

**PERTH AND KINROSS COUNCIL****Housing and Health Committee****28 January 2015****Capital Programme 2014/15 to 2020/21  
Updated Business Cases****Report by Executive Director (Housing and Community Care)****PURPOSE OF REPORT**

This report provides information on the seven year Capital Budget for 2014/15 to 2020/21 with regards to the annual update of business cases.

Business cases are provided for the Housing and Community Care capital projects approved by Council on 13 February 2014 in the setting of the Capital Programme 2014/15 to 2020/21 (Report No. 14/45 refers).

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Council set a seven year Capital Budget for 2014/15 to 2020/21 at its meeting on 13 February 2014 (Report No. 14/45 refers). Any revisions to the budget thereafter, for these seven years, have been considered by the Strategic Policy and Resources Committee; in line with normal practice, throughout the year.
- 1.2 Outline Business Cases for all new projects approved as part of the Capital Budget in 1.1 above are available in February each year as part of the Corporate Capital Budget paper to Council. In line with the Council's project management procedures, it is required that Services submit updated business cases for projects currently in the capital programme to their appropriate Committees.
- 1.3 Business cases are dynamic documents that are continually updated and amended as projects progress. This Committee paper relates to the Housing and Community Care General Fund capital budgets for 2014/15 to 2020/21, and the related business cases. These business cases have been updated to reflect the current project position.
- 1.4 HRA Business cases will be available annually (in January – March) as part of the 'Housing Revenue Account (HRA) Strategic Financial Plan Incorporating the 5 Year Capital Investment Programme and Rent Strategy' committee report.

**2. PROPOSALS**

- 2.1 Details of the relevant business cases for projects to be progressed over the period 2014/15 to 2020/21 are listed in Appendix 1. Copies of the business cases are available within the Councillors' lounge, online on the Councillors' CHIP Sharepoint site or by contacting the author of this report. Questions regarding any business case can be answered by contacting the officer named in the appendix.

## **2.2 Projects/Programmes 2014/15 to 2020/21**

The following provides a brief summary of the current projects/programmes in the capital programme for 2014/15 to 2020/21. Full details are contained within the relevant business case.

The projects at Gleneagles Road Adult Resource Centre and Kinnoull Day Centre, Shuna Court (Development of Day Care Services for Older People), are now complete. Similarly the project at Parkdale Care Home is due to complete this month. These are not therefore detailed in the summary below.

### **2.2.1 Gypsy Travellers Transit Sites**

Strategic Policy and Resources Committee on 12 February 2014 (Report No. 14/50 refers) approved the 'Gypsy/Traveller Strategy for Perth and Kinross 2013-2018'.

Site Development was a key issue identified through consultation. A Site Development Group has been examining the sustainability of potential site locations.

This work is ongoing and potential sites are being identified through due process.

This budget will enable the development of any agreed sites.

### **2.2.2 Housing With Additional Support**

This project is to provide upgraded facilities to existing sheltered housing complexes to help residents stay in their own home with the assistance of appropriate support mechanisms. The identified premises are a combination of Registered Social Landlords (RSL) and Local Authority premises.

Telecare will form part of the standard specification of all identified facilities, covering the five main elements (smoke, heat, movement, temperature, flood), and this work will commence in 2015.

### **2.2.3 Joint Equipment Loan Service (JELS) – Facility Enhancement**

This project provides upgraded facilities relating to the environmental conditions, to reduce the risk of service disruption during periods of sustained cold weather. JELS will require to decant to Birch Avenue, Scone, during the project works; hopefully by March 2015. This should allow the JELS upgrade to occur this year.

### **2.2.4 Beechgrove Care Home – Refurbishment of Communal Areas**

The original business case indicated refurbishment of the communal areas; including reception, dining room, lounges, toilets, laundry, staff room and commercial kitchen areas. This project is programmed to start in 2015 and finish during 2016.

### **2.2.5 Dalweem Care Home – Refurbishment of Communal Areas and Development to Operate as a 16 Bed Unit**

The original business case indicated refurbishment of the communal areas; including reception, redesign of front office layout, lounges, toilets, laundry, staff room and commercial kitchen areas. In addition a replacement nurse call system was identified as a requirement and is installed and operating satisfactorily.

