

Appendix C

Cyclical Works Programme – Governance Arrangements

1. The Cyclical Works Programme Officer Peer Review Group (PRG) shall review the proposed Cyclical Works Programme (CWP) and agree that each scheme should be categorised as a “priority” for keeping the operational property portfolio in a fair to good standard due to the fixed budget available
2. A summary list of the proposed schemes, in priority order, shall be submitted to Corporate Asset Sub Committee (CASC) for agreement and then to a meeting of the Resource Allocation Sub-Committee (RASC) for approval. The RASC meeting and the subsequent Policy and Resources Committee (P&R) must consider the submitted works programme and confirm (or otherwise) the allocation of the necessary funding, taking account of the priority listing of the various repairs and maintenance schemes and, other competing priorities in the context of the overall availability of City Fund and City’s Cash resources.
3. Each year’s agreed work programme, and allocation of funding, will then operate within an overall “ring fence” (one each for the City Fund, City’s Cash and Guildhall Complex), permitting budget transfers between individual schemes and unspent balances to be carried forward to later years to complete works.
4. Approval will also be sought from CASC for a CWP Reserve List of projects at the same time the CWP is approved. This Reserve List of additional schemes, which might be progressed if further resources become available within the relevant fund, shall be submitted to RASC for approval. These projects can be promoted to the Actual List should opportunities such as savings arise. Promotion decisions will be made by the PRG and reported to CASC in the next progress report.
5. The PRG is authorised to bring forward projects from the Reserve List if “surplus” resources become available, subject to such projects being advanced on a requirement basis at the Officers discretion with the details being reported in the next bi-annual CWP progress report to CASC by the City Surveyor.
6. Each CWP repairs and maintenance scheme shall generally proceed, via the usual internal arrangements/controls within the respective Department.
7. In accordance with advice given by City Procurement, the majority of standard refurbishment and cyclical projects will be procured by continuing with the existing Minor Works Framework which will be renewed as appropriate via a compliant OJEU process. However, some of the higher value projects may be subject to a separate tender process.
8. CASC shall scrutinise the progress of schemes on the basis of a bi-annual CWP progress report by the City Surveyor
9. Where additional and urgent priority projects are necessary and not in the programme or Reserve List (e.g. bringing forward a replacement lift that is regularly breaking down) the substitution for another project(s) within the

approved CWP will be recommended by the PRG. Approval for the changes will be sought for the City Surveyor under delegated authority from the CASC. Smaller project substitutions of below £50k will only require PRG approval.

10. Circumstances may arise where the cost associated with delivering an agreed project increase significantly, resulting in the need for a postponement out of the programme of another un-started project to keep spending within the overall CWP funding approval. In this circumstance, the recommended project changes will be suggested by the PRG. Approval for these changes will be sought from the City Surveyor under delegated authority from CASC.

11. Any changes made to the CWP approved Actual List, be they through initiating reserve projects, substitutions, re-prioritisation decisions etc. will be reported to CASC within the next CWP progress report by the City Surveyor. Any changes made between the City's Cash, City Fund and Guildhall Admin Projects will need to consider the impact on the respective funds.

12. The above governance arrangements will also generally apply to the Additional Capital Funds Programme noting that because of their size and capital nature these projects will also progress through the gateway process.

Footnote:

The Cyclical Works Programme Officer Peer Review Group (PRG) is an Officer group, chaired by the Head of Finance (Property Services), with representation from the Chamberlain's Department, City Surveyor's Department, Department of Built Environment, Guildhall School of Music and Drama and the Barbican Centre.