

**Comhairle Contae  
Fhine Gall**  
Fingal County  
Council



**Quality Assurance Report for 2017**  
**Fingal County Council**

**31<sup>st</sup> May 2018**

Submitted to the National Oversight and Audit Commission  
in compliance with the Public Spending Code

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## 1. Introduction

Fingal County Council has completed this Quality Assurance Report as part of its on-going compliance with the Public Spending Code (PSC). The Quality Assurance procedure aims to gauge the extent to which Fingal County Council and its associated agencies are meeting the obligations set out in the Public Spending Code<sup>1</sup>. The Public Spending Code ensures that the state achieves value for money in the use of all public funds.

The Quality Assurance Process contains five steps:

- 1. Drawing up Inventories of all projects/programmes at different stages of the Project Life Cycle** (appraisal, planning/design, implementation, post implementation). The inventories include all projects/programmes above €0.5m and cover three stages viz:
  - Expenditure being considered
  - Expenditure being incurred
  - Expenditure that has recently ended.
- 2. Publish summary information on website of all procurements in excess of €10m, whether new, in progress or completed.**
- 3. Checklists to be completed in respect of the different stages.** These checklists allow the Council and its agencies to self-assess their compliance with the code in respect of the checklists which are provided through the PSC document.
- 4. Carry out a more in-depth check on a small number of selected projects/programmes.** A number of projects or programmes are selected for a more in-depth review. This includes a review of all projects from ex-post to ex-ante. At least 5% of the total capital inventory expenditure (or 15% over a three year period) and at least 1% of revenue expenditure (or 3% over a three year period) are subject to in-depth checks.
- 5. Complete a report for the National Oversight and Audit Commission (NOAC)** which includes the inventory of all projects, the website reference for the publication of procurements above €10m, the completed checklists, the Council's judgement on the adequacy of processes given the findings from the in-depth checks and the Council's proposals to remedy any discovered inadequacies.

This report fulfils the fifth requirement of the QA process for Fingal County Council for 2017.

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<sup>1</sup> Public Spending Code, DPER <http://publicspendingcode.per.gov.ie/>

## 2. Expenditure Analysis

### 2.1 Inventory of Projects / Programmes

The first step in the process requires an inventory to be compiled in accordance with the guidance on the Quality Assurance process. The inventory lists all of Fingal County Council's projects and programmes at various stages of the project life cycle which amount to more than €0.5m. The inventory is divided between current and capital expenditure and further broken down as follows:

- Expenditure being considered
- Expenditure being incurred
- Expenditure that has recently ended

In summary, there are 159 projects/programmes included in the inventory. Of these, 59 projects/programmes were being considered, 98 projects/programmes were incurring expenditure and 2 projects had recently ended.

The 2017 inventory is summarised in the following table:

Project / Programme Description	Revenue - €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure (AFS 2017 figures)	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Total Inventory Value
A - Housing & Building	4,445,000	-	23,096,878	15,169,431	-	52,504,880	-	99,007,182	-	-	-	194,223,371
B - Road Transportation & Safety	1,699,000	-	17,600,000	27,000,000	-	26,835,448	-	60,300,000	-	-	-	133,434,448
C - Water Services	-	-	-	-	-	22,792,502	-	-	-	-	-	22,792,502
D - Development Management	1,186,900	-	5,100,000	8,500,000	-	19,471,410	-	4,700,000	-	-	760,000	39,718,310
E - Environmental Services	539,100	-	750,000	-	-	41,448,452	-	24,140,000	-	-	-	66,877,552
F - Recreation & Amenity	2,688,600	-	15,385,000	-	22,145,000	43,919,435	-	17,180,000	-	-	1,300,000	102,618,035
G - Agriculture, Education, Health and Welfare	-	-	-	-	-	-	-	-	-	-	-	-
H - Miscellaneous	-	-	2,450,000	-	-	10,183,823	-	10,127,500	-	-	-	22,761,323
<b>Total Inventory Value €m</b>	<b>10,558,600</b>	<b>-</b>	<b>64,381,878</b>	<b>50,669,431</b>	<b>22,145,000</b>	<b>217,155,950</b>	<b>-</b>	<b>215,454,682</b>	<b>-</b>	<b>-</b>	<b>2,060,000</b>	<b>582,425,541</b>
<b>No. of Projects / Programmes</b>	<b>10</b>	<b>-</b>	<b>42</b>	<b>6</b>	<b>1</b>	<b>47</b>	<b>-</b>	<b>51</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>159</b>

The full inventory can be found in **Appendix 1** of this report.

### 2.2 Published Summary of Procurements

The second step in the process is to publish summary information on the Council's website of all procurements in excess of €10m.

There were **no** procurements in 2017 which exceeded the threshold in this respect.

Fingal County Council publishes this information on its website: [www.fingal.ie/your-council/budgets-expenditure-and-financial-statements/public\\_spending\\_code](http://www.fingal.ie/your-council/budgets-expenditure-and-financial-statements/public_spending_code).

### 3. Assessment of Compliance

#### 3.1 Checklist Completion: Approach taken

The third step in the process involves completing a set of seven self-assessment checklists covering the expenditure set out in the project inventory referred to in 2.1 above. In addition to the self-assessed scoring, answers are accompanied by explanatory comments.

Each question in the checklist is judged by a 3 point scale:

- 1 = Scope for significant improvements
- 2 = Compliant but with some improvement necessary
- 3 = Broadly Compliant

For some questions, the scoring mechanism is not always strictly relevant. In these cases, it is appropriate to mark as N/A and the required information is provided in the commentary box as appropriate.

The set of completed checklists are set out in **Appendix 2** of this report.

#### 3.2 Main issues arising from Checklist Assessment

In respect of the Public Spending Code and its application, all relevant staff are aware of their obligations. Guidance was produced for local authorities in respect of the Quality Assurance Process by the County and City Management Association to ensure a consistent approach across the sector. This has been circulated to all relevant staff.

Capital expenditure within the Council is project-based and largely funded through capital grants, development levies, provisions from Revenue Account and borrowing. The checklists for capital expenditure show satisfactory levels of compliance.

Current expenditure can be defined as revenue expenditure or operational expenditure which is formally adopted by Council Members each year as part of the statutory budget process. The checklists for current expenditure show satisfactory levels of compliance.

A satisfactory level of compliance indicates that some improvements are required to enhance the adequacy and/or effectiveness of risk management, control and governance.

#### 3.3 In-Depth Checks

Step 4 of the QA process provides for in-depth checks to be carried out by the Internal Audit Unit of the Council. According to the guidance document issued by DPER in February 2017, the value of the projects selected for in-depth review each year must follow the criteria set out below:

- **Capital Projects:** Projects selected must represent a minimum of 5% of the total value of all Capital projects on the Project Inventory.
- **Revenue Projects:** Projects selected must represent a minimum of 1% of the total value of all Revenue Projects on the Project Inventory.

This minimum is an average over a three year period. The revised arrangements came into effect from 2016. Accordingly, the required minimums above will be achieved over the three years 2016, 2017 and 2018.

In 2016, 3.4% of the inventory was subject to in-depth checks in respect of Capital Projects and 2.2% in respect of Revenue Programmes. In 2017, 9.1% of the inventory was subject to in-depth checks in respect of Capital Projects and 1.2% in respect of Revenue Programmes.

The set of completed In-Depth Check Reports are contained in **Appendix 3** of this report.

The Capital Projects subject to in-depth checks are listed in the following table:

<b>Summary of Capital Projects Subject to In-Depth Checks</b>		
<b>Project Name</b>	<b>Value €m</b>	<b>PSC Status</b>
Skerries to Balbriggan Greenway	6.5	Considered
Modular Houses Adjacent to Pinewood Green Court – 25 Units	4.6	Incurred
Baldoyle - Portmarnock Coastal Walkway	1.6	Incurred
Newbridge Demesne (Upgrade Visitor Facilities)	1.5	Incurred
Kinsealy/Melrose Community Projects	1.5	Incurred
Snugborough Interchange	13.7	Incurred
Central Heating – Estate Management	3	Incurred
<b>Total Value of In-depth Checks</b>	<b>€32.4m</b>	
Total Value of Capital Inventory	€354.19m	
<b>% of Inventory Value Analysed</b>	<b>9.10%</b>	

The Revenue Programmes subject to an in-depth check is outlined in the table below:

<b>Summary of Revenue Programmes Subject to In-Depth Checks</b>	
<b>Programme</b>	<b>Value €m</b>
B06 Traffic Management Improvement	€2.64
<b>Total Value of In-depth Checks</b>	<b>€2.64</b>
Total Value of Revenue Inventory	€227.71m
<b>% of Inventory Value Analysed</b>	<b>1.2%</b>

