

Sligo County Council

Public Spending Code Quality Assurance Report for the Year Ended 31st December 2016

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1. Introduction

Circular 13/13: *"The Public Spending Code: Expenditure Planning, Appraisal & Evaluation in the Irish Public Service-Standard Rules & Procedures*, came into effect in September 2013. The objective of the code is to ensure that the state achieves best value for the resources it has at its disposal. The Code covers all bodies in receipt of public funding, including Local Authorities. Each Authority is required to publish an annual report, signed by the Chief Executive, following the completion of a Quality Assurance process. This report is the "Public Spending Code-Quality Assurance Report" for Sligo County Council for the year ended 31st December 2016.

2. Format of Report

The Public Spending Code sets out five steps in the Quality Assurance Process, as follows:

1. Compilation of a list of all projects/programmes, at the different stages of the Project Life Cycle, with an anticipated cost in excess of €500,000 ("Project Inventories"). This list of Capital and Current Expenditure schemes/programmes are further classified under the categories of:
 - Being considered
 - Being incurred
 - Recently ended
2. Where there are procurements in excess of €10m, relating to projects in progress or completed in the year under review, the Authority should publish summary information on its website.
3. Completion of checklists included in the Code.
4. Conduction of an in-depth check on a sample of projects/programmes, to cover at least an annual average of 5% of total inventory values, over a three year rolling period.
5. Preparation and submission of a short report to NOAC, summarising the information covered in steps 1-4 of the Quality Assurance process. The report is to be signed by the Chief Executive and be published on the authority's website.

3. Inventory of Projects/Programmes (Step 1 of QA Process)

Appendix B sets out the inventory of Sligo County Council, for the year ended 31st December 2016. The current expenditures, capital grant schemes and capital projects are categorised under the three phases of:

- Expenditure being considered
- Expenditure being incurred
- Expenditure recently ended

Expenditure “being considered” is further analysed by total project cost as follows:

- Between €0.5m - €5m
- Between €5m - €20m
- Greater than €20m

Expenditure being considered

This heading includes expenditure for capital projects and grant schemes that are or were under consideration during the year and new current expenditure programmes/extensions to existing programmes, with annual expenditure greater than €0.5m per annum. Capital projects “under consideration” include those at appraisal and planning and design phases.

Expenditure being incurred

This covers capital projects that are at the implementation stage, capital grant schemes that are incurring expenditure and current expenditure schemes or programmes that are incurring expenditure.

Expenditure recently ended

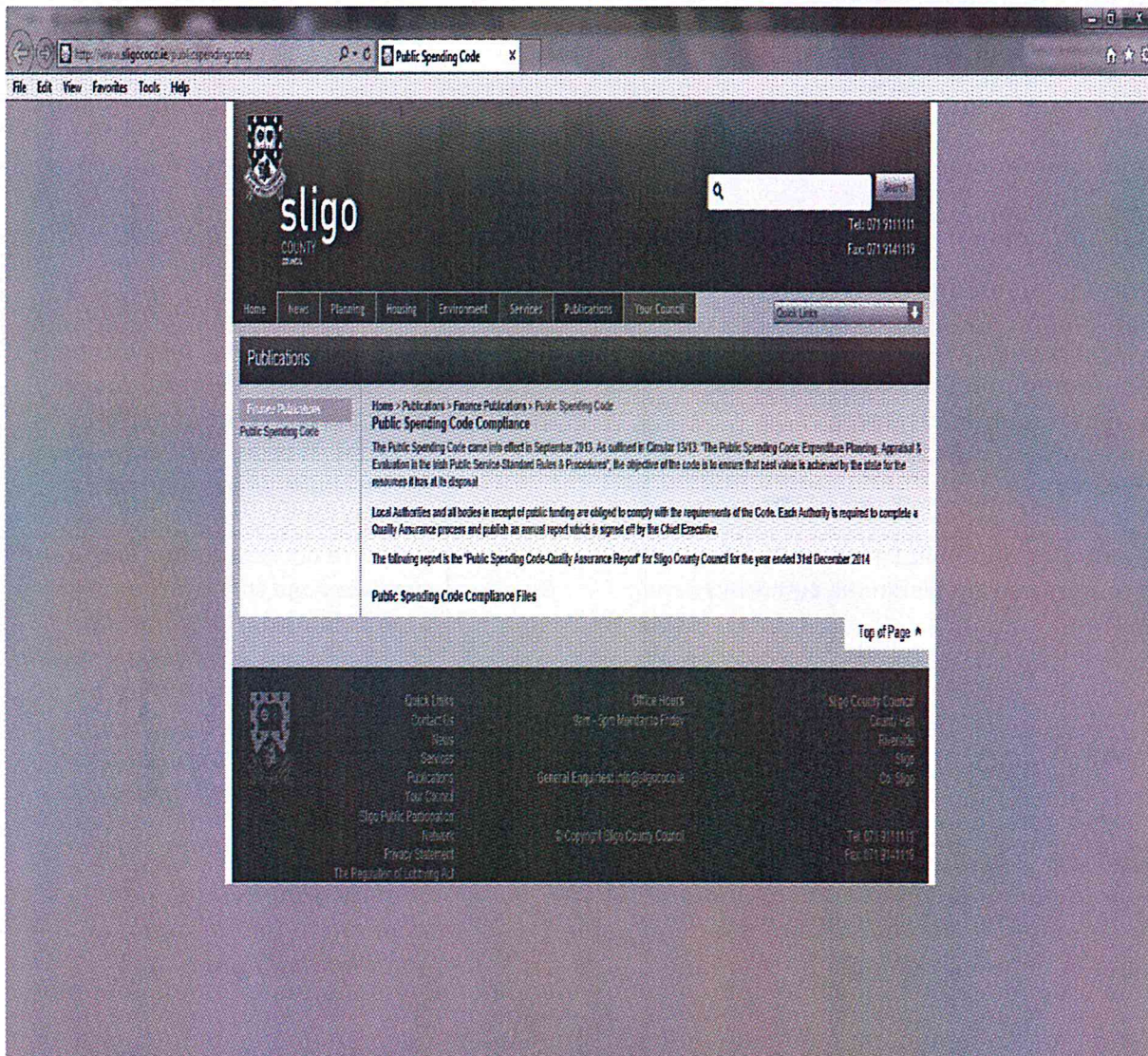
This includes Capital Projects that were completed in the year, capital grant schemes that were completed/discontinued and current expenditure schemes or programmes that were completed/discontinued.