This is a flagship project for health and social care with the potential development of a local integrated model. A 16 bed unit with additional activity spaces and a refurbishment of the communal areas is proposed while the NHS review their services in the Aberfeldy area through a local consultation exercise. The Council's 16 bed unit is programmed to start in mid 2015 and finish in 2016.

### **2.2.6 Relocation of Letham Area Office to Former Rannoch Road Day Centre**

The scope of this project involves the relocation of the Letham Housing Office, currently based at the Live Active Letham Centre, Tweedsmuir Road, Perth to the vacant Rannoch Day Centre on Rannoch Road. This project is programmed for this year.

### **2.2.7 Lewis Place Day Centre – Refurbishment and Extension to Dining Area**

This project involves the refurbishment of the day centre in specific areas that are not deemed to be appropriate for the current client group. In particular the lighting, nurse call system, toilet facilities and wall / ceiling finishes in some areas are causing concern.

The dining room is also providing space challenges due to the increased use of mobility aids. A small internal extension is proposed to alleviate this issue. This project is programmed for this year.

### **2.2.8 Supported Living Accommodation for Tenants with**

- 1. PMLD (Profound and Multiple Learning Disabilities)**
- 2. Severe Autism**

Developing Supported Tenancies for Tenants with PMLD is programmed for 2016/17.

Supported Living Accommodation for Clients with profound Autism is programmed for 2018/19.

It is proposed both these projects form part of a larger development undertaken in partnership with RSL's or developers.

### **2.2.9 Software Annual Licence Charges (for HCC systems)**

A rolling programme of annual licence renewals and upgrades for some business critical systems currently in use within Housing and Community Care (HCC).

#### **2.2.10 Document Scanning and Electronic Access to Client Records**

To support the Perth Office Programme, the project has initially concentrated on the large volume of social work client files – closed files stored in the archive of Pullar House and active files for Community Care teams based in Pullar House. All these files have been removed, scanned and indexed to be accessible from Swift creating an electronic client record. Final completion of the technical infrastructure was undertaken during 2014 in preparation for 'going live' in January 2015. Pullar House Community Care teams will then also be able to scan, index and link on-going client documentation to negate the need for paper files.

Work to complete a similar project for Housing files will commence thereafter in January 2015.

Further project bids for both Housing and Community Care teams located outwith Pullar House will be prepared for consideration to complete the digitisation of all client records in other offices across the Service.

#### **2.2.11 Occupational Therapy Equipment**

The purchasing of occupational therapy equipment on an annual basis, as and when required to meet the assessed needs of clients.

#### **2.2.12 Customer Relationship Management System (CRM)**

Development of the CRM upgrade which offers a number of key improvements and advanced user functionality, including enhanced security measures, the opportunity to consider integration to e-mail and the ability to respond to social messages. This work is ongoing.

#### **2.2.13 Council Contact Centre Development**

Proposals to meet increasing demand on the Customer Service Centre through the inclusion of speech recognition technology, the use of voicemail and the changes to call management to provide more customer choice when queuing. This work is ongoing.

### **3. CONCLUSION AND RECOMMENDATION**

3.1 It is recommended that the Housing and Health Committee:

- (i) Endorses the updated business cases for the projects and programmes contained in the current capital programme 2014/15 to 2020/21.

**Author**

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**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
John Walker	Executive Director	19 January 2015

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
<b>Resource Implications</b>	
Financial	Yes
Workforce	No
Asset Management (land, property, IST)	Yes
<b>Assessments</b>	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	Yes
<b>Consultation</b>	
Internal	Yes
External	No
<b>Communication</b>	
Communications Plan	No

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 This section should set out how the proposals relate to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

This report relates to all of these objectives.

#### Corporate Plan

- 1.2 The Perth and Kinross Community Plan 2013-2023 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic objectives:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

This report relates to all of these objectives.

## **2. Resource Implications**

### Financial

- 2.1 The Special Meeting of the Council on 13 February 2014 set a new seven year rolling budget including proposals for 2020/21 (Report No. 14/45 refers).
- 2.1.1 There are no direct financial implications arising from this report other than those reported within the body of the main report and related business cases.

