

Committee(s) Corporate Asset Sub Committee – For decision Board of Governors of the Guildhall School of Music and Drama – For decision	Date(s): 22 nd June 2021 20 th September 2021
Subject: Capital and CWP Annual Progress Report	Public
Report of: Jonathon Poyner – Director of Operations and Buildings	For Decision – CASC For Information – Board
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Summary

This report provides an update on the School's building and refurbishment projects that fall under the Capital Cap programme, together with those approved for delivery under the Cyclical Works Programme (CWP) arrangements.

Recommendation(s)

Corporate Asset Sub-Committee

- i. Members are asked to note the contents of this report, including the timescale associated with the execution of the Fire Alarm project.
- ii. Agree that the unspent budget (£60,670) for the Fire Alarm project be carried forward to allow the project to complete in 2021/22, including provisional sums for additional works; to be expended on authorisation by the Chief Officer and remote monitoring, subject to approval of issue report.

Main Report

1. Background

2. Building & engineering projects at the School generally fall into two categories namely; Capital Cap (Cap), Cyclical Works Programme (CWP); there are no capital or major revenue projects in progress at the present time outside these categories.
3. The purpose of this paper is to advise Members of progress in each of the above categories.

Current Position

Capital Cap

4. This report concerns the capital programmes that were drafted for the years for 2014/15 to 2016/17, known 'Cap 3'. Expenditure on all previous 'Capital Cap' programmes is now complete.
5. All projects within 'Cap 3' are complete, with the exception of the renewal of the fire alarm to the Silk Street building, however, not all projects have been closed as audit verification by the Chamberlain is needed.

Fire alarm

6. Renewal of the main system is complete and has been in use since December 2020 and the contract is now in the defects period.

Financial details of this project are included in Appendix C

Remote Monitoring

7. A provisional sum was included in the project budget for specialist works outside the main contract. One of the specialist works required is a system of remote monitoring from a central point. An original provisional sum, relating to modification of the School's IT network to facilitate this, was included in the project sum at Gateway 5. As the scope of work has increased, an issue report is being prepared outlining the details of this proposal for consideration by Project Board, Project Sub-Committee and the Guildhall School of Music & Drama Board. A Provisional sum for this proposal has been included in the summation of the anticipated out turn of the Fire Alarm Project in Appendix C and the Capital Cap in Appendix A. Expenditure of this sum will be subject to approval of the issue report detailing the proposals.

Financial information:

8. Appendix A shows the current position of the last approved capital cap. The maximum anticipated final out-turn for the fire alarm project has been included and the breakdown of this is shown in Appendix C.

Funding

9. The fire alarm project was agreed for progression outside of the fundamental review as an essential health and safety scheme and therefore the financial provision for this scheme has been retained.

Proposals

10. A final Capital Cap outcome report will be submitted when all the Cap projects have been completed.

Cyclical maintenance projects

11. Bids are made annually for inclusion in the corporate Cyclical Works Programme and once approved, must be executed within three years of the approval year (commencing in April of the Financial year). However, it has recently been agreed that an additional year may be added to previously approved projects (4 years from the date of approval).
12. To date the approvals in the programme relate to 2017/18 (now largely complete), 2018/19 for completion by March 22, 2019/20 for completion by March 2023, 2020/21 by 2024 and 2021/22 by 2022.
13. Appendix B attached shows the all the projects included in the programme and their status. However, in summary

14. Table 1 – Summary by Project numbers

Year approved	Number of projects	Projects in progress	Projects complete
2017/18*	30	2	27
2018/19**	3	2	1
2019/20	20	9	7
2020/21	32	14	1
2021/22	8	1	0

*Excludes 3 no projects subsequently categorised as Capital and 14 no projects omitted as work carried out in-house or found to be unnecessary

** Excludes 1 project subsequently capitalised

Projects not yet started - 30

15. Table 2 – Summary by value

Year approved	Total budget	Actual to date	Balance
2017/18 *	1,550,000	1,041,668	508,331*
2018/19**	35,020	20,000	15,020

2019/20	936,012	248,029	687,983
2020/21	2,871,000	590,765	2,280,237
2021/22	738,000	0	738,000

*Excludes project subsequently capitalised (£130,025) and projects omitted (£259,000)

Includes £52,906 for projects carried forward to 5th year

** Excludes one capitalised project (£67980)

16. In general progress has been as expected. The highest impact on delivery is the difficulties in obtaining access to both carry out planning and the time needed for execution. This is particularly acute in the case of mechanical services works as large areas of the building can be impacted by plant shut-downs.
17. Some projects were excluded or the scope of work reduced as detailed inspection found less work than originally thought was needed or the issues were better dealt with as part of a different project.
18. In consultation with stakeholders, a bid list is currently being prepared for 2022/23 for consideration by the CWP Peer Group and Members.

Corporate & Strategic Implications

19. Capital Cap projects delivered within Guildhall School of Music and Drama consist of building and/or engineering work. Under the Capital Cap these were often major improvement schemes, building fabric repairs or plant upgrade/replacement initiatives. Maintaining the fabric and infrastructure of the building assists in contributing to one of the City's twelve outcomes '**our spaces are secure, resilient and well-maintained**'.
20. The Capital Cap System ended in 2016/17 and its legacy only remains while existing projects are completed and all defects periods have ended. The one project that remains open is the Renewal of the Fire Alarm in Silk Street. This is in the defects period and minimal additional works, are anticipated.
21. The current financial position of the fire alarm project (the last outstanding capital cap project) is detailed in the table in paragraph 15 and the current overall position of the Capital Cap shown in Appendix A.
22. The Capital Cap has since been replaced by CWP and once the end of the Fire Alarm project has been reached, it will be necessary to report to Members on the final out turn and seek approval to close the 'capital cap' programme.

Conclusion

23. This report is for Members to note the current position of projects approved under the capital cap arrangements and the progress of the cyclical maintenance programme, which replaced it.

24. A carry forward of the budget for the Fire Alarm project to 2020/21 is required to allow completion of the project which was agreed for progression outside of the fundamental review as an essential health and safety scheme.

Appendices

- Appendix A – Capital Cap Programme 3 (Cap 3) (2014/15 – 2020/21) (Non Public)
- Appendix B - CWP project list (Public)
- Appendix C - Report on fire alarm project (Non public)

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