### 3.3.1 Skerries to Balbriggan Greenway

Project Value €6.5m

**PSC Status:** Expenditure Being Considered

**Project Description:** The objectives of the project are to deliver a high quality coastal green way or cycleway and footpath linking Skerries to Balbriggan. The route would be used by leisure cyclists/pedestrians/tourists at off peak times and weekends but would also be used by local commuters. It is envisioned that route will carry a large portion of commuters as there are large populations in Balbriggan and Skerries and a substantial number of schools. The commuter train to Dublin also stops in both towns.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** Although this project is at a very early stage of development with Planning and Strategic Infrastructure Department and is a much larger project (greenway) than the original project which was managed by the Operations Department, a new capital code has yet to be created specific to this project current expenditure/income is still being coded to the original Skerries to Balbriggan rural circulation route code.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

### 3.3.2 Modular Houses Adjacent to Pinewood Green Court – 25 Units

Project Value €4.6m

**PSC Status:** Expenditure being incurred

**Project Description:** The objective of the Pinewood Green Rapid Build Project was to construct 25 social dwellings in two phases, to accommodate applicants on the social housing list in the Balbriggan area. The dwellings are nearing completion and it is envisioned that they would be allocated in the coming months. The site on which this scheme was constructed was in the ownership of the Council and zoned for residential purposes thus affording the opportunity to provide dwellings by way of the rapid delivery mode.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** The procurement of works under existing Framework Agreements maximises procurement efficiency and value for money as it allows the Framework Clients in this case the Council, to move directly to tender stage as suitability has already been established thereby significantly reducing the time required for the tendering stage of these projects.

The urgency associated with the requirements of particular projects for specialist professional services should not be used as a rationale for deviations from normal procurement procedures.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

### 3.3.3 Baldoyle – Portmarnock Coastal Walkway

Project Value €1.6m

#### Summary of In-Depth Check

**PSC Status:** Expenditure Being Incurred

**Project Description:** This scheme will provide a cycle and pedestrian route through a regional park, providing connecting facilities between the towns of Baldoyle and Portmarnock. The route is approximately 1.8km long and is over lands which form part of a new regional park –known as Racecourse Park – which is part of the Portmarnock-South Local Area Plan and the Baldoyle-Stapolin Local Area Plan lands. The route will provide a peaceful, attractive and safe environment for residents and visitors to use.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** This project is at an early stage of development, the Consulting Engineers were appointed from a NTA Framework for Consultancy Services to provide Design, Construction Management and other Services for Transport Project.

However, it is noted that Consultants which were appointed to conduct the Topographical Survey were not appointed through the correct procurement process.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

### 3.3.4 Newbridge Demesne (Upgrade Visitor Facilities)

Project Value €1.5m

**PSC Status:** Incurred

**Project Description:** The objective of this project is to upgrade, remodel and refurbish facilities in Newbridge House and Farm. The renovation of and extension to the existing museum and to provide a new Café and retail space with the objective to provide high quality facilities and meet visitors expectations and market demands.



**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** All of the appointments of consultants and contractor were carried out in compliance with proper procurement procedures. An estimated Final Account Report has been received from the consultant Quantity Surveyors on the project with a value of €1,479,115. Their report identifies three Change Orders agreed to date and those, which are still under consideration and review with the contractor. These orders comprise 171 different items, which include the revision of lighting layout, repairs and decoration of Courtyard doors and anti-skid finish to the tarmacadam base, etc. This estimated final figure represents an increase of 39% on the original contract price.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project is well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

### 3.3.5 Kinsealy/Melrose Community Projects

Project Value €1.5m

**PSC Status:** Expenditure being incurred

**Project Description:** The objective of the Kinsealy Melrose Community Project is the construction of a community centre with attached double height sprung multi-purpose sports hall. The project objective is to serve the needs of the local community and adjoining school population and was delivered as part of the Fingal Schools Model initiative. It is currently operating as the Fingal Liam Rodgers Community Centre.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** The appointment of the Consultants in relation to a number of services for the project was by way of the submission of fees bids and approval for their appointment was by way of CE order. However, the brief of one of the Consultants was extended to cover to two further roles that of Assigned Certifier and Design Certifier without following proper procurement procedures. It is acknowledged that the requirement for these designated roles were as a result of a change to the Building Control Regulations in September 2015 which extended the application of the regulations to local authorities in respect of works being carried out by them in their own functional areas.

The contract costs to date have increased by € 117,328 circa 6%, these relate to a number of change orders relating to amendments to the original contract relating to additional works e.g. excavation dig quantities, public lighting etc. These extra costs have been approved at each stage by CE order. Recommendations in relation to the final cost report agreed with the contractor are awaited from the consultant Quantity Surveyors.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

### 3.3.6 Snugborough Interchange

Project Value €13.7m

**PSC Status:** Expenditure Being Incurred

**Project Description:** The scheme is to improve the traffic flow along the Snugborough Road, Blanchardstown village, the Blanchardstown Centre. It is intended to provide for existing and future traffic demands, remove existing queuing from all approaches, particularly the N3 off-ramp, improve public transport measures through use bus priority and safety improvements for cyclists by means of additional cycle-ways.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** This project is at an early stage of development, and consists of a collaboration process involving Fingal County Council, the National Road Authority and Green Property. As this is a mutually beneficially project the consultant costs associated with the preliminary design phase and Part 8 planning process phase have been bore by Green Properties.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

### 3.3.7 Central Heating - Estate Management

Project Value €3m

**PSC Status:** Being Incurred

**Project Description:** To replace central heating systems including boilers, within the Council housing stock as they fail or are considered to be near end of life. This programme fulfils the Councils obligations as a landlord under the Housing (Standards for Rented Accommodation) Regulations 2017 and is in compliance with the Department of Housing, Planning and Local Government (DHPLG) energy efficiency programme for local authorities' social housing stock.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** Having reviewed the documentation in relation to the expenditure incurred under this programme in 2017, Internal Audit is of the opinion that this programme complies with the standards set out in the Public Spending Code.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit on the expenditure incurred on this programme in 2017 that the project is well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

### 3.3.8 Traffic Management Improvement

Project Value €2.64m

**PSC Status:** Being Incurred

**Project Description:** There is an ongoing programme of general maintenance and improvements works being carried out on the 1,275km of regional and local roads contained within the county, which covers a geographical area of 452 sq.km spanning rural, urban and suburban communities. The works carried out under this programme, benefits the public realm by contributing to pedestrian and vehicular safety on roads and streets and improving traffic flow and the county's roads infrastructure.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the expenditure being incurred is being well managed.

**Findings:** Having reviewed the documentation in relation to the expenditure incurred under this programme in 2017, Internal Audit is of the opinion that this programme complies with the standards set out in the Public Spending Code.

The procurement of works under existing Framework Agreements maximises procurement efficiency and value for money as it allows the Framework Clients in this case the Council, to move directly to tender stage as suitability has already been established thereby significantly reducing the time required for the tendering stage of these projects. This is borne out in the timeframes evident under the different projects whereby the tender notice and evaluation processes are carried out within a month.

It is noted that on two occasions after the tender process had been completed extra works were awarded to the successful bidders. Whilst acknowledging that there were road safety concerns and a degree of urgency in the works requirements proper procurement procedures were not followed in relation to these extra works.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit on the expenditure incurred on this programme in 2017 that the project is well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## 4. Next Steps: Addressing Quality Assurance Issues

The compilation of both the Inventory and Checklists for 2017 built upon the significant work undertaken in regard to last year's report. The experience gained is valuable and will continue to guide future Quality Assurance Process activities.

Training in relation to implementation of the Public Spending Code continues to be a priority for Fingal County Council. There has been ongoing contact with DPER in relation to the provision of a more detailed PSC training. Fingal is committed to providing ongoing internal training in relation to areas such as procurement etc.

## 5. Conclusion

The Inventory outlined in this report lists the Capital and Revenue expenditure that is being considered, being incurred and that has recently ended. There were no procurements in excess of €10m in the year under review.

The Checklists completed by the Council and in-depth checks show a satisfactory level of compliance with the Public Spending Code. Additional work is required by all sections within the Council to ensure full and substantial compliance with the Code.

## 6. Certification

This annual Quality Assurance Report reflects Fingal 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.