The total inventory value for Sligo County Council for the year ended 31st December 2016 is €311.9M.

4. Published Summary of Procurements (Step 2 of QA Process)

Sligo County Council will publish its Quality Assurance Report and details of procurements in excess of €10m, for 2016 inventories, on its website at the following link:

<http://www.sligococo.ie/publicspendingcode/>



The Authority will continue to update the information as new relevant procurements arise.

5. Assessment of Compliance (Step 3 of QA Process)

The following high level checklists have been completed by the Authority:

1. General Obligations not specific to individual projects/programmes
2. Capital Projects/Capital Grant Schemes being considered
3. Current Expenditure being considered
4. Capital Expenditure being incurred
5. Current Expenditure being incurred
6. Capital Expenditure completed
7. Current Expenditure completed

Checklist 1

General Obligations not specific to individual projects/programmes	Self-Assessed Compliance Rating: 1 – 3	Discussion/Action Required
1.1 Does the local authority ensure, on an on-going basis, that appropriate people within the authority and its agencies are aware of the requirements of the Public Spending Code (incl. through training)	2	All relevant staff and agencies have been notified of their obligations under the PSC. When training is undertaken additional clarifications will be issued where required.
1.2 Has training on the Public Spending Code been provided to relevant staff within the authority?	2	Guidance documentation has been circulated and training needs have been identified. Staff from Sligo County Council attended external training courses on the Public Spending Code during 2016 and when further training occurs staff from the Council will avail of this training.
1.3 Has the Public Spending Code been adapted for the type of project/programme that your local authority is responsible for? i.e., have adapted sectoral guidelines been developed?	3	Yes. A guidance document has been developed for the QA adapting the PSC to Local Government structures and approach.
1.4 Has the local authority in its role as Sanctioning Authority satisfied itself that agencies that it funds comply with the Public Spending Code?	N/A	Authority is not a Sanctioning Agency.
1.5 Have recommendations from previous QA reports (incl. spot checks) been disseminated, where appropriate, within the local authority and to agencies?	3	Recommendations are notified to relevant parties for review and application.
1.6 Have recommendations from previous QA reports been acted upon?	2	Recommendations are reviewed and are presently being implemented by relevant parties.

1.7 Has an annual Public Spending Code QA report been certified by the local authority's Chief Executive, submitted to NOAC and published on the authority's website?	3	2014, 2015 and 2016 report submitted and published.
1.8 Was the required sample of projects/programmes subjected to in-depth checking as per step 4 of the QAP?	3	Yes the required sample to cover at least an annual average of 5% of total inventory values, over a three year rolling period was subjected to an in-depth review.
1.9 Is there a process in place to plan for ex post evaluations/Post Project Reviews? Ex-post evaluation is conducted after a certain period has passed since the completion of a target project with emphasis on the effectiveness and sustainability of the project.	3	Yes – standard part of Scheme Management for both TII, DTTAS and Department of Housing, Planning, Community and Local Government in relation to housing capital projects.
1.10 How many formal Post Project Review evaluations have been completed in the year under review? Have they been issued promptly to the relevant stakeholders / published in a timely manner?	3	Road Schemes that had final expenditure in 2016 and PP reviews discussed at TII meetings.
1.11 Is there a process to follow up on the recommendations of previous evaluations/Post project reviews?	3	Yes
1.12 How have the recommendations of previous evaluations / post project reviews informed resource allocation decisions?	3	Yes- are used as a learning tool for future projects.
Self-Assessed Ratings: 1 - Scope for significant improvements, 2 - Compliant but with some improvement necessary, 3 - Broadly compliant		

Checklist 2: -To be completed in respect of capital projects/programmes & capital grant schemes that were under consideration in the past year.

