ABERDEEN CITY COUNCIL

HOUSING CAPITAL PROGRAMME REVIEW

Noted below is RLF's template for the above review based on an initial reading of the brief and supporting documentation. Highlighted in yellow are the areas where RLF propose to begin to conduct further consultation with ACC stakeholders.

This initial consultation will require to take place during weeks commencing 30/11/2009 and 7/12/2009 to allow an initial report to be delivered to ACC prior to the Christmas break as requested. Attached is a schedule of proposed meetings to accommodate this.

An outline programme is also attached showing the key activities in tabular form.

REVIEW TEMPLATE

1. Introduction
    - 1.1. Background
    - 1.2. Objectives
    - 1.3. Scope
    - 1.4. Programme

2. Works Programme
    - 2.1. SHQS Standards
        - 2.1.1. Compliance with Standards
            - 2.1.1.1. Progress to Date
            - 2.1.1.2. Validation
            - 2.1.1.3. Future Works
            - 2.1.1.4. Monitoring and Reporting
        - 2.1.2. Programme
            - 2.1.2.1. Progress to Date
            - 2.1.2.2. Validation
            - 2.1.2.3. Future Works to 2015
            - 2.1.2.4. Monitoring and Reporting
        - 2.1.3. Cost and Value
            - 2.1.3.1. Expenditure to Date
            - 2.1.3.2. Validation
            - 2.1.3.3. Future Works
            - 2.1.3.4. Monitoring and Reporting

2.2. Projects
2.2.1. Content
2.2.1.1. SHQS
2.2.1.2. Non-SHQS
2.2.1.3. Kitchens
2.2.1.4. Bathrooms
2.2.1.5. Internal Environment
2.2.1.6. External Environment
2.2.1.7. Individual Trades
2.2.1.8. Several Works
2.2.2. Current Projects
2.2.3. Future Projects
2.2.4. Procurement
2.2.4.1. Planned
2.2.4.2. Emergency
2.2.4.3. Frameworks
2.2.4.4. Individual Projects
2.2.5. Cost and Value
2.2.5.1. Expenditure to Date
2.2.5.2. Validation
2.2.5.3. Future Works
2.2.5.4. Monitoring and Reporting
2.3. Asset Management System
2.3.1. Current System
2.3.2. Decision Making
2.3.3. Option Appraisal
2.3.4. Condition Survey
2.3.4.1. Data Quality
2.3.4.2. Updating Data
2.3.4.3. Data Validation
2.3.4.4. IT System
2.3.4.4.1. System Design and Purpose
2.3.4.4.2. Sources of Data
2.3.4.4.3. Data Updating
2.3.4.4.4. Supporting IT Infrastructure

2.4. Financial
2.4.1. Costs to Date
2.4.2. Value for Money

3. Procurement and Delivery
3.1. Procurement
3.1.1. Current Methodology
3.1.1.1. Contractors
3.1.1.1.1. Individual Appointments
3.1.1.1.2. Frameworks
3.1.1.2. Consultants
3.1.1.2.1. Individual Appointments
3.1.1.2.2. Frameworks
3.1.2. Work Scoping
3.1.3. Compliance
3.1.3.1. Internal Procedures
3.1.3.1.1. Standing Orders
3.1.3.1.2. Public Procurement Guidelines
3.1.4. Cost and Value
3.2. Delivery
3.2.1. Current Practices
3.2.2. Current Resources
3.2.2.1. People
3.2.2.1.1. Project Structure
3.2.2.1.2. Roles and Responsibilities
3.2.2.2. Procedures
3.2.2.3. Systems
3.2.3. Measurement and Value
3.2.3.1. Quality
3.2.3.2. Cost
3.2.3.3. Time
4. Contract Performance
4.1. Current Arrangements
4.2. Project
4.2.1. Post Contract

4.2.1.1. Project Team
4.2.1.2. Contractor
4.2.2. End of Project
4.2.2.1. Contractor Review by Lead Consultant
4.3. Project Team Members
4.4. Contractor
4.5. Successfulness
4.6. Feedback
4.7. Stakeholder Reviews
4.7.1. Client
4.7.2. Tenants
4.8. Milestones
4.9. Content
4.10. Feedback Improvements
4.11. Housing Regulator Self Assessment

5. Parallel Projects by Others
5.1. Management of asbestos
5.2. Building Services business plan
5.3. New Build Projects
5.4. Scenario Planning for budget reduction
5.5. Procurement of IT – modifications for Asset Database
5.6. Factoring
5.7. Gas maintenance improvements
5.8. Fire prevention measure – Multi Storey Blocks
5.9. Housing Service Restructuring