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Paul Reid

Chief Executive

Fingal County Council

Date: 31<sup>st</sup> May 2018

## Appendix 1 Inventory of Projects/Programmes above €0.5 million

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
<b>A- Housing &amp; Building</b>												
Castleknock/Mulhuddart Site			1,000,000									
Cluid - 22 College Street			1,159,000									
Cluid - Church Street Mulhuddart			3,792,000									
Collinstown Replacement			2,300,000									
Donabate			750,000									
Fold - Balglass Road Howth			2,980,000									
Gardiner's Hill, Balbriggan - Refurbishment			500,000									
Howth			800,000									
Moyne Park refurbishment Phase 2			500,000									
Moyne Road			2,000,000									
NCT Site Ballymun			800,000									
Parslickstown Gardens - Refurbishment			500,000									
Rolestown (20 Dwellings)			4,415,878									
St Brigid's Lawn, Porterstown - Refurbishment			600,000									

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
St Mary's - Refurbishment			1,000,000									
Cappaghfinn Phase 2 - 28 Units				7,475,000								
Rapid Build Houses Avondale, Mulhuddart - 42 units				7,694,431								
Central Heating - Estate Management								3,000,000				
St. Cronans Green								500,000				
Capital Advanced Leasing Facility								2,300,000				
Cappagh (ajd Heathfield) 14 Houses / Cappaghfinn Phase 1 - 14 Units								2,600,000				
CAS acquisitions								10,000,000				
Contract Painting - Estate Management								1,650,000				
Corduff Additional Works								2,000,000				
Estate Improvement Works - Travellers								600,000				
Grange Ballyboughal - 8 houses								1,568,000				
Modular Houses Adjacent to Pinewood Green Court - 25 units								4,618,303				
Modular Houses Adjacent to Wellview Green, Mulhuddart - 20 units								3,439,879				
Moyne Park Baldoyle - Refurbishment								930,000				

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
North & East (Balrothery)								1,900,000				
Parkview Castlelands - 24 houses								4,340,000				
Part V - Various Locations - Affordable Housing								2,300,000				
Pre-let repairs - Estate Management								8,100,000				
Pre-let repairs - Travellers								600,000				
Private House Purchase								25,451,000				
Racecourse Common Phase 2 - 77 units								11,600,000				
Rathbeale Road Swords -24 units								4,930,000				
Upgrading Works - Window & Door Replacement - Estate Management								4,500,000				
Vincent De Paul (Estuary Road Malahide)								1,280,000				
Works for Disabled Tenants								800,000				
A05 Administration of Homeless Service	660,700											
A07 RAS Programme	3,784,300											
A01 Maintenance & Improvement of LA Housing Units						10,576,638						
A02 Housing Assessment, Allocation and Transfer						1,169,321						
A03 Housing Rent and Tenant Purchase Administration						1,711,958						

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
A04 Housing Community Development Support						1,517,724						
A05 Administration of Homeless Service						2,843,819						
A06 Support to Housing Capital Prog.						7,969,565						
A07 RAS Programme						19,887,087						
A08 Housing Loans						4,183,855						
A09 Housing Grants						2,644,913						
<b>B- Road Transportation &amp; Safety</b>												
LED Energy Reduction Project			500,000									
Flood Remediation Works			750,000									
Signage Provision Scheme			750,000									
Signals and Toucan Crossings in Urban areas			600,000									
Harry Reynolds Road, Balbriggan, Greenway			4,000,000									
Kilshane Cross			2,100,000									
Park Road Upgrade, Rush			2,000,000									
Ramp Access			2,000,000									
Rathbeale Road Swords			4,900,000									



Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
Ongar to Barnhill				6,500,000								
Skerries to Balbriggan Greenway				6,500,000								
Swords Western Distributor Road				14,000,000								
Bridge at Back Road, Malahide								2,100,000				
Donabate Road								17,000,000				
Baldoyle - Portmarnock Coastal Walkway								1,600,000				
Hole in the Wall Road, Baldoyle								3,300,000				
Pedestrian/Cycleway Broadmeadow Way								6,500,000				
Royal Canal Cycleway - Phase 2&3 including Cycle Network Route 1 (Royal Canal 12th Lock to KCC)								7,900,000				
Snugborough Interchange								13,700,000				
Sutton to Malahide Greenway								8,200,000				
B04 Local Road - Maintenance and Improvement	1,112,500											
B10 Support to Roads Capital Prog	586,500											
B03 Regional Road - Maintenance and Improvement						6,660,645						
B04 Local Road - Maintenance and Improvement						10,387,719						

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
B05 Public Lighting						4,402,793						
B06 Traffic Management Improvement						2,641,600						
B08 Road Safety Promotion & Education						1,143,994						
B09 Car Parking						726,823						
B10 Support to Roads Capital Prog						871,874						
<b>C - Water Services</b>												
C01 Water Supply						13,505,654						
C02 Waste Water Treatment						6,048,194						
C06 Support to Water Capital Programme						1,578,166						
C08 Local Authority Water and Sanitary Services						1,660,488						
<b>D - Development Management</b>												
Enterprise Centres			2,100,000									
Stephenstown Industrial Estate			3,000,000									
Future land purchase				8,500,000								
Damastown Industrial Estate								1,500,000				
Enterprise Centres								2,000,000				
SICAP								1,200,000				

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
College Business and Technology Park Buzzardstown											760,000	
D06 Community and Enterprise Function	567,700											
D08 Building Control	619,200											
D01 Forward Planning						3,404,836						
D02 Development Management						6,693,339						
D03 Enforcement						650,066						
D04 Industrial and Commercial Facilities						775,164						
D05 Tourism Development and Promotion						1,101,195						
D06 Community and Enterprise Function						1,702,498						
D08 Building Control						1,378,823						
D09 Economic Development and Promotion						2,792,337						
D10 Property Management						973,152						
<b>E- Environmental Services</b>												
Kellystown Cemetery D15 (C/M)			750,000									
Balleally Landfill Restoration & Development								17,240,000				
Dunsink Landfill Restoration and Development								500,000				

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
Nevitt Landfill								2,900,000				
Balgriffin Cemetery Extension Phase 1								2,900,000				
Emergency coastal protection works								600,000				
E11 Operation of Fire Service	539,100											
E01 Landfill Operation and Aftercare						5,221,604						
E02 Recovery & Recycling Facilities Operations						2,784,575						
E03 Waste to Energy Facilities Operations						923,250						
E05 Litter Management						827,937						
E06 Street Cleaning						6,182,146						
E07 Waste Regulations, Monitoring and Enforcement						912,240						
E09 Maintenance of Burial Grounds						2,180,784						
E10 Safety of Structures and Places						1,301,375						
E11 Operation of Fire Service						20,342,580						
E13 Water Quality, Air and Noise Pollution						771,961						
<b>F - Recreation &amp; Amenity</b>												
Ardgillan Castle			1,000,000									

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
Community Centre Improvement works			1,200,000									
Kellystown/Porterstown School Site (DOES)			1,600,000									
Tyrrellstown AWP			1,200,000									
Malahide Casino / Fry Model			2,400,000									
Newbridge Demesne (Upgrade Visitor Facilities)			925,000									
Swords Civic and Cultural Centre					22,145,000							
Baleally Landfill - Development of Rogerstown Park			1,050,000									
Coastal Defence Works			800,000									
Malahide Green			500,000									
Porterstown Park Recreational Hub			1,500,000									
Racecourse Park Wetlands			1,710,000									
Rivervalley Park (All weather and recreational hub)			1,500,000									
Castlelands Recreation Centre (DOES)								2,500,000				
Kinsealy/Melrose Community Projects								1,500,000				
Lusk Integrated Facility (DOES)								1,200,000				
Bremore Castle								4,000,000				

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
Swords Cultural Quarter								4,100,000				
Skerries Library Refurbishment								1,580,000				
Beechpark Gardens								600,000				
St Catherine's Park								1,000,000				
Tyrellstown Park								700,000				
Balbriggan Community College Sports Hall (DOES)											1,300,000	
F02 Operation of Library and Archival Service	558,700											
F03 Outdoor Leisure Areas Operations	754,800											
F04 Community Sport and Recreational Development	1,375,100											
F01 Leisure Facilities Operations						1,165,218						
F04 Community Sport and Recreational Development						5,515,477						
F02 Operation of Library and Archival Service						12,348,550						
F03 Outdoor Leisure Areas Operations						17,532,231						
F05 Operation of Arts Programme						7,357,959						
<b>G - Agriculture, Education, Health and Welfare</b>												

Project / Programme Description	Revenue > €0.5m	Capital Grant Schemes > €0.5m	Capital Projects €0.5m - €5m	Capital Projects €5m - €20m	Capital Projects €20m plus	Current Expenditure	Capital Grant Schemes	Capital Projects	Revenue Expenditure	Capital Grant Schemes	Capital Projects	Notes
<b>H - Miscellaneous</b>												
Atrium Grove Road			750,000									
County Hall Canteen refurbishment			500,000									
County Hall Floor Refurbishment			1,200,000									
Balbriggan Town Hall Purchase								8,500,000				
Core IT Data Network Replacement								602,500				
Refurbishment of County Hall								1,025,000				
H03 Administration of Rates						7,140,580						
H09 Local Representation & Civic Leadership						2,076,930						
H11 Agency & Recoupable Services						966,313						
<b>Totals</b>	<b>10,558,600</b>	<b>-</b>	<b>64,381,878</b>	<b>50,669,431</b>	<b>22,145,000</b>	<b>217,155,950</b>	<b>-</b>	<b>215,454,682</b>	<b>-</b>	<b>-</b>	<b>2,060,000</b>	