Capital Expenditure being considered – Appraisal and Approval	Self-Assessed Compliance Rating: 1 – 3	Comment/Action Required
2.1 Was a preliminary appraisal undertaken for all projects > €5m?	3	
2.2 Was an appropriate appraisal method used in respect of capital projects or capital programmes/grant schemes?	3	
2.3 Was a CBA/CEA completed for all projects exceeding €20m?	3	Yes, where required.
2.4 Was the appraisal process commenced at an early stage to facilitate decision making? (i.e. prior to the decision	3	
2.5 Was an Approval in Principle granted by the Sanctioning Authority for all projects before they entered the planning and design phase (e.g. procurement)?	3	
2.6 If a CBA/CEA was required was it submitted to the relevant Department for their views?	3	Was approved through the relevant funding Authority.
2.7 Were the NDFA consulted for projects costing more than €20m?	3	Was approved through the relevant funding Authority.
2.8 Were all projects that went forward for tender in line with the Approval in Principle and, if not, was the detailed appraisal revisited and a fresh Approval in Principle granted?	3	
2.9 Was approval granted to proceed to tender?	3	
2.10 Were procurement rules complied with?	2	Yes sample audit checks should be conducted to verify compliance.
2.11 Were State Aid rules checked for all supports?	3	Yes where applicable.
2.12 Were the tenders received in line with the Approval in Principle in terms of cost and what is expected to be delivered?	3	Where costs were significantly higher re-tenders were issued.
2.13 Were performance indicators specified for each project/programme that will allow for a robust evaluation at a later date?	2	Each project would have budgets and expected outcome defined. Less formality where projects were smaller.
2.14 Have steps been put in place to gather performance indicator data?	2	Yes project managers to track and monitor against objectives.
Self-Assessed Ratings: 1 - Scope for significant improvements, 2 - Compliant but with some improvement necessary, 3 - Broadly compliant		

Checklist 3: - New Current expenditure or expansion of existing current expenditure under consideration

Current Expenditure being considered – Appraisal and Approval	Self-Assessed Compliance Rating: 1 – 3	Comment/Action Required
3.1 Were objectives clearly set out?	No Projects in this Category for 2016	
3.2 Are objectives measurable in quantitative terms?	No Projects in this Category for 2016	
3.3 Was a business case, incorporating financial and economic appraisal, prepared for new current expenditure?	No Projects in this Category for 2016	
3.4 Was an appropriate appraisal method used?	No Projects in this Category for 2016	
3.5 Was an economic appraisal completed for all projects exceeding €20m or an annual spend of €5m over 4 years?	No Projects in this Category for 2016	
3.6 Did the business case include a section on piloting?	No Projects in this Category for 2016	
3.7 Were pilots undertaken for new current spending proposals involving total expenditure of at least €20m over the proposed duration of the programme and a minimum annual expenditure of €5m?	No Projects in this Category for 2016	
3.8 Have the methodology and data collection requirements for the pilot been agreed at the outset of the scheme?	No Projects in this Category for 2016	
3.9 Was the pilot formally evaluated and submitted for approval to the relevant Department?	No Projects in this Category for 2016	
3.10 Has an assessment of likely demand for the new scheme/scheme extension been estimated based on empirical evidence?	No Projects in this Category for 2016	
3.11 Was the required approval granted?	No Projects in this Category for 2016	
3.12 Has a sunset clause (as defined in section B06, 4.2 of the Public Spending Code) been set?	No Projects in this Category	
3.13 If outsourcing was involved were procurement rules complied with?	No Projects in this Category for 2016	
3.14 Were performance indicators specified for each new current expenditure proposal or expansion of existing current expenditure programme which will allow for a robust evaluation at a later date?	No Projects in this Category for 2016	
3.15 Have steps been put in place to gather performance indicator data?	No Projects in this Category for 2016	
Self-Assessed Ratings: 1 - Scope for significant improvements, 2 - Compliant but with some improvement necessary, 3 - Broadly compliant		

Checklist 4: - To be completed in respect of capital projects/programmes & capital grants schemes incurring expenditure in the year under review.

Incurring Capital Expenditure	Self-Assessed Compliance Rating: 1 – 3	Comment/Action Required
4.1 Was a contract signed and was it in line with the Approval in Principle?	3	
4.2 Did management boards/steering committees meet regularly as agreed?	2	Yes for all large projects, less formal for smaller scale projects.
4.3 Were programme co-ordinators appointed to co-ordinate implementation?	3	
4.4 Were project managers, responsible for delivery, appointed and were the project managers at a suitably senior level for the scale of the project?	3	
4.5 Were monitoring reports prepared regularly, showing implementation against plan, budget, timescales and quality?	2	Yes for all large projects, less formal for smaller scale projects.
4.6 Did projects/programmes/grant schemes keep within their financial budget and time schedule?	2	There were no major overruns on projects.
4.7 Did budgets have to be adjusted?	2	There were a small number of instances where the budget had to be adjusted due to additional works required.
4.8 Were decisions on changes to budgets / time schedules made promptly?	3	
4.9 Did circumstances ever warrant questioning the viability of the project/programme/grant scheme and the business case incl. CBA/CEA? (exceeding budget, lack of progress, changes in the environment, new evidence, etc.)	2	In small number of cases change in market conditions from original scheme necessitated the need for review of the business case.
4.10 If circumstances did warrant questioning the viability of a project/programme/grant scheme, was the project subjected to adequate examination?	3	
4.11 If costs increased was approval received from the Sanctioning Authority?	3	Yes Sanctioning Authority approved increased costs where relevant.
4.12 Were any projects/programmes/grant schemes terminated because of deviations from the plan, the budget or because circumstances in the environment changed the need for the investment?	No	
Self-Assessed Ratings: 1 - Scope for significant improvements, 2 - Compliant but with some improvement necessary, 3 - Broadly compliant		

Checklist 5: - To be completed in respect of current expenditure programmes incurring expenditure in the year under review.

