

HIGHLIGHT / PROGRESS REPORT

<i>PROGRAMME NAME:</i>	CHORD	<i>Programme Manager:</i>	Helen Ford
<i>Reporting Period:</i>	March – May 2013	<i>Date report prepared:</i>	10/5/13

Progress – please refer to Programme Plan

Key products completed this period (including those completed ahead of schedule)	Key products outstanding this period (including brief explanation of why product outstanding)	Revised delivery date	Key products for next reporting period	Delivery date
<p>Campbeltown THI</p> <p>13-15 Kirk Street – construction phase progressing well and on budget.</p> <p>50-52 Main Street – negotiations with developer have stalled due to total project costs, level of public support and possible lack of demand for completed flats/shops.</p> <p>Training and complimentary initiatives – two shopfront events held. Interviewing for oral history project underway. Traditional joinery tender issued.</p>			<p>Completion of 13-15 Kirk Street</p> <p>SKDT to submit Big Lottery Fund Stage 2 bid.</p> <p>Report to SMT and Full Council requesting approval to start asset transfer process.</p> <p>Obtain HLF approval for mothballing option then proceed with Feasibility Study/Options Appraisal. Establish whether developer deal is still live.</p> <p>Issue tender for Traditional Paints Workshop.</p>	<p>June 13</p> <p>May 13</p> <p>June - July 13</p> <p>June 13</p>
<p>Campbeltown Berthing Facility</p> <ul style="list-style-type: none"> Final option selection approved at Project Board on 27 March 			<p>Full Business Case Completion</p>	<p>August 2013</p>
<p>Campbeltown – Kinloch Road Regeneration</p> <ul style="list-style-type: none"> Footway Works and Railing works now substantially complete final anti slip surface will be laid mid June. Soft Landscaping (Park Area) underway. 			<p>Footway works Completion</p> <p>Soft Landscaping Completion</p>	<p>June 2013</p> <p>May 2013</p>
<p>Helensburgh – Town Centre and West Bay Esplanade</p> <ul style="list-style-type: none"> MacLay Civil Engineering appointed 4 April 2013, 				

<p>start on site 7 May 2013, estimated completion date July 2014.</p> <ul style="list-style-type: none"> Enabling Works – new signalised pedestrian crossing in West King St in place along with the upgrade of existing signalised crossing and traffic signals in West Clyde St., Strathclyde Partnership Transport funding of £175,000 drawn down. Paper proposing shop front enhancement scheme (£140,000 S75 funding) going back to H&L Business Day on the 14th May as there was insufficient time to consider at March Business Day. 	<p>Upgrading of Traffic signals in East/West Princes St/Sinclair St junction to be undertaken during Main contract works – Spring 2014. Upgrading of traffic signals in Grant St due to be completed end of May 13.</p>		<p>Completion of Enabling works</p> <p>S75 – Shopfronts – Delivery process agreed</p>	<p>May 2013</p> <p>May/June 2013</p>
<p>Oban - Lorn Arc</p> <ul style="list-style-type: none"> Steering Group meetings progressing on an approximate monthly basis. SFT Meetings and correspondence progressing on a regular basis. Business case consultation complete. Economic modelling complete and refined. Financial modelling complete, subject to discussions on suspension of payments. Draft report at an advanced stage of discussion with SFT and being shared with Scottish Government. Agreement on suspension of payments being sought from Scottish Government. 	<p>TIF Business Case was due to be reported to Full Council in March but discussion relating to the suspension of payments issue has delayed this. The draft Business Case is being discussed with SFT and is being shared with the Scottish Government.</p>		<p>Update to CHORD Programme Board</p> <p>Update to OLI Area Committee</p> <p>Report to Full Council</p> <p>Issue Business Case to SFT – sign off following Full Council in April</p> <p><i>Note: These dates are provisional and subject to clarity on suspension of payments and Scottish Government feedback on the draft Business Case.</i></p>	<p>May 2013</p> <p>June 2013</p> <p>June 2013</p> <p>July 2013</p>
<p>Oban Town Centre and Bay</p> <ul style="list-style-type: none"> Workshop with OLI Members undertaken on 28 February 2013. Project Board meeting of 27 March endorsed the package of works discussed at OLI workshop to draw down full CHORD allocation. Works will be 	<p>Issue of specification to Design Team for Oban Bay Public Realm works incorporating Lighting proposals and refurbishment of the White Building to provide onshore wet facilities, orientation point for cruise ships etc.</p>	<p>May 13</p>	<p>Issue specification to Design Team (to be appointed through Consultancy Framework)</p>	<p>May 13</p>

<p>taken forward as discrete Business Cases to CHORD Programme Board and Council for approval – see separate paper – Agenda Item 5.</p> <ul style="list-style-type: none"> • Report outlining above package of works taken to OLI Project Board 10 April 2013. • Oban Marine Tourism Study completed by Ironside Farrar and endorsed by CHORD Project Board on 27 March 2013. PID prepared outlining how project will be taken forward. • Oban Project Manager appointed, start date 20 May 2013.ch. 	<p>Delay due to capacity issues, appointment of new Oban Project Manager will address this.</p>		<p>Meeting of Steering Group being arranged in May to agreed way forward.</p>	<p>May 13</p>
<p>Rothesay THI</p> <ul style="list-style-type: none"> • Guilford Court - Condition Survey to commence 15/05/13 • 11/13 Montague St - Application submitted and currently under revision • 21/27 Montague St – Application submitted 10/05/13 • Duncan's Halls – Cost Plan stage • 3 small building repair grants complete • 1 shopfront complete and 1 on site • 4 shopfront grants awarded and another application submitted • 2 training days held – Merchandising and joinery • 1 evening lecture held – Traditional joinery mouldings of Rothesay • 1 event held – Celebrating Rothesay's Victorian Heritage • 3 drop in sessions held in a shop in Guildford Sq 			<p>Guildford Court – Results of condition survey and respective cost plan</p> <p>11/13 Montague St – Award recommendation</p> <p>21/27 Montague St – Award recommendation</p> <p>Duncan's Halls – Tender stage</p> <p>15-19 Guildford Sq/Montague St - Gap site agreement to dispose of the site to the preferred developer.</p>	<p>July 2013</p> <p>June 13</p> <p>June 13</p> <p>June 13</p> <p>June 13</p>