## Appendix 2 Self-Assessment Checklists

**Checklist 1:** To be completed in respect of general obligations not specific to individual projects/programmes

General Obligations not specific to individual projects/ programme	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)?	3	
1.2 Has training on the Public Spending Code been provided to relevant staff within the authority?	2	Some training has been provided which directly relates to the PSC. FCC is committed to providing ongoing training in relation to areas such as procurement, etc. and has been in ongoing contact with DPER with a view to their delivering the more detailed training programme they provide once DPER are in a position to provide same.
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	Local Government Sector guidance is in place and has been followed.
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	
1.5 Have recommendations from previous QA reports (incl. spot checks) been disseminated, where appropriate, within the local authority and to agencies?	3	Findings issued within and followed up
1.6 Have recommendations from previous QA reports been acted upon?	3	Recommendations have been followed up
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	
1.8 Was the required sample of projects/programmes subjected to in-depth checking as per step 4 of the QAP?	3	



1.9 Is there a process in place to plan for ex post evaluations/Post Project Reviews?	1	FCC proposes to develop a process for selecting and reviewing completed projects. Reviews are currently taking place on an ad-hoc basis.
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?	1	No formal post projects reviews were completed in 2017.
1.11 Is there a process to follow up on the recommendations of previous evaluations/Post project reviews?	2	Recommendations from previous in-depth checks are recorded and tracked. Future recommendations resulting from Post Project Reviews will be included on this tracker.
1.12 How have the recommendations of previous evaluations / post project reviews informed resource allocation decisions?	1	No formal post projects reviews have been undertaken.

**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	
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	
2.7 Were the NDFA consulted for projects costing more than €20m?	1	Swords Cultural Quarter – NDFA not consulted
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?	3	
2.11 Were State Aid rules checked for all supports?	3	
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	
2.13 Were performance indicators specified for each project/programme that will allow for a robust evaluation at a later date?	2	
2.14 Have steps been put in place to gather performance indicator data?	2	

**Checklist 3:** To be completed in respect of new current expenditure under consideration in the past year

Current Expenditure being Considered – Appraisal and Approval	Self- Assessed Compliance Rating: 1-3	Comment/Action Required
3.1 Were objectives clearly set out?	3	
3.2 Are objectives measurable in quantitative terms?	3	
3.3 Was a business case, incorporating financial and economic appraisal, prepared for new current expenditure?	2	
3.4 Was an appropriate appraisal method used?	3	
3.5 Was an economic appraisal completed for all projects exceeding €20m or an annual spend of €5m over 4 years?	N/A	
3.6 Did the business case include a section on piloting?	N/A	
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?	N/A	
3.8 Have the methodology and data collection requirements for the pilot been agreed at the outset of the scheme?	N/A	
3.9 Was the pilot formally evaluated and submitted for approval to the relevant Department?	N/A	
3.10 Has an assessment of likely demand for the new scheme/scheme extension been estimated based on empirical evidence?	2	
3.11 Was the required approval granted?	3	
3.12 Has a sunset clause (as defined in section B06, 4.2 of the Public Spending Code) been set?	N/A	
3.13 If outsourcing was involved were procurement rules complied with?	3	
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?	3	
3.15 Have steps been put in place to gather performance indicator data?	3	

**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?	3	
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?	3	
4.6 Did projects/programmes/grant schemes keep within their financial budget and time schedule?	3	
4.7 Did budgets have to be adjusted?	3	
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.)	3	
4.10 If circumstances did warrant questioning the viability of a project/programme/grant scheme, was the project subjected to adequate examination?	N/A	
4.11 If costs increased was approval received from the Sanctioning Authority?	3	
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?	N/A	

**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	
5.2 Are outputs well defined?	3	
5.3 Are outputs quantified on a regular basis?	3	
5.4 Is there a method for monitoring efficiency on an on-going basis?	3	
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?	3	
5.8 Are other data compiled to monitor performance?	3	
5.9 Is there a method for monitoring effectiveness on an on-going basis?	3	
5.10 Has the organisation engaged in any other 'evaluation proofing' of programmes/projects?	3	

**Checklist 6:** To be completed in respect of capital projects/programmes & capital grant schemes discontinued and/or evaluated during the year under review

Capital Expenditure Recently 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	No reviews carried out in 2017
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?	2	
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?	3	
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?	2	

**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?	N/A	
7.2 Did those reviews reach conclusions on whether the programmes were efficient?	N/A	
7.3 Did those reviews reach conclusions on whether the programmes were effective?	N/A	
7.4 Have the conclusions reached been taken into account in related areas of expenditure?	N/A	
7.5 Were any programmes discontinued following a review of a current expenditure programme?	N/A	
7.6 Were reviews carried out by staffing resources independent of project implementation?	N/A	
7.7 Were changes made to the organisation's practices in light of lessons learned from reviews?	N/A	

**Notes:**

(a) The scoring mechanism for the above tables is set out below:

- I. Scope for significant improvements = a score of 1
- II. Compliant but with some improvement necessary = a score of 2
- III. Broadly compliant = a score of 3

(b) For some questions, the scoring mechanism is not always strictly relevant. In these cases, it is appropriate to mark as N/A and provide the required information in the commentary box as appropriate.

(c) The focus should be on providing descriptive and contextual information to frame the compliance ratings and to address the issues raised for each question. It is also important to provide summary details of key analytical outputs for those questions which address compliance with appraisal/evaluation requirements i.e. the annual number of CBAs, VFMs/FPAs and post project reviews.

## Appendix 3 In-Depth Check Reports

### Quality Assurance – In Depth Check 1

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#### Section A: Introduction

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

<b>Programme or Project Information</b>	
<b>Name</b>	Skerries to Balbriggan Greenway
<b>Detail</b>	Capital investment programme provide a high quality coastal greenway or cycleway and footpath linking Skerries and Balbriggan
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Expenditure Under Consideration
<b>Start Date</b>	First Proposed in 2010, Reviewed 2017
<b>End Date</b>	Proposed December 2020
<b>Overall Cost</b>	€6.5 million

#### Project Description

The objectives of the project are to deliver a high quality coastal green way or cycleway and footpath linking Skerries to Balbriggan. The route would be used by leisure cyclists/pedestrians/tourists at off peak times and weekends but would also be used by local commuters. It is envisioned that route will carry a large portion of commuters as there are large populations in Balbriggan and Skerries and a substantial number of schools. The commuter train to Dublin also stops in both towns.



## Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit have completed a Programme Logic Model (PLM) for the Skerries to Balbriggan Greenway. 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
<ul style="list-style-type: none"> <li>• To provide an improved connecting facility between the towns of Skerries and Balbriggan</li> <li>• To provide a quality coastal greenway or walking and cycling facility</li> <li>• Improve Road Safety</li> </ul>	<ul style="list-style-type: none"> <li>•Associated Staff Administration Costs within the Relevant Departments</li> <li>•Procure Consultant for Preliminary Design Brief and development of objects</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of the Preliminary Design and a Preliminary Design Report;</li> <li>• Preparation of the documentation for the planning</li> <li>• Preparation of tender documents</li> <li>• Construction of cycleway scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Provide cycle and walking facilities between Skerries and Balbriggan</li> </ul>	<ul style="list-style-type: none"> <li>• Improve traffic movements in the area</li> <li>• Provide a walking and cycling facility</li> <li>•Improve safety for users</li> <li>• Enhance leisure/recreational activities in area</li> </ul>

## **Description of Programme Logic Model**

*Objectives:* The objectives of the project is to provide a high quality coastal green way or cycleway and footpath linking Skerries to Balbriggan, which supersedes the original Scheme known as the Skerries to Balbriggan Coastal and rural circulation route. The objective of this scheme was to improve connectivity between these two large towns, improve connectivity to Ardgillan Demesne and a number of schools and tourist attractions in the area, thereby providing an attractive option for cyclists that will help promote modal shift and sustainable travel choices. Some of these objectives such as training/ signage and the Balrothery to Balbriggan cycle scheme were met. Some footpath improvements were also carried out between Barnageera and Balbriggan. These objectives were in-keeping with the policies of the Smarter Travel document 'A Sustainable Transport future, A New Transport Policy for Ireland 2009 – 2020'.

*Inputs:* It is the intention of the P&SI Department in 2018 to procure a consultant to review the previous design and to prepare a new design that will comply with current standards and link into additional locations not included in the previous route. Plus the associated staff costs within the Planning and Strategic Infrastructure Department.

*Activities:* It is intended to discuss this project again with the National Transport Authority and also with DTTAS to determine if any funding is possible. The greenway is not in the funding allocation from the NTA for 2018 as it was not considered as a commuter road. However the route would carry a large portion of commuters as there are large populations in Balbriggan and Skerries and a substantial number of schools. The route would also be used by leisure cyclists/pedestrians/tourists at off peak times and weekends.

*Outputs:* Having carried out the identified activities using the inputs, the outputs of the project is to deliver a high quality coastal green way or cycleway and footpath linking Skerries to Balbriggan.

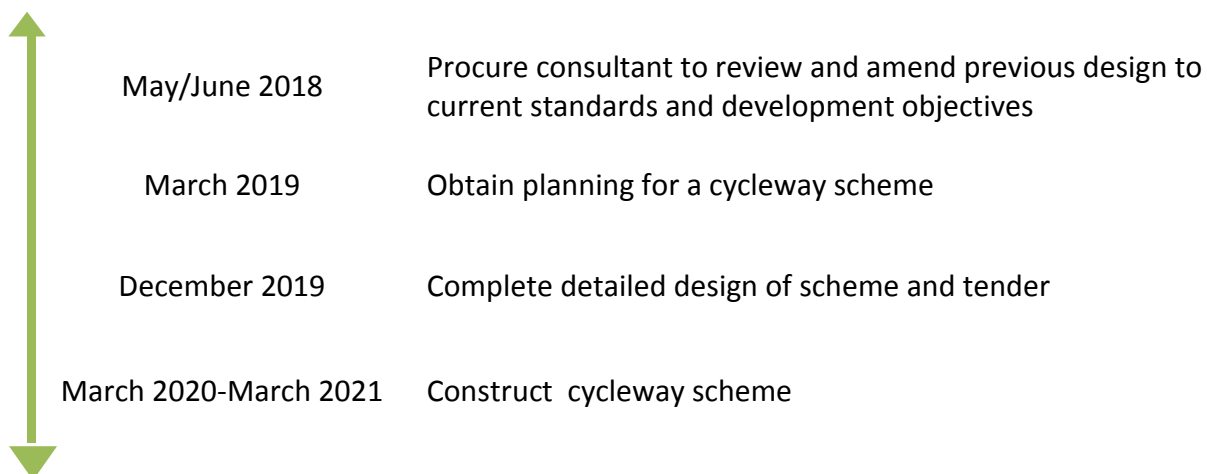
*Outcomes:* The delivery of a coastal greenway between Skerries and Balbriggan which will make cycling and walking safer, improve the health of users and attract tourists into the area.

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

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The following section tracks the Skerries to Balbriggan Greenway from inception to conclusion in terms of major project/programme milestones



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### Section B - Step 3: Analysis of Key Documents

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The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Skerries to Balbriggan Greenway.

Project/Programme Key Documents	
Title	Details
Feasibility Study/ Design of scheme	These documents referred to the original scheme which do not comply with current standards

#### Key Document 1: **Feasibility Study/ Design of scheme**

These documents referred to the original scheme which does not comply with current standards. It is the intention of the P&SI Department to have the consultants when appointed review the previous design and to prepare a new design that will comply with current standards and link into additional locations not included in the previous route.

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### Section B - Step 4: Data Audit

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The following section details the data audit that was carried out for the Skerries to Balbriggan Greenway. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Expenditure to date (relates to the old scheme)	Monitoring expenditure	MS4

## **Data Availability and Proposed Next Steps**

As the project is only under consideration, consultants have yet to be procured to review documentation in relation to the previous scheme which has been absorbed into the new greenway scheme. There is currently no data available to review.

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## **Section B - Step 5: Key Evaluation Questions**

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The following section looks at the key evaluation questions for Skerries to Balbriggan Greenway 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)**

Not Applicable

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

Not Applicable

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

Not Applicable

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## Section: In-Depth Check Summary

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The following section presents a summary of the findings of this In-Depth Check on the Skerries to Balbriggan Greenway.

### Summary of In-Depth Check

**PSC Status:** Expenditure Being Considered

**Project Description:** The objectives of the project are to deliver a high quality coastal green way or cycleway and footpath linking Skerries to Balbriggan. The route would be used by leisure cyclists/pedestrians/tourists at off peak times and weekends but would also be used by local commuters. It is envisioned that route will carry a large portion of commuters as there are large populations in Balbriggan and Skerries and a substantial number of schools. The commuter train to Dublin also stops in both towns.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** Although this project is at a very early stage of development with Planning and Strategic Infrastructure Department and is a much larger project (greenway) than the original project which was managed by the Operations Department, a new capital code has yet to be created specific to this project current expenditure/income is still being coded to the original Skerries to Balbriggan rural circulation route code.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Quality Assurance – In Depth Check 2

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### Section A: Introduction

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

<b>Programme or Project Information</b>	
<b>Name</b>	Pinewood Green – Rapid Build
<b>Detail</b>	Capital Expenditure for the Rapid Build Construction of a 25 Dwelling House Scheme adjacent to Pinewood Green, Balbriggan, Co. Dublin
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Expenditure Being Incurred
<b>Start Date</b>	July 2017
<b>End Date</b>	To be confirmed
<b>Overall Cost</b>	€4.6 million

### Project Description

As part of Fingal’s Housing Strategy, in accordance with the target delivery set out in the Social Housing Strategy 2020 of 1,376 units up to 2017 and with the actions identified in the Action Plan for Housing and Homelessness – Rebuilding Ireland. The Council is required to utilise a number of delivery mechanisms to fulfil the strong demand for social housing. In this case, the Rapid Build Construction of 25 social dwellings adjacent to Pinewood Green, Balbriggan in two phases, Phase 1(20) Phase 2(5).

## Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit Unit has completed a Programme Logic Model (PLM) for the Pinewood Green, Rapid build Construction. 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
<ul style="list-style-type: none"> <li>The construction of 25 Social Dwellings in two phases</li> </ul>	<ul style="list-style-type: none"> <li>Associated Staff Administration Costs within the Relevant Departments</li> <li>3.5 acre site in Council Ownership</li> <li>Contract Sum € 4,348,904.74 € 3,125,194.75 (paid to date 5 % Retention retained)</li> <li>Consultants Fees € 130,299.30</li> <li>Other Expenditure ESB Networks, Advertising € 20,664</li> </ul>	<ul style="list-style-type: none"> <li>Housing Construction</li> <li>Off Street Parking for 45 cars</li> <li>Connection to services from adjacent Pinewood Green Estate</li> <li>Accommodation works with adjacent Pinewood Green Estate</li> <li>Access from adjacent estate by way of a two-way loop road, designed to DMURs standards</li> <li>Installation of Public lighting and other works essential to a housing scheme.</li> </ul>	<ul style="list-style-type: none"> <li>Construction of 25 dwellings - Phase 1 (20) - Phase 2 (5)</li> <li>Accommodation works with adjacent housing estates</li> <li>Provision of public lighting, signing and other works ancillary to the construction of a new housing development.</li> <li>Provision of two areas of public open space comprising of 1300sm and 700sm with associated landscaping in the form of tree planting.</li> </ul>	<ul style="list-style-type: none"> <li>The reduction in the number of applicants on the Social Housing List</li> </ul>



## Description of Programme Logic Model

**Objectives:** The objectives of the Pinewood Green – Rapid Build project are to construct 25 social dwellings in two phases, which will be used to accommodate applicants on the social housing list. The site on which this scheme was constructed is in the ownership of the Land Aggregation Scheme (LAGS) but title is currently being transferred to the Council and is zoned RS “to provide for residential development and protect and improve residential amenity”

**Inputs:** The Department of Housing, Planning and Local Government (DHPLG) has approved funding in the sum of € 4,618,303.49 in respect of this scheme (Stage 4 capital allocations for LA housing construction). To date the Council has received grant funding totalling €3,382,424.55 towards this project. The inputs also include the associated administration costs for staff within the Architects and Housing Departments. The availability of the zoned site of circa 3.5 acres.

**Activities:** The key activity carried out during the project was the design and construction of 25 houses in two phases. The layout of the development comprises twenty two-storey houses laid out in short terraces around the perimeter of an urban block and a short terrace of five single-storey houses laid out around an enclosed garden to the north of the site and associated development works.

There are: (Phase 1 Type A and B) Phase 2 (Type C)

- 12 no. Type “A” 3-bedroom house of 104m<sup>2</sup>,
- 8 no. Type “B” 2-bedroom houses of 85m<sup>2</sup>,
- 5 no. Type “C” 1-bedroom houses of 53m<sup>2</sup>,

The project road will be a two-way perimeter road, designed to DMURS standards. Access will be at Pinewood Green Avenue and Pinewood Green Road, but the perimeter road loop is broken for vehicles.

**Outputs:** The construction of 25 dwellings in two phases to meet the needs of applicants on the Council's social housing lists. Accommodation works with the adjacent housing estates. The provision of public lighting and signage and other works ancillary to the construction of a new development. The provision of public open space and associated landscaping in the form of tree planting.

**Outcomes:** The envisaged outcomes of the project were to increase the number of social housing units available in the Balbriggan area and to reduce the Council's social housing lists. This resulted in meeting the needs of 25 families off the social housing list.

