

## **A Place to Live Project Management and Financial Modelling Arrangements**

### **1.0 Project Scope**

The scope of the project has been agreed as follows (2007 – 2009):

- Closure and re-provision of Post & Police Office Cottages;
- Closure of Larchwood;
- Re-provision & closure of Ball-Tree Croft;
- Consultation, potential re-provision & closure of Woodhall;
- Conversion of houses at Tozer, Hammonds & Stanhope;
- Refurbishment of Tozer, Hammonds, Hobbs Field and Stanhope.

The needs of the remaining NHS clients will be re-visited in light of:

- Completed Community Care Assessments on all the remaining people in health care property. This will include a look at the possibility of people being discharged to social care if there is no requirement for in-patient care.
- The outcome of the CSCI review when it's known what will have to be done to register homes with CSCI standards;
- Financial conversations re funding gap.

Depending on the outcome of the above, the scope will be amended accordingly and the work phased appropriately. In addition it is anticipated that a review towards the end of the current project phase will be needed to review future project requirements.

Unfortunately it has been confirmed that NHS Clients will not be able to receive ILF when they move to independent living; even if the NHS homes have been 're-badged' as residential homes (via joint WSCC funding) and registered with CSCI.

**2.0 Project Plan** - Please note the plan details a first draft of high-level milestones - planning is an iterative process and these milestones are subject to change as the planning work continues. Once the plan is complete and has been approved by the project board, it will be baselined and subject to change control.

ID	Task Name	Start	Finish	2007					2008					
				Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep
37	<b>Project Delivery</b>	<b>Wed 03/01/07</b>	<b>Thu 30/04/09</b>											
38	<b>Trust Scoping Activities</b>	<b>Mon 05/02/07</b>	<b>Fri 27/07/07</b>											
39	CSCI Review	Mon 05/02/07	Fri 30/03/07											
40	Community Care Assessments (estimated)	Mon 02/04/07	Fri 29/06/07											
44	Workforce Planning (estimated)	Mon 02/04/07	Fri 13/04/07											
45	Options Appraisal re. Social Care Arm	Mon 02/04/07	Fri 13/04/07											
47	<b>Western Workstream</b>	<b>Wed 03/01/07</b>	<b>Fri 31/10/08</b>											
48	<b>Tender Process</b>	<b>Wed 03/01/07</b>	<b>Wed 06/06/07</b>											
54	Contract Award (in principle) (estimated)	Mon 02/04/07	Mon 02/04/07											
55	Contract Signed Off (post Cabinet Member Approval)	Wed 06/06/07	Wed 06/06/07											
56	<b>Consultation</b>	<b>Mon 12/03/07</b>	<b>Fri 04/05/07</b>											
59	Issue Consultation Letter to Families (estimated)	Mon 02/04/07	Mon 02/04/07											
60	Hold Consultation Meeting with Families (estimated)	Mon 09/04/07	Fri 27/04/07											
62	<b>Scrutiny - Western Final Proposals</b>	<b>Thu 05/04/07</b>	<b>Tue 05/06/07</b>											
63	Task Force	Thu 05/04/07	Thu 05/04/07											
64	HOSC	Mon 14/05/07	Mon 14/05/07											
65	Member Approval (estimated)	Tue 05/06/07	Tue 05/06/07											
69	Tenants move to new Accommodation (estimated)	Fri 31/10/08	Fri 31/10/08											
70	<b>Larchwood Workstream</b>	<b>Mon 23/04/07</b>	<b>Fri 04/05/07</b>											
71	Closure of Larchwood (estimated)	Mon 30/04/07	Mon 30/04/07											
72	<b>De-Commissioning Activities</b>	<b>Mon 23/04/07</b>	<b>Fri 04/05/07</b>											
73	Declaration of Surplus to Requirements (estimated)	Mon 23/04/07	Mon 30/04/07											
77	<b>Ball-Tree Croft Workstream</b>	<b>Fri 09/03/07</b>	<b>Thu 05/03/09</b>											
79	Review Resource Allocations	Fri 09/03/07	Fri 13/04/07											
81	<b>Tender Process</b>	<b>Tue 01/05/07</b>	<b>Tue 04/12/07</b>											
83	Invitation to Tender Issued (estimated)	Fri 20/07/07	Fri 20/07/07											