### Workforce

- 2.2 There are no direct workforce implications arising from this report.

### Asset Management (land, property, IT)

- 2.3 There are no direct asset management implications arising from this report other than those reported within the body of the main report and related business cases.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome and has been assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. However, no action is required as the Act does not apply to the matters presented in this report.

### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### Legal and Governance

- 3.4 The Head of Legal Services has been consulted in the preparation of this report. It is a requirement of the Service that all business cases are submitted to their Service Committee on an annual basis.

#### Risk

- 3.5 Individual risk profiles are in place for individual projects contained within the business case.

### **4. Consultation**

#### Internal

- 4.1 The Head of Democratic Services, Head of Finance, Head of Legal Services and Head of Property Services have been consulted in the preparation of this report.

#### External

- 4.2 Consultation is carried out as part of individual project planning where this is appropriate.

### **5. Communication**

- 5.1 A Communication/Consultation Group is set up for major projects where this is deemed appropriate.

### **6. BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

### **7. APPENDICES**

Appendix 1 – Capital Programme 2014/15 to 2020/21 List of Updated Business Cases

**CAPITAL PROGRAMME 2014/15 TO 2020/21  
LIST OF UPDATED BUSINESS CASES**

<b>Business Cases</b>	<b>Current Version</b>	<b>Version Date</b>	<b>Total Project Budget</b>	<b>Author</b>
<b>Gypsy Travellers Transit Sites</b>	<b>3</b>	<b>January 2015</b>	<b>£600,000</b>	<b>Ken Wilson</b>
<b>Housing with Additional Support</b>	<b>2</b>	<b>January 2015</b>	<b>£1750,000</b>	<b>Lorna Cameron</b>
<b>Joint Equipment Loan Services (JELS) – Facility Enhancement</b>	<b>2</b>	<b>11 September 2014</b>	<b>£318,000</b>	<b>Kenny Ogilvy</b>
<b>Beechgrove Care Home – Refurbishment of Communal Areas</b>	<b>1</b>	<b>May 2011</b>	<b>£249,000</b>	<b>Colin Johnston</b>
<b>Dalweem Care Home – Refurbishment of Communal Areas and Development to Operate as a 16 Bed Unit</b>	<b>2</b>	<b>September 2014</b>	<b>£650,000</b>	<b>Kenny Ogilvy</b>
<b>Relocation of Letham Area Office to Former Rannoch Road Day Centre</b>	<b>4</b>	<b>4 September 2014</b>	<b>£287,000</b>	<b>Ken Wilson</b>
<b>Lewis Place Day Centre – Refurbishment and Extension to Dining Area</b>	<b>7</b>	<b>November 2012</b>	<b>£275,000</b>	<b>Karyn Sharp</b>
<b>Supported Living Accommodation for Tenants with</b>				
<b>1 PMLD</b>	<b>1</b>	<b>October 2011</b>	<b>£717,000</b>	<b>Paul Henderson</b>
<b>2 Severe Autism</b>	<b>4</b>	<b>October 2012</b>	<b>£717,000</b>	<b>Kenny Ogilvy</b>
<b>Software Annual Licence Charges (for HCC systems)*</b>	<b>1</b>	<b>September 2014</b>	<b>£70,000 p.a.</b>	<b>Cara MacLean</b>
<b>Document Scanning and Electronic Access to Client Records</b>	<b>2</b>	<b>April 2014</b>	<b>£331,000 CFCR</b>	<b>Cara MacLean</b>
<b>Occupational Therapy Equipment*</b>	<b>N/A</b>	<b>N/A</b>	<b>£250,000 p.a.</b>	<b>N/A</b>
<b>Customer Relationship Management System (CRM)</b>	<b>1</b>	<b>December 2014</b>	<b>£159,000</b>	<b>Ian Caldow</b>
<b>Council Contact Centre Development</b>	<b>1</b>	<b>December 2014</b>	<b>£110,000</b>	<b>Ian Caldow</b>

**\*Note: Capital/Revenue transfers implemented in 2013 resulted in some expenditure which was previously in the Revenue Budget being permanently transferred to the Capital Budget (Council Report No 14/45 refers)**