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

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The following section tracks the Pinewood Green Rapid Build from inception to conclusion in terms of major project/programme milestones



2011	Fingal Development Plan 2011 – 2017 – Housing Strategy
Dec 2015	Plans for 40 houses were presented to the Elected Members at the Balbriggan/Swords Committee Meeting. Part XI process initiated but not completed.
Jun 2016	Plans for 25 houses (amended scheme) made available for public consultation. Part XI process initiated.
Sep 2016	Scheme for 25 houses approved by Council – Part XI process completed
Dec 2016	Stage 1 and Stage 2 funding approval by the Department of Housing Planning and Local Government.
Jan 2017	Civil Engineering Services – McMahon Associates Assigned Certifier Services – MLM Ireland Mechanical & Electrical Engineering Services – Ramsey Cox Associates Quantity Surveying Services - Walsh Associates
Jan 2017	Framework Agreement for the Delivery of Rapid Build Housing – Office of Government Procurement – 12 Members – Design and Build Contracts  Mini-Competition was issued to the 12 framework members
Feb 2017	Tenders received from 10 bidders and evaluated. Winning bid deemed the most economically advantageous and recommended by Consultant Quantity Surveyors & endorsed by Architects Department.
Feb 2017	Contract awarded to Donaghmore Construction (now known as Forrme Ltd)
Mar 2017	Mini-Competition under Framework Agreement–Awarding of Contract for Partial Architectural Services (Employers Representative) – 2 Rapid Build Projects – Walsh Associates Architects & Project Managers



June 2017	Stage 4 funding approval from the Department of Housing Planning and Local Government.
	Project Brief - Divided into two phases
July 2017	Works commence on site
May 2018	Proposed Construction Competition Date

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### Section B - Step 3: Analysis of Key Documents

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The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Pinewood Green – Rapid Build project.

<b>Project/Programme Key Documents</b>	
<b>Title</b>	<b>Details</b>
Project Brief & Revised Project Brief	Statement of housing needs as identified in the Council’s Housing Action Plan
Monthly Architects/Housing Construction Meetings	On-Going Project Management Reports to the Client Department
Fortnightly Meetings between the Architects Department, Project Consultants and the Contractor	Onsite Meetings to discuss Building Progress issues
Correspondence between FCC Housing Department and DHPCLG	Correspondence in relation to funding
Interim Costs Reports Approval for stage payments	Details of works completed to date and recommendations for payment

**Key Document 1: Original Project Brief**

This brief contains a statement of what need is being addressed in relation to the housing needs in the area. It shows how the proposal responds to the needs identified in the Council’s Housing Action Plan

**Key Document 2: Monthly Management reports**

The minutes of the internal meetings between the Council's Architects and Housing Departments showing the progress of each of the ongoing construction projects and expected timeframes and show actions being undertaken and who has the responsibility for carrying them out.

**Key Document 3: Meetings between Architects Department, the Consultant acting as the Employer's Representative (ER) and the Contractor.**

During the construction phase of the project, meetings took place on average on a monthly basis with Staff from the Architects department and the Consultant Project Supervising Architects (ER) and the Contractor, These minutes were minuted and copies of the progress reports presented by the Contractor to these meetings are included.

**Key Document 4: Correspondence between FCC Housing Department and DHPLG**

There is a correspondence trail between the (DHPLG). and the Council's Housing Construction Section from the submission of the Project Brief in November 2016 to the granting of Stage 4 funding approval.

**Key Document 5: Interim Cost Reports**

Cost reports/certs recommendations issued by the Council's Consultant Project Supervising Architects in respect of claims submitted by the contractor. These charges were reviewed by the Council's Architects Department and forwarded to the Housing Department with their recommendations to process interim payments.

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### Section B - Step 4: Data Audit

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The following section details the data audit that was carried out for the Pinewood Green – Rapid Build project. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

<b>Data Required</b>	<b>Use</b>	<b>Availability</b>
Expenditure Report	To show expenditure on project and grant funding received from the DoECLG	MS4 Accounts System
Interim Cost Reports/Certs	To show stage costs incurred in the course of the project and recommendations for payment	Available on Project File MS 4
Correspondence between FCC Housing Department and DHPCLG	Verification of funding to date	Yes – on Project File

#### **Data Availability and Proposed Next Steps**

The project's completion date and formal property handover is envisaged as June 2018 in respect of Phase 1 with the defects period and final account to be completed by July 2019. The delivery of the five units in Phase 2 will start as soon as the master planning for the wider land bank in Castlelands is completed.

The data audit presented above details the type of information that would be available if this project is selected to undergo a Focused Policy Assessment (FPA) of Value for Money Review (VFM).

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## Section B - Step 5: Key Evaluation Questions

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The following section looks at the key evaluation questions for Pinewood Green – Rapid Build Project 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)**

Having reviewed the expenditure, the appointments of the consultant Architect and the Contractor were carried out in compliance with proper procurement procedures – Mini-Competitions were issued from existing Frameworks (Consulting Architects for Housing Projects – Dun Laoghaire Rathdown CC and Office of Government Procurement National Framework – for Construction Work in relation to Rapid delivery Housing), tenders were evaluated and contracts awarded.

However, it is evident that the appointments of the Assigned Certifiers, Civil & Structural Engineers, Mechanical & Electrical Engineers and Quantity Surveying Services for this project did not follow the proper procurement processes. These appointments were made on requests for fee proposal from these companies only, because of their familiarity with the house design and rapid build concept. They were engaged in similar projects for the Council at the time.

This deviation from normal procurement procedures should be viewed in the context of the drive from the Department to provide dwellings in accordance with the National level Framework for the provision of Rapid Delivery Housing Projects and target delivery set out in the Social Housing Strategy 2020 of 1,376 units up to 2017 and with the actions identified in the Action Plan for Housing and Homelessness – Rebuilding Ireland.

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

The necessary documentation is available from the Housing and Architects Departments project files to allow for an evaluation of the project at a later date.



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

Compliance with proper procurement procedures should be adhered to in respect of the procurement of professional services.

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### Section: In-Depth Check Summary

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The following section presents a summary of the findings of this In-Depth Check on the Pinewood Green – Rapid Build project.

#### Summary of In-Depth Check

**PSC Status:** Expenditure being incurred

**Project Description:** The objective of the Pinewood Green Rapid Build Project was to construct 25 social dwellings in two phases, to accommodate applicants on the social housing list in the Balbriggan area. The dwellings are nearing completion and it is envisioned that they would be allocated in the coming months. The site on which this scheme was constructed is zoned for residential purposes thus affording the opportunity to provide dwellings by way of the rapid delivery mode.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** The procurement of works under existing Framework Agreements maximises procurement efficiency and value for money as it allows the Framework Clients in this case the Council, to move directly to tender stage as suitability has already been established thereby significantly reducing the time required for the tendering stage of these projects. The urgency associated with the requirements of particular projects for specialist professional services should not be used as a rationale for deviations from normal procurement procedures.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Quality Assurance – In Depth Check 3

### Section A: Introduction

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

<b>Programme or Project Information</b>	
<b>Name</b>	Portmarnock to Baldoyle Walking and Cycling Scheme
<b>Detail</b>	Capital investment programme to develop a walking and cycling route between Portmarnock and Baldoyle.
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Expenditure Being Incurred
<b>Start Date</b>	27/04/2017
<b>End Date</b>	Expected 2019
<b>Overall Cost</b>	€1.6 million

#### **Project Description**

Fingal County Council proposes to develop a cycle and pedestrian route through a regional park with a view to providing connecting facilities between the towns of Baldoyle and Portmarnock. The route is approximately 1.8km long and is over lands which form part of a new regional park, known as Racecourse Park, which is part of the Portmarnock-South Local Area Plan and the Baldoyle-Stapolin Local Area Plan lands. The park separates the new residential areas of each LAP which lie to the north and south respectively. The new facility will guide users away from the more sensitive estuarine areas, avoiding potential impacts on the habitats and species of the Bay, the route away from the road edge will provide a peaceful, attractive and safe environment for residents and visitors.

## Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit unit have completed a Programme Logic Model (PLM) for the Portmarnock to Baldoyle Walking and Cycling Scheme. 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
<ul style="list-style-type: none"> <li>• To provide a segregated quality walking and cycling facility</li> <li>• To provide a connecting facility between the towns of Baldoyle and Portmarnock</li> </ul>	<ul style="list-style-type: none"> <li>• Associated Staff Administration Costs within the Relevant Departments</li> <li>• Topographical Survey – € 2,152</li> <li>• Consulting Engineering Fees – € 50,656</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of the Preliminary Design and a Preliminary Design Report;</li> <li>• Preparation of an environmental report and Appropriate Assessment for the Project;</li> <li>• Preparation of the documentation for the statutory planning process to An Bord Pleanála</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an upgrade to the existing priority junction between Moyne Road and the R106, Coast Road</li> <li>• Provide pedestrian’s crossing facilities at 4 locations</li> <li>• Provide cycle facilities off road</li> <li>• Provide cycle and walking facilities between Baldoyle and Portmarnock</li> </ul>	<ul style="list-style-type: none"> <li>• Improve traffic movements in the area</li> <li>• Provide a segregated walking and cycling facility</li> <li>• Enhance leisure/recreational activities in area</li> </ul>

## **Description of Programme Logic Model**

*Objectives:* The objectives of this project is to deliver a segregated and attractive high quality walking & cycling facility which will provide a peaceful, attractive and safe environment for residents and visitors.

