing building utilities.	No issues anticipated. Utility surveys will be commissioned (or included in Contractor scopes) prior to works. Sufficient contingency will be included in cost plans.
The original scope of works was estimated at £5million, eventual Town Fund award is £1.9 million, with two additional properties added. The extent of the facilities affordable	Target outputs not met due to insufficient funding for required development.	Targeted investment is intended to maximise impact of budget that is available. WCT detailed business planning process is ensuring source of all outputs is recognised and mapped to venues to ensure sufficient capacity is created and funding is targeted

on this basis may not be sufficient to meet target outputs.

to the areas of investment producing maximum impact

2. Provide confirmation of match funding arrangements.

Funding for the Community Skills and Enterprise project will be provided primarily by the Towns Fund along with contributions from the Parish Council and Village Hall Association, Worcestershire County Council and a small portion that is unsecured at the time of writing (this is not critical to the success of the project).

Funding Sources

Types	Source	Total amount	Status
Public Sector	Towns Fund	£1,960,000	Secured-subject to this business case
Public Sector	Parish Council and Village Hall Association	£260,000	Secured
Public Sector	Fairfield Worcs County Council	£50,000	Secured
TBC	TBC or project contingency (Worcester City Council)	£75,000	Unsecured
Total		£2,345,000	

3. Quantification of outputs and outcomes is needed in order to proceed with this project.

The quantification of outputs and outcomes are fully detailed in the business case.

3. Business case appraisal

Provide details of how the business case has been appraised including:

- business case type
- any internal or external assurances

A HM Treasury Green Book compliant 5 case business case has been produced for the Community Skills and Enterprise project.

The business case has been developed by external consultants Mott MacDonald in conjunction with Worcester City Council.

The business case has been appraised by the Council's Statutory officers as part of the standard committee report assurance processes.

The business case has been approved by the Town Board and the Council's Policy and Resources Committee. This committee consists of party leaders and the chairs of the Environment, Communities, Health and Well Being and Place and Economic Development Committees.

4. MHCLG capital (CDEL) 5% payment

N/A

5. Quantified benefit-cost ratio/value for money (e.g., Benefit Cost Ratio or Net Present Social Value)

A quantified benefit-cost ratio should be provided. If it has not been generated, a summary of evidence used by the S151 Officer to demonstrate value for money should be stated.

A value for money (VfM) assessment has been produced for the Preferred Option. This has been produced for both the overall project and the Towns Fund investment and this is outlined in full within the business case.

The results of the VfM assessment for the overall project:
BCR of 3.3 and NPSV of £8.04 million

Item	Core Scenario
Economic Benefits	
Returns to Education	£11,475,774
Total benefits	£11,475,774
Economic Costs	
CAPEX (Public)	£2,065,171
OPEX (Public)	£386,766
CAPEX (Private)	£0
OPEX (Private)	£0
Total (Ex OB)	£2,451,937
Total Costs (Inc OB)	£3,432,712
NPSV	£8,043,062
BCR Calculation	3.3

6. Deliverability

Will this project still be delivered within the Towns Fund timeframe? (Y/N)

Y

7. Delivery plan

Including details of:

- timescales and key milestones
- partnerships
- interdependencies
- risks and mitigation measures (if not provided above).

Timescales and key milestones

Key milestones are outlined in the table below

Task / Milestone	Timescale
Stakeholder consultation	Continuous
Submission of business case	June 2022
Construction tender issue	August 2022
King George V refurbishments complete	October 2022
Tolly refurbishments complete	October 2022
Fairfield Centre refurbishments complete	January 2023
St Peters refurbishments complete	March 2023
Building Block 2 refurbishments complete	April 2023
Horizon refurbishments complete	June 2023
Ronkswood refurbishments complete	September 2023

Partnerships

Key roles and responsibilities for the project are outlined in the table below

Organisation / Body	Role	Responsibility
WCC - Policy and Resources Committee	Approver	<ul style="list-style-type: none"> WCC's P&R Committee has ultimate responsibility for signing off the investments and delegating authority to officers to deliver the project.
WCC Town Investment Plan Programme Board	Sponsor	<ul style="list-style-type: none"> The TIP Programme Board includes key individuals including s151 officer, Monitoring Officer and key senior managers The Board has corporate responsibility for delivery of the Town Investment Plan, with individual Directors having line management responsibility for WCC staff delivering the programme.
WCC /Project Steering Group	Accountable body / Programme delivery	<ul style="list-style-type: none"> Steering Group will include key individuals from within the City Council, at Head of Service and Director level. Responsible for appointing the project Senior Responsible Officer (SRO) Reporting to WCC Town Investment Plan Programme Board (Senior Officers) the project steering group will provide direction and oversight for the project. At a minimum, this would consist of representatives of Worcester City Council as the accountable body, the project sponsor, designated SROs, and representatives of WCT The project steering group would be formed with individuals accountable for leading and developing the strategy to enable the project The steering group will be explicitly responsible for granting project authority to proceed and securing funding for the project. The board will be also responsible for commissioning resources, ensuring sufficiency of resource availability for the project, and establishing the governance framework to assure, investigate, contain and manage the project
WCC Project Manager	Overall Project Manager	<p>Supported by the Corporate Projects Team at WCC, this role will coordinate all projects on behalf of the accountable body. Responsibilities will include:</p> <ul style="list-style-type: none"> Ensuring that the project can achieve the benefits defined in the project briefs. Responsible for project setup and delivery, and will have overall responsibility for the project to ensure that the project meets its objectives Responsible for securing resources Responsible for managing the drawdown of professional fees and monitoring the performance of external consultants against their appointment criteria on works to the seven community centres. Also provide support to the WCT for reporting to the Steering Group, Town Deal Board.
Construction and Operational Delivery Team	Project Delivery	<ul style="list-style-type: none"> Led by the construction Project Manager (WCC) and programme delivery, WCT Project Lead Enabling effective delivery of work related to the project development (for example design, equipment specification) during the development focused life cycle stages of the project. As project moves to delivery, responsible for effective project delivery and transition of new assets into the operational landscape. Management of trades and supply chain, external education providers and the communication of information to stakeholders. Delivery of the project in accordance with the Project Brief / Employers Requirement / Schedule of Works, within budget and to programme. Delivery of a completed set of as-built information and attend post-completion

Interdependencies

At this stage of the project, it is understood that the Community Skills and Enterprise project is currently not dependent on any other project or programme being delivered in Worcester. However, the progression of the Community Skills and Enterprise project is conditional on the satisfaction of various planning conditions. The project constraints are detailed below

Constraints	Management	Current Status
Planning permission required for BB2	Application to be submitted	To be commissioned Summer 2022
Ongoing demand for community centre usage	Programme to be designed to accommodate existing use / mitigate any reduction in capacity	To be commissioned Summer 2022

8. Town Deal Board Chair name & signature

Name of the Town Deal Board:

Chair's name and signature:

Date:

9. By signing, I agree that:

1. The business case, in a proportionate manner, is Green Book compliant.
2. The 5% early capital (CDEL) has been included in the Town Fund project costs across the programme.
3. This project and expenditure represent value for money, including the 5% early capital (CDEL) provided.
4. Project-level Equality Impact Assessments such as Public Sector Equalities Duty and/or Environmental Impact Assessments have been undertaken.
5. For final submission - programme-level Public Sector Equality Duty assessment has been undertaken by the accountable body.

Name of the lead Local Authority and signature of the Chief Executive Officer or S151 Officer

Name of the lead Local Authority:

Job title:

Name and signature:

Date: