

Capital Projects Sub - Committee

Draft Terms of Reference Capital Projects Sub-Committee

Objective:

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the implementation of the Council's planned programme of capital works, both housing and large - scale non-housing schemes delegated for oversight by Full Council.

Membership 5 members

Capital Projects

- (a) To monitor the business case for all potential capital projects including scheme detail, build costs, risks and issues and financial performance including viability
- (b) To oversee the budget for each approved project and the effective implementation of the council's capital programme
- (c) To approve in consultation with the Monitoring Officer and the Strategic Director (Section 151 officer) the award of contracts over the Public Contracts Regulations threshold or where the requirement is strategic/critical in accordance with the contract procedure rules.
- (d) To receive reports from officers and make decisions as set out on the Capital Projects-Gateway stages - Appendix A to this document. This includes instances (at any point in the Gateway stage process) where there has been any variance of projected costs over and above the agreed budget (whether the budget was set by the Policy Finance and Development Committee in a specific report, or in the Capital Programme).
- (e) To receive bi-monthly 'Red, Amber and Green' rating reports on all approved capital projects. To include high-level finance projections, risk registers and project timeline.
- (f) To provide an annual report on progress and success, setting out performance against any targets (including projected expenditure and costs) and report to PFD/Council as appropriate .

Meetings

The Sub-committee will programme its own meetings to coincide with the Capital Gateway stages of the projects they are monitoring.

Appendix A – Capital Projects-Gateway stages

Five stages of sign off:

1. Acquisition/Feasibility
2. Outline design
3. Detailed design prior to planning permission application
4. Construction
5. Transfer to business as usual

Stage	Decision	Reference back to PFD/Council	Documentation required
Acquisition/feasibility	<p>To undertake initial design development up to feasibility stage.</p> <p>Appointment of consultants if decision at committee level is under the contract procedure rules. .</p>	For actual purchase if appropriate.	Project brief
Outline design	To progress to Concept design (RIBA stage 2) up to planning submission	If supplementary expenditure required	Outline design and project progress report
Detailed design	<p>To sign off detailed design (RIBA stage 3-4) post grant of planning permission.</p> <p>Sign off tender for contractor if required under the Contract Procedure Rules</p>	If supplementary expenditure required	Detailed design and project progress documentation
Construction	<p>To award the contract for the contractor if required under the Contract Procedure Rules</p> <p>.</p> <p>To progress to construction</p>	If supplementary expenditure required	Tender report and project progression documentation
Transfer to business as usual	<p>To make any transfer to Corporate Assets</p> <p>Project sign off</p>	Report to note on outcome	Project completion documentation.