*Inputs:* The primary input to the programme was the initial capital allocation of €2.1 million by Fingal County Council and the NTA, both parties have agreed to co-fund both the design and the construction.

*Activities:* There were a number of key activities carried out through the project including to undertake a comprehensive options assessment and identifying the preferred option.

1. Prepare the Preliminary Design and a Preliminary Design Report;
2. Prepare the preparation of an environmental report and Appropriate Assessment for the Project;
3. Prepare the documentation for the statutory planning process to An Bord Pleanála
4. Prepare Detailed Design drawings and construction methodology
5. Prepare Tender Documentation for Construction
6. Run tender competition and appoint contractor
7. Undertake construction works
8. Undertake snagging
9. Prepare close out report including safety file

Item 1-3 completed and we are now awaiting decision by An Bord Pleanála which may be taken in late July at the latest. The timeline of construction is dependent on the decision date, works will either take place this autumn or early spring next year.

*Outputs:* Having carried out the identified activities using the inputs, the outputs of the project are to provide a cycle and pedestrian route through a regional park with a view to providing a peaceful, attractive and safe environment for residents and visitors and providing connecting facilities between the towns of Baldoyle and Portmarnock.

*Outcomes:* The envisaged outcomes of the project is to deliver a segregated walking and cycling route through the Racecourse Park between the Portmarnock roundabout and the Red Arches Roundabout at Baldoyle, provide safe crossing points on the Coast road and Moyne road and upgrade the junction of Moyne road/Coast Road to a signalised junction. It will provide a peaceful, attractive and safe environment for residents and visitors. This scheme will form part of the mitigation measures for the development of new residential communities within the Baldoyle – Stapolin and Portmarnock South Local Area Plans (LAPs). Portmarnock South LAP is to deliver up to 1200 residential units while the Baldoyle – Stapolin lands will deliver a further 750 – 1100 units bringing the total residential units to the lands to 1900 – 2300.

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

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The following section tracks the Portmarnock to Baldoyle Walking and Cycling Scheme from inception to conclusion in terms of major project/programme milestones



Month - Year	Description
July 2017	Options Assessment completed
Jan 2018	Prelim design and supporting document completed
Feb 2018	Planning application made to An Bord Pleanála
July 2018	ABP to provide planning permission
July 2018	Tender for works issued
Sept 2018	Tenders analysed and contractor appointed
Oct 2018-June 2019	Construction of pathway

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### Section B - Step 3: Analysis of Key Documents

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The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Portmarnock to Baldoyle Walking and Cycling Scheme.

Project/Programme Key Documents	
Title	Details
Tender Brief	Overview of project requirements
Award of Tender	CE order awarding of contract to WS Atkins Ireland Ltd for the provision of engineering consultancy services
Options Assessment	Results of Options Assessment
Preliminary design report	Design of the scheme
Progress report	Overview of risk analysis and project timeline to date
Project expenditure overview	Overview of project expenditure to date

#### Key Document 1: **Tender Brief**

This tender brief contains an overview of the project requirements including an overview of the project, objectives and design requirements. It details requirements expected and the role of the tenderer.

### **Key Document 2: Tender Awarded-CE Order**

Chief Executive order awarding the tender to WS Atkins Ireland Ltd for the provision of engineering consultancy services for Portmarnock to Baldoyle walking and cycling route.

### **Key Document 3: Options Assessment**

The Options assessment is a comprehensive report, identifying significant engineering and environmental constraints, detailing route options and evaluate them using a multi-criterion appraisal process (4 routes identified) and indicating a preferred route, taking into consideration the specific objectives of the Local Area Plans.

### **Key Document 4: Preliminary Design Report**

In developing the preliminary design report, the following tasks have been carried out and comprehensively reported on.

- Design Options Assessment
  - Carried out constraints study
  - Stakeholder consultation
  - Site inspections were undertaken to collect up-to-date local information
  - Appraisal of route options and selection of preferred route
- Commissioning of topographical survey
- Development of digital terrain model from survey data
- Development of three-dimensional model for preferred route including horizontal and vertical alignments and required earthworks
- Prepared preliminary bridge design
- Prepared preliminary public lighting design
- Carried out Quality of Service assessment of proposed route
- Prepared preliminary cost estimate

The report also outlined the preliminary design of the preferred route recommended and compiled the information required for the application to An Bord Pleanála under Section 177AE of the Planning and Development Act, 2000, as amended.



### Key Document 5: Progress Report

Progress reports are issued following site/scheduled meetings. Detailed in this report are minutes of site meetings, dates of meeting schedule and tracking table, details of risk register, decision register and action list. A breakdown of overall costings is also included in this report with notification to Fingal County Council for approval of the next invoice to be issued.

### Key Document 6: Progress Expenditure Overview

Project Finance Summary, detailing invoices paid, percentage of job completed and paid and budget remaining.

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#### Section B - Step 4: Data Audit

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The following section details the data audit that was carried out for the Portmarnock to Baldoyle Walking and Cycling Scheme. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Options Assessments	Identifies route options considered and summarises their feasibility and relative ranking in terms of economy, integration, accessibility, safety and environment	Yes
Preliminary design report	Design of the scheme	Yes
Expenditure	To show proposed expenditure breakdown of the project	Will be available when project is completed

## **Data Availability and Proposed Next Steps**

The data available is consistent with a scheme at preliminary design phase and for the statutory planning process to An Bord Pleanála. Further specifications of the scheme will be drafted as it progresses.

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## **Section B - Step 5: Key Evaluation Questions**

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The following section looks at the key evaluation questions for Portmarnock to Baldoyle Walking and Cycling Scheme 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)**

The application to An Bord Pleanála under Section 177AE of the Planning and Development Act, 2000, as amended, has been submitted and are now awaiting decision by An Bord Pleanála which may be taken in late July. The expenditure incurred to date is minimal, compared to the overall project costs i.e. initial Consultancy Fees etc.

Internal Audit notes that the Consultants were appointment in April 2017 to carry out the preliminary design phase works in relation to the proposed Portmarnock to Baldoyle Walking and Cycling Scheme. The Consultants were appointed from a NTA Framework for Consultancy Services to provide Design, Construction Management and other Services for Transport Project funded by the NTA. A supplementary request for tenders was issued on 25<sup>th</sup> January 2017 in respect of Engineering Consultancy Services for the Portmarnock to Baldoyle Walking and Cycling route under the framework. This competition is recorded on the Councils Tender Register.

This in-depth check has shown that all management guidelines were adhered to however, it is noted that Consultants which were appointed to conduct the Topographical Survey were not appointed through the correct procurement process.

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

The project is in progress, and to date the necessary documentation is available from Planning & Strategic Infrastructure Department's project files for evaluation.

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

This project is only in its infancy, but a recommendation is being made that correct procurement procedures should be adhered to for the duration of the project.

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### **Section: In-Depth Check Summary**

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The following section presents a summary of the findings of this In-Depth Check on the Portmarnock to Baldoyle Walking and Cycling Scheme.

#### **Summary of In-Depth Check**

**PSC Status:** Expenditure Being Incurred

**Project Description:** This scheme will provide a cycle and pedestrian route through a regional park, providing connecting facilities between the towns of Baldoyle and Portmarnock. The route is approximately 1.8km long and is over lands which form part of a new regional park –known as Racecourse Park – which is part of the Portmarnock-South Local Area Plan and the Baldoyle-Stapolin Local Area Plan lands. The route will provide a peaceful, attractive and safe environment for residents and visitors to use.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** This project is at an early stage of development, the Consulting Engineers were appointed from a NTA Framework for Consultancy Services to provide Design, Construction Management and other Services for Transport Project.

However, it is noted that Consultants which were appointed to conduct the Topographical Survey were not appointed through the correct procurement process.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Quality Assurance – In Depth Check 4

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### Section A: Introduction

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

<b>Programme or Project Information</b>	
<b>Name</b>	Newbridge House Visitor Centre
<b>Detail</b>	Capital investment programme to upgrade, remodel and refurbish facilities in Newbridge House and Farm with the objective to provide high quality, value for money restaurant/retail facilities and meet visitors expectations
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Expenditure Being Incurred
<b>Start Date</b>	First Proposed in 2013
<b>End Date</b>	2018
<b>Overall Cost</b>	€1.5 million

#### **Project Description**

Newbridge House, Newbridge Farm buildings and Demesne are protected structures and attract over 100,000 annual visitors. This phase of proposed works at the farm is intended to provide a high quality, value for money Restaurant/Retail offering that is appropriate to the heritage surroundings, will complement the other facilities on offer and meet the visitors expectation and market demand by catering for the key user groups of Newbridge House and Farm:

- Day Visitors – Overseas and Domestic
- Coach Parties
- Tour Operators
- Special Interest Groups
- General Park and Playground users
- Local Community
- School Tours
- Special Events

The proposed works involve:

- Remodelling and refurbishment of the South Range Farm outbuildings to provide visitor reception, tearoom and shop facilities and an extension for new kitchen.
- Resurfacing of the main Farm Courtyard.
- Full foul Water drainage up-grades at the Demesne.