Incurring Current Expenditure	Self-Assessed Compliance Rating: 1 – 3	Comment/Action Required
5.1 Are there clear objectives for all areas of current expenditure?	3	Annual Budget defines the expenditure for the year.
5.2 Are outputs well defined?	2	National KPI's set out.
5.3 Are outputs quantified on a regular basis?	2	Yes, National KPI's are set annually.
5.4 Is there a method for monitoring efficiency on an on-going basis?	2	Budget monitoring on a monthly basis and regular team meetings to review activities carried out.
5.5 Are outcomes well defined?	3	
5.6 Are outcomes quantified on a regular basis?	3	
5.7 Are unit costings compiled for performance monitoring?	2	
5.8 Are other data compiled to monitor performance?	2	Data available in individual sections/departments to monitor performance.
5.9 Is there a method for monitoring effectiveness on an on-going basis?	2	
5.10 Has the organisation engaged in any other 'evaluation proofing' ¹ of programmes/projects?	2	Data available in individual sections/departments to monitor performance.
Self-Assessed Ratings: 1 - Scope for significant improvements, 2 - Compliant but with some improvement necessary, 3 - Broadly compliant		

Checklist 6: - To be completed in respect of capital projects/programmes & capital grant schemes discontinued in the year under review.

Capital Expenditure Completed	Self-Assessed Compliance Rating: 1 – 3	Comment/Action Required
6.1 How many post project reviews were completed in the year under review?	1	
6.2 Was a post project review completed for all projects/programmes exceeding €20m?	N/a	
6.3 Was a post project review completed for all capital grant schemes where the scheme both (1) had an annual value in excess of €30m and (2) where scheme duration was five years or more?	N/a	
6.4 Aside from projects over €20m and grant schemes over €30m, was the requirement to review 5% (Value) of all other projects adhered to?	Not as yet	Will implement procedure to ensure projects recently ended are subject to post project review.
6.5 If sufficient time has not elapsed to allow for a proper assessment, has a post project review been scheduled for a future date?	2	
6.6 Were lessons learned from post-project reviews disseminated within the Sponsoring Agency and to the Sanctioning Authority? (Or other relevant bodies)	3	
6.7 Were changes made to practices in light of lessons learned from post-project reviews?	3	
6.8 Were project reviews carried out by staffing resources independent of project implementation?	1	
Self-Assessed Ratings: 1 - Scope for significant improvements, 2 - Compliant but with some improvement necessary, 3 - Broadly compliant		

Checklist 7: - To be completed in respect of current expenditure programmes that reached the end of their planned timeframe during the year or were discontinued.

Current Expenditure that (i) reached the end of its planned timeframe or (ii) was discontinued	Self-Assessed Compliance Rating: 1 – 3	Comment/Action Required
7.1 Were reviews carried out of current expenditure programmes that matured during the year or were discontinued?	No Projects in this Category for 2016	
7.2 Did those reviews reach conclusions on whether the programmes were efficient?	No Projects in this Category for 2016	
7.3 Did those reviews reach conclusions on whether the programmes were effective?	No Projects in this Category for 2016	
7.4 Have the conclusions reached been taken into account in related areas of expenditure?	No Projects in this Category for 2016	
7.5 Were any programmes discontinued following a review of a current expenditure programme?	No Projects in this Category for 2016	
7.6 Were reviews carried out by staffing resources independent of project implementation?	No Projects in this Category for 2016	
7.7 Were changes made to the organisation's practices in light of lessons learned from reviews?	No Projects in this Category for 2016	
Self-Assessed Ratings: 1 - Scope for significant improvements, 2 - Compliant but with some improvement necessary, 3 - Broadly compliant		

Main issues arising from Checklist Assessment

The above checklists represent Sligo County Council's assessment of its compliance with the Public Spending Code. Overall, while there is a good level of compliance in most areas, the quality assurance process also has assisted in identifying areas where there are weaknesses and where improvements are required.

The authority has met the obligations in preparing and submitting to NOAC, the PSC report for the expenditure year ended 31st December 2016, which includes the completion of the required inventories and checklists and the conduction of an in depth review on the required sample of total inventory.

Under the current expenditure categories there were no new/extended programmes under consideration in 2016 and no programmes ended/discontinued within the year. Where current expenditure was incurred during the year, the rating of compliance was mainly in band 2 which is "Compliant with some improvement necessary". The authority will review the measurements of output, efficiency and effectiveness currently employed and assess if additional methods of monitoring outcomes could be developed to strengthen the process.

The capital checklists prepared for 2016 show, in general, a high level of compliance with the code. In the case of smaller scale schemes/projects there is the opportunity to introduce more structured procedures to strengthen documentation and management of such projects.

