

**REPORT OF**            **Senior Capital Accountant & Deputy S151 Officer**

**To:**                    **Internal O&S**

**Subject:**            **Task & Finish Group (PIDS)**

**Date:**                **28<sup>th</sup> September 2021**

**PURPOSE OF REPORT:**

To recommend updates to the PID form and process

**1. INTRODUCTION**

PIDs (Project Initiation Documents) are required for each capital project. Every PID is approved by Members at full council annually as part of the capital programme and budget setting process.

**2. REPORT**

**Objective**

To update the PID (Project initiation Document) form

**Reason**

To refine and improve upon the scoring for each project  
To make the form more user friendly for members

This should then assist the members in scrutinising the proposed projects and prioritising some projects ahead of others for inclusion in the capital programme.

**Task & Finish Group Recommendations:**

To update the PID form (appendix 1) and scoring documents (appendix 2&3).  
The main changes recommended are:

**i. Front Page**

The Front page should act as a summary/information page giving all the significant information relating to the project, such as:

- Project Name, Start Date, End Date
- Project Score
- Financial Score & Cost/Contribution to TDC
- Project Cost (+ External Funding)
- Project Summary
- Risks
- Climate Statement

## **ii. Project Score**

The Project Score is broken down in to 4 areas, each area should be scored out of 25, thus giving an overall score out of 100.

The Project Score areas are:

- (i). Alignment with Strategic Plan / Critical to Statutory Service
- (ii). Project Management & Delivery
- (iii). Value For Money
- (iv). Evidence of Requirement

## **iii. Financial Score**

A financial score introduced to be able to assess the impact on the councils resources, enabling comparison between projects.

## **iv. Scoring Panel**

a scoring panel of 3 people be introduced to score each project, consisting of:

- S151 officer (or deputy)
- Chief Executive
- Leader (or deputy)

## **v. Quality Bar**

Introduce a "quality bar" for the project score of 65 (out of 100) - This would be a recommended minimum for a project to obtain member approval.

## **vi. Risk Summary**

Introduce a "Risk Summary" on the front page of the PID. This should summarise all significant risks, including the risk of not doing the project (including lost upside benefits if the project was not selected)

## **vii. Climate Statement**

Introduce a "Climate Statement", with a summary on the front page. This should include detail of the climate considerations relating to the project, along with the carbon neutral status of the project, and how the project impacts/helps the council towards it's "Carbon Neutral by 2030" commitment

### **3. Implications**

Legal Implications

No specific legal implications

Financial Implications

As outlined in the report

Human Resources Implications

None

Sustainability/Biodiversity Implications

None

Equality/Diversity

Not applicable

Risk Management

Not applicable

Compliance with Policies and Strategies

This report is in compliance with the Council's Constitution

Data Protection (GDPR) Implications

Not applicable

Climate Change

Not applicable

### **4. CONCLUSIONS**

The updated PID form and process will present members with better information to determine whether a project should be approved for inclusion in the councils capital programme.

### **5. RECOMMENDATIONS**

That Members:

Approve the use of the updated PID form and process.