<p>Rothesay Pavilion</p> <ul style="list-style-type: none"> • Secured Permission to Start from HLF. • Secured £31,000 from HIE towards HLF Stage 2 application and for the procurement of a consultant to prepare Community Engagement Plan. • Governance Strategy approved by CHORD Project Board for approval • Community Awareness Event/Hi-Arts Workshop undertaken • Application submitted to the Coastal Communities fund for £375,000. 			<p>Procurement of consultant to prepare Community Engagement Plan</p> <p>Engagement of Chairman and Directors of new third sector body to operate Pavilion.</p> <p>Ongoing submission of funding applications e.g. Creative Scotland</p>	<p>June 13</p> <p>August 13</p>
<p>Dunoon - Queen's Hall and Waterfront</p> <ul style="list-style-type: none"> • Meeting of Hall management and Library management to discuss the forward strategy held on the 17 April, report will go to Project Board on 24 May, • Mini Bid Tender issued to Framework Consultants. 	<p>Detailed design – awaits procurement of new Consultants Framework.</p>		<p>Appoint the design team through CHORD framework</p> <p>.</p> <p>.</p>	<p>May 2013</p>
<p>Programme Office</p> <ul style="list-style-type: none"> • Appointment of new Framework Consultants • Appointment of new Project Manager for 1 year to address capacity issues. Post will focus on realising commercial and development opportunities for CHORD and marine infrastructure and services. 	<p>Programme Manager Requirement – solution being progressed.</p>	<p>October 2014</p>	<p>Review of CHORD Programme Office.</p>	<p>May/ June 2013</p>

Risk Management – please refer to Risk Register within Programme Plan				
Risk Ref.	Risk	Current Status and Mitigation	Previous RAG status	Revised RAG status
PP01_R001	Sufficient external funding cannot be levered in to complete the programme.	Continue to monitor and work in partnership with funding partners. Most likely to impact individual projects only. HLF Stage 2 development funding secured for Rothesay Pavilion.	16	9
PP01_R002	That the financial regime for Local Authorities remains sufficiently stable to deliver the programme.	Continue to monitor overall funding levels for the Council.	16	16
PP01_R003	Full Businesses Cases do not receive approval	Ensure FBC are robust – the business case for projects (e.g. Rothesay Pavilion, Oban, and Campbeltown Berthing Facility) will need to be robust and credible.	4	9
PP01_R004	Capacity/ Skills for dealing with this number of projects simultaneously	Programme Manager appointment required, temporary cover in place.	16	8
PP01_R005	Cost escalation and over-run.	Programme costs reviewed at every meeting of the Programme Management Board.	8	8
PP01_R006	Timescales for projects too optimistic.	Review at every meeting of the Programme Management Board. Timescales most likely to be influenced by procurement of new framework consultants. Detailed design and development work will be paused at Oban, Rothesay Pavilion and Dunoon until January 2013 – further delayed, now May/June 2013	8	12
PP01_R007	Reputational risk to the Council in the delivery of the Programme.	Review at every meeting of the Programme Management Board. Continue to ensure that communications strategies are deployed.	12	9
PP01_R008	Communication process is not effective.	Implement Programme Communications Plan. Review at Programme Management Board.	8	8
PP01_R009	That the political environment remains sufficiently stable to deliver the programme. Governance arrangements for projects and programme are stable and able to provide effective direction and approval.	Ensure that clarity is maintained at Project Board/ Programme Management Board in terms of delivering agreed project scope and project plans. New governance arrangements for Project Boards and Programme Board to be implemented. Monitor and manage the impact of individual/ influential stakeholders.	12	12
PP01_R010	Project Risks Escalation to Programme Level	Delay in individual planning consents, statutory agreements, site and weather conditions. Waterfront Development Dunoon - Ferry service and timber pier impact on timescale for delivery of waterfront development. Risks managed at project level but significant risks monitored at programme level.		8

Budget Management – please refer to CHORD Resources Management			
Overall CHORD budget - £30.76 million			
Approved funds to date	CHORD funds spent to date	External funding / additional income to date	Net spend to date
£ 25,339,740	£ 6,673,028	£ 947,652	£ 5,725,376

Any further information:

Target timescales update:

		PID approved	FBC complete	Proposed Implementation date	Target Completion
Campbeltown	THI	n/a	Apr '09	Sep '09	Sep '14
	Berthing Facility	June '09	Aug '13	Nov '13	Apr '14
	Kinloch Road Regeneration	June '09	Apr '10	Nov '10	June '13
Helensburgh	Town Centre and West Bay	June '09	Sep '11	May '13	July '14
Oban	Bay / Harbour	April '11	<i>*Oban IBC completed Dec '11, short term works in implementation stage, FBC to be developed</i>	Nov '13	Apr '15
Rothesay	THI	June '09	May '10	Apr '11	Apr '16
	Pavilion	June '09	Mar '11	July '15	Dec '16
Dunoon	Waterfront – Phase 1	June '10	Apr '12	April '14	July '15

(anticipated dates shown in bold)

Issues:

- a. Programme Management – Programme Manager post.