The QA process highlighted the need for training, to ensure that all staff, who will be involved in expenditure and budgetary management, will be familiar with the code and its related obligations. In addition to internal training the Authority welcomes the commencement of the provision of training within the sector. Staff from the Council attended external training provided during 2016 and will avail of future external training when this occurs.

6. In-depth Checks (Step 4 of QA Process)

The following section presents a summary of the findings of the In-Depth Check on the Capital Assistance Scheme- Nazareth Housing Association Sligo

Objectives: To conduct an in-depth review on the scheme and form an opinion on the level of assurance that can be provided on compliance with the PSC requirements.

Findings: The review found that controls in place in relation to the management of the "Capital Assistance Scheme-Nazareth Housing Association Sligo" housing scheme would provide reasonable assurance that the project meets the requirements of the Public Spending Code. While the appraisal and management processes followed were generally in keeping with best practice, there are areas of control weaknesses where improvements could be implemented.

Because the scheme, which was initially identified by the Approved Housing Body in 2004 and has been in development for a number of years, much of the work to date predated the Public Spending Code. The review was conducted with a reference to the current guidelines issued in relation to the in-depth review. The main findings are summarised below:

- (i) A lengthy appraisal of the project was carried out from the project's initiation by the Approved Housing Body to the final approval of the project by the Sanctioning Authority. The reason for the lengthy appraisal was due to the original business case submitted by the Approved Housing Body that was not fully in line with the Sanctioning Authorities or Sponsoring Body housing need. - During the review process an in-depth examination was carried out by both the Sponsoring Body and Sanctioning Authority of the initial brief, associated costs both of the design & construction costs, projected delivery costs, design team fees, land costs, and general project costs. As a result of these examinations revised submissions were submitted to the Sanctioning Authority resulting in a final project that aligned with the project objectives and outputs.

- (ii) The Project time line was lengthy from inception to completion, and key decisions in relation to public expenditure by the Sanctioning Authority were set against the developing financial crisis that was to grip the Public Finances.
- (iii) Once the Sanctioning Authority approved the Budget Cost, the procurement of the Contractor through a Restricted Procedure was carried out in accordance with EU Procurement Rules. The Sanctioning Authority had some minor observations on the qualitative criteria used by the AHB as part of the tender process.
- (iv) The project progressed well through the construction period on site, and the Final Account was processed in a timely manner. The Housing Section Files, Volumes A- D record and contain the necessary documents to support the Appraisal, Implementation and funding decisions made throughout the project delivery.
- (v) A post Project Review has yet to be completed. It is recommended that the post project review for this project will be completed during 2017.
- (vi) Data availability - copies of project available site minutes and project progress reports issued by the Project Manager to Nazareth Housing Association to be issued to Sligo County Council together with progress reports issued to the AHB for record purposes.
- (vii) Internal project progress reports- recommendation that a project specific template be prepared for capital projects to inform Management of project progress. This may have two sections (i) administrative issues (ii) technical issues.

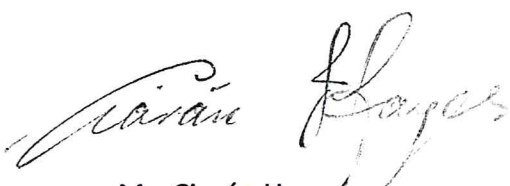
7. Conclusion

The Public Spending Code Quality Assurance Report, inventories and checklists have been completed by the Authority for the year ended 31st December 2016. While there are no serious areas of non-compliance with the PSC noted in the report, the Authority has identified where conformance with the PSC requirements could be strengthened and improved. The Authority will continue to review these areas and identify and implement improvements in its processes.

8. Certification

This Annual Quality Assurance Report reflects Sligo County Council's assessment of compliance with the Public Spending Code. It is based on the best financial, organisational and performance related information available across the various areas of responsibility.

Signed by:

A handwritten signature in black ink, reading 'Ciarán Hayes', written in a cursive style.

Mr. Ciarán Hayes,
Chief Executive

31st May 2017

9. Appendices

- **A.** In-depth Review Template
- **B.** Inventory Templates Attached

Quality Assurance – In Depth Check

Section A: Introduction

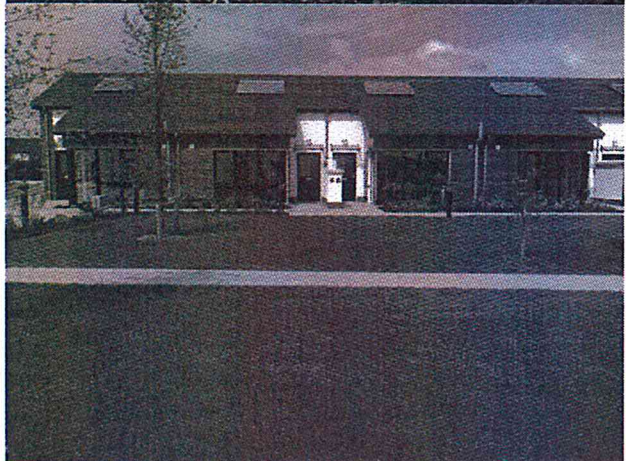
This introductory section details the headline information on the programme or project in question.

