

Cyclical Works Programme – Appendix E

CITY SURVEYORS DEPARTMENT: OPERATIONS GROUP

CRITERIA FOR DEVELOPING CYCLICAL WORKS PROGRAMME FROM THE FORWARD MAINTENANCE PLAN

Criteria	Health, Safety, Security & Equality*	COL Reputational	Maintaining Income Stream	Asset performance	Client Feedback
Criteria weighting →	5	4	4	5	2
Description	<p>1 To what extent is the COL exposed to risk if project not undertaken in this programme</p> <p>2 Is the project required to meet a statutory compliance standard (e.g. Reservoir Act)</p> <p>3 Is the project required to meet the equivalent of a highway's agency standard (structural integrity)</p>	<p>1 To what extent is the COL reputation tarnished or risked if the project is not undertaken in this programme</p> <p>2 How does the proposed work maintain or protect the heritage of the property or its local standing</p>	<p>To what extent does the specific project contribute towards maintaining income stream</p>	<p>What impact will sudden unexpected failure of the asset have on the COL to deliver its front-line services</p>	<p>1 Is the project of sufficient importance to the occupying department that they consider it meritorious from a front-line service delivery perspective</p> <p>2 Is their Member/ committee or other interests that have not been taken into account</p>
Notes	<p>* Note any immediate high risk should be dealt with using LR budgets</p>	<p><i>Although technically a whole building is protected under a listing - there are key features / attributes that led to its listing status</i></p>	<p><i>Income <u>creating</u> projects are generally Minor Improvements or Capital works and not catered for under the CWP</i></p>		<p><i>1 The evidence should be demonstrable not hearsay. NB it's not sufficient to indicate a broad support for all projects</i></p> <p><i>2 Client feedback may in some cases result in</i></p>

					<i>the project being deleted / deferred</i>
Rating 1	No H&S, Security or equalities implications	1 No reputational impact 2 Non-public support space /temporary use / underutilised or 3 Not listed/ General operational building/ staff welfare or 4 Listed (any grade) but project not relevant to listing status	1 Does not directly maintain income or income minimal 2 Income streams will be maintained irrespective of whether project is implemented	Failure will have little or no impact on front line service delivery	The occupying department has not identified this project as a priority
Rating 3	1 Where works are considered industry best practice 2 Where works have been recommended in a Fire Risk Assessment 3 Where works are required to cover provision of welfare facilities for members of the public generally	Isolated service user /stakeholder complaints contained within business unit	1 Maintains direct income >£3k < £10k pa 2 In competition with another local provider and needs to maintain market share	1 Failure will have minor impact on service delivery, typically up to 1 day 2 unexpected failure unaffordable against local risk budget	1 The Head of Service has identified this project as key to their service delivery 2 There were other relevant factors that were not available to the evaluation team
Rating 5	1 There is deemed to be a valid and current health and safety risk and that risk is likely to increase disproportionately if works are not undertaken within a	Adverse local media coverage/ multiple service user/stakeholder complaints but with careful handling it can be managed.	1 Maintains direct income >.£10k < £50kpa 2 Failure to undertake work would result in some loss of market share.	1 Service disruption 2-5 days 2 Repeated failure of the asset - repairs proved unsuccessful. 3 Beyond economic repair	1 A Consultative Committee has expressed its wish that the project be considered of more importance than others 2 A Chief Officer has expressed a wish that

	reasonable time frame (say within 18 months). 2 Where works are needed to facilities that are relied upon by a protected group in a general-purpose building such as a public car park			4 There is no viable long-term workaround solution	the project be considered as more important than others
Rating 7	1 Where failure to provide might negate insurance cover 2 Required to maintain to the equivalent of a highway's agency standard 3 Where works are needed to facilities that are specifically provided for a protected group such as primary school, medical centre, Children's library	1 Adverse national media coverage 1-3 days 2 Grade 2 or 2* / Conservation area / or of national importance	1 Maintains direct income >£50k <£100kpa 2 Failure to undertake would result in a significant loss of market share	Service Disruption > 1 week to 4 weeks	A Member or Service Committee has expressed a wish that the project be given priority over others
Rating 9	1 Required to provide to comply with statutory requirements 2 Where failure to provide could have effect on wider populous	1 National publicity more than 3 days . Possible resignation of A Member or chief Officer 2 Scheduled Ancient Monument OR Grade 1 OR National Importance	1 Maintains direct income in excess of £100k pa 2 Clear Evidence of a notable loss of income and drop in visitor numbers has already occurred	Service disruption > 4 weeks.	1 CASC has expressed their wish that the project be included as a priority list project (above the line) 2 A Senior Grand Committee has expressed a wish that the project be included

		3 Required as a result of Court case			a priority list project (above the line)
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Projects are scored by multiplying the criteria weighting with the criteria rating, and then ranked in descending order of the total score for all 5 criteria; see example below.

Criteria	Health, Safety & Security	COL Reputational	Maintaining Income Stream	Asset performance	Client Feedback	
Criteria weighting	5	4	4	5	2	Total score
Criteria rating	3	3	1	1	2	
Score	15	12	4	5	4	