ID	Task Name	Start	Finish	2007					2008						
				Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	
86	Select Preferred Supplier (estimated)	Mon 17/09/07	Mon 17/09/07					■							
88	Contract Award (in principle)? (estimated)	Mon 22/10/07	Mon 22/10/07					■	■	■	■				
89	Final Proposal to Task Force (estimated)	Tue 30/10/07	Tue 30/10/07					■	■	■	■				
90	Final Proposal to Adult Select Committee (estimated)	Tue 20/11/07	Tue 20/11/07					■	■	■	■				
91	Contract Signed Off (post Cabinet Member Approval)	Tue 04/12/07	Tue 04/12/07					■	■	■	■				
95	Closure of Ball-Tree Croft (estimated)	Fri 27/02/09	Fri 27/02/09												
96	<b>De-Commissioning Activities</b>	<b>Mon 23/02/09</b>	<b>Thu 05/03/09</b>												
97	Declaration of Surplus to Requirements (estimated)	Mon 23/02/09	Fri 27/02/09												
101	<b>Woodhall Workstream</b>	<b>Tue 09/01/07</b>	<b>Thu 30/04/09</b>	<hr/>											
104	Consultation - Families	Mon 02/04/07	Thu 31/05/07		■										
105	Main Themes Report (estimated)	Mon 11/06/07	Mon 11/06/07					■							
106	<b>Consultation Report &amp; Approval to Close</b>	<b>Tue 03/07/07</b>	<b>Tue 14/08/07</b>					■	■						
107	Task Force (estimated)	Tue 03/07/07	Tue 03/07/07					■	■						
108	Adult Select (estimated) Specially Convened?	Tue 31/07/07	Tue 31/07/07					■	■						
109	Cabinet Member Approval (estimated)	Tue 14/08/07	Tue 14/08/07					■	■						
113	Review Resource Allocations (estimated)	Thu 01/11/07	Thu 06/12/07										■		
114	<b>Tender Process</b>	<b>Tue 01/05/07</b>	<b>Tue 04/12/07</b>					■	■	■	■				
116	Invitation to Tender Issued	Fri 20/07/07	Fri 20/07/07					■							
119	Select Preferred Supplier	Mon 17/09/07	Mon 17/09/07					■							
121	Contract Award (in principle)?	Mon 22/10/07	Mon 22/10/07					■	■	■	■				
122	Final Proposal to Task Force (estimated)	Tue 30/10/07	Tue 30/10/07					■	■	■	■				
123	Final Proposal to Adult Select Committee (estimated)	Tue 20/11/07	Tue 20/11/07					■	■	■	■				
124	Contract Signed Off (post Cabinet Member Approval)	Tue 04/12/07	Tue 04/12/07					■	■	■	■				
126	Closure of Woodhall (estimated)	Thu 30/04/09	Thu 30/04/09												
127	<b>De-Commissioning Activities</b>	<b>Thu 23/04/09</b>	<b>Thu 30/04/09</b>												
128	Declaration of Surplus to Requirements (estimated)	Thu 23/04/09	Thu 30/04/09												
132	<b>Conversion Works</b>	<b>Mon 02/04/07</b>	<b>Mon 02/04/07</b>		■										
133	Options Appraisal Meeting (estimated)	Mon 02/04/07	Mon 02/04/07		■										
134	<b>Refurbishment Works</b>	<b>Mon 03/03/08</b>	<b>Fri 28/03/08</b>										■	■	
135	Planning for Hammonds, Stanhope, Tozer & Hobbsfield (estimat	Mon 03/03/08	Fri 28/03/08										■		

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### **3.0 Project Governance**

The APTL project documentation is being drafted, and will be submitted to the Project Board for approval prior to being submitted to the Change Management Office for Checkpoint 2 of WSCC's corporate Change Management Framework.

The project will be reviewed independently by the Investment Appraisal Group (Chaired by Julian Harris – Head of Corporate Support Services) to assess whether the project is still a worthwhile project e.g. how the project will be funded, whether it is financially viable, what the benefits are of doing the project & what the impact would be of not doing it. This process is achieved by reviewing a number of project documentation:

- Business Case, including the justification for carrying out the project; and a Benefits profile that identifies measurable outcomes;
- Project Initiation Document including:
  - Project plan, including key milestones and mapping inter-dependencies with other initiatives / projects.
  - Risk and issue management.
- Stakeholder Map and Communications Plan. Stakeholders to the project will be detailed in the Stakeholder Map, showing their interests areas, their influence and the impact the project is likely to have. The Communications Plan will identify how and when the project will engage with all stakeholders.

It is recognised that Checkpoint 2 may have to be re-visited once the scope for the whole project has been confirmed, however it was important that the project should go through the checkpoint process with what is known now.