Programme or Project Information	
Name	Capital Assistance Scheme- Nazareth Housing Association Sligo
Detail	Provision of 49 Social Housing Dwellings including Caretaker's Dwelling
Responsible Body	Department of Housing Planning Community & Local Government- Dept Ref CA05000056
Current Status	Expenditure Being Incurred as of 2016
Start Date	First Proposed in 2004
End Date	Construction Completed
Overall Cost	€6,577,964 per Dept approval 28/11/14

Project Description

This is a Capital Assistance Scheme, funded by the Department of Housing Community Planning & Local Government (DHPCLG). The development is being promoted by an Approved Housing Body (AHB), Nazareth Housing Association (Sligo) Ltd. and was administered by the Sponsoring Body, Sligo Borough Council's Housing Section now subsumed into Sligo County Council and thereby Sligo County Council Housing Section.

The development consists of 48 no single bedroom two person dwellings aimed at the elderly community together with a three bedroom caretaker home. The development is set within the parkland grounds of the former Nazareth House Orphanage at Chapel Sligo – now in the ownership of the HSE, - and is adjacent to a newly constructed Nursing Home for acute elderly care. The nursing home has supporting facilities such as, cafe, hairdressers, library, and chapel, which are all available for use to the residents of the new housing development.



Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Sligo County Council has completed a Programme Logic Model (PLM) for the Capital Assistance Scheme- Nazareth Housing Association Sligo. A PLM is a standard evaluation tool and further information on their nature is available in the Public Spending Code.

Objectives	Inputs	Activities	Outputs	Outcomes
See Below	See Below	See Below	See Below	See Below

Description of Programme Logic Model:

Objectives: To develop 49no housing units specifically designed for the elderly in a setting that was close to amenities and associated maintained care facilities while at the same time releasing larger social housing units for families identified on the social housing assessment of need. 48no of the units developed consisted of two person, single bedroom, single storey dwellings together with a single caretakers dwelling and all associated site works and landscaping focused at the elderly.

Inputs: The primary input to the programme was the capital funding of €6,577,964 which was provided for by the Department of Housing Planning Community & Local Government.

Activities: There were a number of key activities carried out through the project including, site investigation, topographical site survey, design reviews, pre-planning consultations with the Local Planning Authority, reviews with Sligo County Council Housing Section, Lodgement of Planning Application to Sligo County Council, Cost Planning, consultation and Cost Planning review with Sligo County Council Housing Section and Nazareth Housing Association and the DHPCLG.


Outputs: Having carried out the identified activities using the inputs, the outputs of the project are for specifically designed housing units for the elderly with a view to releasing inappropriate social housing units of a larger size (due to 'empty nesting') for families of more suitable size identified on the social housing assessment of need.

Outcomes: The envisaged outcome of the project was to increase the level of specifically designed housing for the elderly in a setting that was close to amenities and associated maintained care facilities.

Section B - Step 2: Summary Timeline of Project/Programme

The following section tracks the Capital Assistance Scheme- Nazareth Housing Association Sligo from inception to conclusion in terms of major project/programme milestones

February 2004	<p>Initiation of Proposed Capital Assistance Scheme Project: Sligo Borough Council (SBC) Housing Officer contacted by Nazareth House Management Ltd. re proposal to provide 30no Independent dwellings, 20no assisted independent living units, a day centre and a caretakers dwelling on the grounds of Nazareth House Sligo.</p>
June 2004	<p>Preliminary CAS1 application form submitted by the Approved Housing Body to SBC for review. Queries were raised by Sligo County Council in relation to Design Team Costs so that CAS1 and CF1 application forms could be fully completed prior to submission to the Sanctioning Authority for approval.</p>
July 2004	<p>CAS Submission Form and CF1 form submitted to the Sanctioning Authority for approval.</p>
August 2004	<p>SBC submitted queries to the Approved Housing Body in terms of drawings , costs, and seeks confirmation that Nazareth Housing NHA (Ltd) will adhere to Terms of the Scheme and in particular Clause 4.5(i) and Clause 9.5 of the memorandum Voluntary Housing Unit 2/02.</p>
December 2004	<p>Nazereth Housing Association (Ltd.) provide response to SBC's queries.</p>
April 2005	<p>Following Reviews of the development, SBC submit updated CAS1, CAS2, CF1 and CF2 forms to the DHPCLG – Dept Ref. CA 05 0056.</p>
July 2005	<p>Technical Queries received from DHPCLG relating to the design issues.</p>
June 2007	<p>PL 07/70017 Planning Permission Granted 05/06/2007.</p>
March 2010	<p>Sanctioning Authority issues budget approval €7,408,783 and approval to proceed to Tender.</p>
3 April 2010	<p>Publication of a contract notice and qualification questionnaire in the Official Journal of the European Union (OJEU) under the Restricted Procedure.</p>
4-9 June 2010	<p>Evaluation of Responses to Questionnaire.</p>
10 June 2010	<p>Issue of Notification Letters in Line with the New Remedies Regulation (SI130 of 2010).</p>



27 July 2010	Invitation to Tender documentation was issued to selected restricted tender list via eTenders Website.
1 September 2010	6 no. Tenders Received.
2-17 September 2010	MEAT (Most Economically Advantageous Tenders) Evaluation of Tenders.
21 September 2010	Successful Contractor Recommended.
13 October 2010	Sponsoring Body (SBC) issues tender documents to sanctioning body for approval to appoint contractor: Tender Report ; SHIP 04 Cost Plan/Tender Analysis; Form SHIP03 in the amount of €6,743,806 (with Form HC A1A attached); Technical Report SBC Architect; Forms CAS 1 & CF 1 as completed by Nazareth Housing Association; Forms CAS2 & CF2 as completed by SBC.
09 November 2010	Sanctioning Authority (DHPCLG) approval of recommended contractor and all-in budget of €6,239,202 issued prematurely and withdrawn due to issues under consideration that had not been fully resolved.
24 November	Sanctioning Authority (DHPCLG) issues approval of recommended contractor and all-in budget of €6,201,032.
13 January 2011	Letter of Acceptance signed with contractor for contract sum €4,479,700 excluding VAT.
27 July 2012	Certificate of Substantial Completion issued.
6 March 2013	Certificate of Payment final account €4,551,362 excluding VAT.

Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Capital Assistance Scheme- Nazareth Housing Association Sligo.

Project/Programme Key Documents	
Title	Details
Original Business Case	Completion CAS1, CAS2, CF1 and CF2 forms together with supporting Cost Plan Documents to the DHPCLG
Monthly Management Reports	Internal SBC Project Progress Reports as part of the Monthly Housing Meeting Agenda. Interim Certificates of Payments and minutes of Site meetings, Project Progress Report as Issued by Project Manager to Nazareth Housing Association
Post-Project Review	To Be Completed

Key Document 1: Original Business Case:

While there was an initial submission and associated required CAS application Forms to support this application from the Approved Housing Body it became clear that the original ambition as set out by the AHB was not fully in line with the Sanctioning Authority or Sponsoring Authority's housing need. The original Business case as submitted underwent a protracted review by both the Sponsoring Body and Sanctioning Authority relating to design and associated costs of the project. Final documents issued as listed above reflecting the desired design and cost outputs were submitted to the Sanctioning Authority.

Key Document 2: Monthly Management reports:

While an exhaustive correspondence between the Project Manager acting on behalf of the AHB and Housing Officer acting on behalf of the Sponsoring body continued throughout the assessment of the project and while the CAS project was on the agenda for each monthly housing meeting, the detail of the monthly Management reports could have been more structured to reflect the varying issues that pertained to the development. Copies of interim certificates recommendations were submitted to the Sponsoring Body in advance of payments being drawn down from the Sanctioning Authority. These gave an indication of overall contract spend and general payments and expenditure were available to the Council on the AGRESSO System.

Key Document 3: Post –Project Review

A post project review has not being carried out to date.

Section B - Step 4: Data Audit

The following section details the data audit that was carried out for the Capital Assistance Scheme- Nazareth Housing Association Sligo. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Final Account	Assess difference in Project Cost at Commencement and Completion of Construction	Yes, held by SBC
Number of Dwellings Occupied/let in First 12 months	Assess difference in projected demand and actual take up dwellings	Yes, Held By SBC
Number of Elderly Tenants housed in first 12 Months	Assess difference in assessment of need	Yes, Held By SBC

Data Availability and Proposed Next Steps:

Copies of project available, site minutes and project progress reports issued by the Project Manager to Nazareth Housing Association to be issued to Sligo County Council together with progress reports issued to the AHB for record purposes.

Data referred to above retained by Housing Section, Sligo CoCo – Mr. Joe Murphy, SEO

Section B - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for Capital Assistance Scheme-Nazareth Housing Association Sligo based on the findings from the previous sections of this report.

Does the delivery of the project/programme comply with the standards set out in the Public Spending Code? (Appraisal Stage, Implementation Stage and Post-Implementation Stage)

Yes, the delivery of the project generally complies with the standards set out in the Public Spending Code.

The Appraisal Stage was protracted in that the initial ambition of the Nazareth Housing Association was well challenged in terms of client need and appropriate design. Reviews of the design and associated costs, and need, determined a final housing solution than that originally envisaged.

The post project review has to date not been completed. This review will be completed during 2017.

Is the necessary data and information available such that the project/programme can be subjected to a full evaluation at a later date?

Yes

What improvements are recommended such that future processes and management are enhanced?

Internal Project Progress Reports – while the project was included on the SBC/SCC Monthly Housing Meeting Agenda, the detail of the specific project and related issues were not included. Recommendation that a Project Specific Template be prepared for Capital Projects to inform the Internal Management Team of Project Progress. This may have two Sections, (i) Administrative Issues and (ii) Technical Issues.

Section: In-Depth Check Summary

The following section presents a summary of the findings of this In-Depth Check on the Capital Assistance Scheme- Nazareth Housing Association Sligo

Objectives: To conduct an in-depth review on the scheme and form an opinion on the level of assurance that can be provided on compliance with the PSC requirements.

Findings: The review found that controls in place in relation to the management of the “**Capital Assistance Scheme-Nazareth Housing Association Sligo**” housing scheme would provide reasonable assurance that the project meets the requirements of the Public Spending Code. While the appraisal and management processes followed were generally in keeping with best practice, there are areas of control weaknesses where improvements could be implemented.

Because the scheme, which was initially identified by the Approved Housing Body in 2004 and has been in development for a number of years, much of the work to date predated the Public Spending Code. The review was conducted with a reference to the current guidelines issued in relation to the in-depth review. The main findings are summarised below:

- (i) A lengthy appraisal of the project was carried out from the project's initiation by the Approved Housing Body to the final approval of the project by the Sanctioning Authority. The reason for the lengthy appraisal was due to the original business case submitted by the Approved Housing Body that was not fully in line with the Sanctioning Authorities or Sponsoring Body housing need. During the review process an in-depth examination was carried out by both the Sponsoring Body and Sanctioning Authority of the initial brief, associated costs both of the design & construction costs, projected delivery costs, design team fees, land costs, and general project costs. As a result of these examinations revised submissions were submitted to the Sanctioning Authority resulting in a final project that aligned with the project objectives and outputs.
- (ii) The Project time line was lengthy from inception to completion, and key decisions in relation to public expenditure by the Sanctioning Authority were set against the developing financial crisis that was to grip the Public Finances.
- (iii) Once the Sanctioning Authority approved the Budget Cost, the procurement of the Contractor through a Restricted Procedure was carried out in accordance with EU Procurement Rules. The Sanctioning Authority had some minor observations on the qualitative criteria used by the AHB as part of the tender process.
- (iv) The project progressed well through the construction period on site, and the Final Account was processed in a timely manner. The Housing Section Files, Volumes A- D record and contain the necessary documents to support the Appraisal, Implementation and funding decisions made throughout the project delivery.
- (v) A post Project Review has yet to be completed. It is recommended that the post project review for this project will be completed during 2017.
- (vi) Data availability-Copies of Project available site minutes and project progress Reports issued by the Project Manager to Nazareth Housing Association to be issued to Sligo County Council together with progress reports issued to the AHB for record purposes.
- (vii) Internal Project Progress Reports- recommendation that a project specific template be prepared for capital projects to inform Management of project progress. This may have two sections (i) administrative issues (ii) technical issues.

Appendix B

Local Authority		Expenditure being considered						Expenditure being incurred				Expenditure currently ended				Notes
		Current > €0.5m		Capital Grant Schemes > €0.5m	Capital Projects				Current Expenditure	> €0.5m		> €0.5m				
					€0.5 - €5m	€5 - €20m	€20m plus	Capital Grant Schemes		Capital Projects	Current Expenditure	Capital Grant Schemes	Capital Projects			
Sligo County Council 2016			€0.5m	€0.5 - €5m	€5 - €20m	€20m plus										
Sligo County Council																
Housing & Building																
A01 Maintenance/Improvement of LA Housing							€2.0									
A03 Housing Rent and Tenant Purchase Administration							€0.5									
A06 Support to Housing Capital & Affordable Programme							€0.7									
A07 RAS Programme							€4.2									
A08 Housing Loans							€1.6									
A09 Housing Grants							€1.4									
Housing Development at Knappagh Rd				€4.10	€7.20											
Housing Development at Rosseess Point				€2.10												
Housing Development at Collooney					€17.90											
Social Housing Development at Maugheraboy																
CAS 2015 Project St Vincent de Paul at Cuan Iosa Ballymore				€1.70												
CAS Project Newgrove Housing Assoc, Tonaphubblie				€0.50												
Housing Development at Strandhill				€3.10												
Refurbishment to 96 Units in Cranmore				€2.20												
Community Centre Cranmore				€2.00												
New Link Via Joe McDonnell Drive				€0.75												
Environmental Improvement Cranmore				€1.50												
Social Housing Project Fr. Flanagan Terrance										€3.70						
CAS Project Oaklee Housing Trust, Johnsons Court										€1.40						
CAS Project Newgrove Housing Assoc, Strandhill										€0.60						
CAS Project St. Vincent De Paul, 5A Charles Street										€0.70						
CAS Project Nazareth House, Church Hill										€6.60						
CAS Project Sophia Housing Assoc, Tubbercurry										€9.50						
CAS Project Focus Housing, Old Quay Court										€0.60						
Part V Acquisitions 6 Units Dorrins Strand																
House Acquisition Programme 2014										€2.90					€0.90	
House Acquisition Programme 2015										€3.70					€1.90	
House Acquisition Programme 2016															€0.70	
Energy Efficiency Programme 2015															€1.10	
Returning Vacant Properties to Productive Use																
Road Transportation and Safety																
B01 NP Road -Maintenance and Improvement							€4.8									
B02 NS Road -Maintenance and Improvement							€0.9									
B03 Regional Road-Maintenance and Improvement							€4.0									
B04 Local Road-Maintenance and Improvement							€8.5									
B05 Public Lighting							€0.7									
B11 Agency & Recoupable Services							€1.5									
N4 Cloonamahan to Castlebaldwin										€8.80						
N16 Gortnagrelly							€100									
Active Travel Towns							€25								€0.70	
Hughes Bridge															€3	
Western Distributor Road							€15			€20					€1	
Eastern Garavogue River Bridge & Approach Roads															€0.60	
N17/R294 Roundabouts																
N17 Thornhill Bridge																
N4/N15 Urban Improvement							€2.50									
Ciar Programme 2016							€0.70			€0.60						
Ciar Programme 2017																

[illegible]