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## Section B - Step 1: Logic Model Mapping

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As part of this In-Depth Check, Internal Audit have completed a Programme Logic Model (PLM) for the Newbridge House Visitor Centre. 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
Remodelling and refurbishment of the South Range Farm outbuildings to provide visitor reception, tearoom and shop facilities	Associated staff administration costs within the relevant departments.  €1.5 million proposed expenditure	Business Plan in 2011.  Proposal for the provision of Consultancy services.  Magnitude cost summary	To renovate and extend the existing museum/coach display to provide a new café and retail space	To provide a tourist attraction and education centre at Newbridge house visitor centre and meet visitors expectations and market demand by catering for key user groups of Newbridge House and Farm
Resurfacing of the main Farm Courtyard		Part XI approval		
Full Foul Water Drainage upgrade to the entire demesne to meet EPA requirements		Acceptance of Francis Haughey Building and Conservation Contractor quotation		

## **Description of Programme Logic Model**

*Objectives:* The objective of this project is to upgrade, remodel and refurbish facilities in Newbridge House and Farm. The renovation of and extension to the existing museum, to provide a new Café and retail space with the objective to provide high quality facilities and meet visitor's expectations and market demands.

*Inputs:* The primary input to the programme was the capital funding of €1,125,000 which was provided for by Fingal County Council in its Capital Programme. The inputs also included the associated administration costs for staff within the Architects and the Economic, Enterprise and Tourism Departments.

*Activities:* There were a number of key activities carried out through the project including, the remodelling and refurbishment of the 'South Range' outbuildings to accommodate Tea-rooms and a Retail/ticketing facility, the relocation of the Hatchery to a ground floor location, the refurbishment of existing tearooms to provide a multi-function meeting room, and the provision of new toilets. Works also include the upgrading of the drainage infrastructure to the entire Demesne, and a strategic overview of energy use and the sustainable upgrading of energy provision for the Demesne as a whole.

*Outputs:* Having carried out the identified activities using the inputs, the outputs of the project are to renovate Newbridge House and Farm and to provide a high quality, value for money Restaurant/Retail offering that is appropriate to the heritage surroundings and will complement the other facilities on offer as well as meet the visitor's expectation and market demand by catering for the key user groups of Newbridge House & Farm.

*Outcomes:* To provide recreational and educational opportunities for the public's benefit whilst preserving, promoting and enhancing Newbridge Demesne and environs and enhancement of the Demesne and conservation of the historic buildings and landscape.

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

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The following section tracks the Newbridge House Visitor Centre from inception to conclusion in terms of major project/programme milestones



July 2013	Appointment of Business Development Consultant
January 2015	Outline Brief established for Upgrading Works – detailed Design commences
5 <sup>th</sup> March 2015	Appointment of Consultant C&S Engineer
7 <sup>th</sup> May 2015	Appointment of Consultant M&E Engineer
18 <sup>th</sup> June 2015	Appointment of Consultant Q.S.
13 <sup>th</sup> July 2015	Part XI Approval to proceed with Project
28 <sup>th</sup> July 2015	Appointment of Consultant Fire and DAC Engineer
13 <sup>th</sup> October 2015	Appointment of Consultant Ecologist
9 <sup>th</sup> February 2016	Grant of Fire Safety Certificate
12 <sup>th</sup> February 2016	Invitation to Tender on e-tender website
24 <sup>th</sup> March 2016	Appointment of Assigned Certifier
1st April 2016	Appointment of Consultant Archaeologist
7 <sup>th</sup> April 2016	Excavation Licence from Dept. Arts, Heritage and the Gaeltacht
25 <sup>th</sup> April 2016	Evaluation of Tenders and Tender recommendation
April 2016	CE recommends acceptance of tender.





10 <sup>th</sup> May 2016	Letter of Acceptance issued to Francis Haughey Building and Conservation Contractor
11 <sup>th</sup> May 2016	Enabling Works commence on site
June 2016	Appointment of Specialist to remove Carriage from South Range
13 <sup>th</sup> June 2016	Main Contract Works commence on site
26 <sup>th</sup> August 2016	Grant of Disabled Access certificate
27 <sup>th</sup> January 2017	Change to Scope of Works –Kitchen fit-out (including equipment and a new servery) to be included in Works Contract
23 <sup>rd</sup> June 2017	Certificate of Partial Completion issued
30 <sup>th</sup> June 2017	Cost Report from Lawlor Burns Q.S.
23 <sup>rd</sup> February 2018	Certificate of Substantial Completion issued
20 <sup>th</sup> March 2018	Building listed on BC(A)R Register

### Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Newbridge House Visitor Centre.

<b>Project/Programme Key Documents</b>	
<b>Title</b>	<b>Details</b>
1. Newbridge House & Farm	Proposal for the provision of Consultancy services for Newbridge House & Farm
2. CE orders Appointing	a. Consultant C&S Engineer b. Consultant M&E Engineer c. Consultant Q.S. d. Consultant Fire and DAC Engineer
3. Part XI Approval	a. CE'S Report to Council 13 <sup>th</sup> July 2015 b. Copy of CCM minutes, dated 13th July 2016, noting Part XI approval to proceed - Ref: F/348/15
4. Order of Magnitude/Cost Report	Budget Cost Report by Project Q.S.
5. Grant of Derogation Licence	Copy of Derogation Licence
6. Grant of Fire Safety Certificate	Copy of Fire Safety Certificate
7. Grant of Excavation Licence	Copy of Excavation Licence from DAHG
8. Contract Works Tender Recommendation	Letter of Recommendation following evaluation of Tenders
9. CE Order Acceptance	CE Order recommending acceptance of tender
10. Change Order No.1	Change to Scope of Works –Kitchen fit-out (including equipment and a new servery) to be included in Works Contract
11. Cost Report from Lawlor Burns Q.S.	Details of additional costs incurred as a result of unforeseen works due to unknown u/g services, Additions to the electrical scope of work and the inclusion of fit-out works in the Main Contract
12. Certificate of Substantial Completion	Copy of Certificate of Substantial Completion
13. Building Control Register	Notification of Entry onto the Building Control Register

**Key Document 1: Proposal for the provision of Consultancy services for Newbridge House & Farm**

A business plan was prepared setting out the vision for Newbridge House Visitor Centre as a public tourist attraction and educational centre.

**Key Document 2: CE Orders**

CE Orders raised for the appointment of Civil and Structural Engineering Consultancy, Mechanical and Electrical Firm, Quantity Surveying Consultancy and Fire Safety Consultants required for refurbishment, remodelling of Newbridge House.

**Key Document 3: Part XI Approval**

CE 's Report to the Full Council meeting and minutes noting Part XI approval to proceed.

**Key Document 4: Cost Report**

The projected cost forms were based on preliminary design drawings showing options for the development and phasing of the project.

**Key Document 5: Grant of Derogation Licence**

Licence granted by the Department of Arts, Heritage and the Gaeltacht for works to be carried out to the Southern Range Building, Newbridge House where Bats were seen roosting.

**Key Document 6: Grant of Fire Safety Certificate**

Granting of Fire Safety Certificate, compliance with requirements of Part B of the second schedule of the Building Regulations 1997-2014.

**Key Document 7: Grant of Excavation Licence**

Excavation Licence granted by the Department of Arts, Heritage and the Gaeltacht.

**Key Document 8: Contract Works Tender Recommendation**

Following a public tender advertised on E-Tenders. Recommendation for the Architects Department received to appoint Francis Building and Conservation Contractor following the Most Economically Advantageous Tender valuation assessment.

**Key Document 9: CE Order Acceptance**

CE Order accepting the tender bid received and recommended by the Architects Department.

**Key Document 10: Change Order No.1**

The Tender advertised excluded a full equipment fit-out of the kitchen, pending tendering for an operator of the facility. Economic Development Dept. subsequently advised that the kitchen should be fully fitted out in advance of the appointment of an Operator. The Architects Department prepared a kitchen design and the main Contractor, Francis J Haughey, Building and Conservation Contractors (FJH) was requested to price for same as a change to their contract. The fit-out will include kitchen equipment and a new server area. FJH sought a number of quotations from kitchen fit-out specialists. A Change Order was raised to increase the contract amount to include these additional works.

**Key Document 11: Cost Report from Lawlor Burns Q.S.**

Updated Costs for the works carried out. Details of additional costs incurred as a result of unforeseen works due to unknown e/g services, Additions to the electrical scope of work and the inclusion of fit-out works in the Main Contract

**Key Document 12: Certificate of Substantial Completion**

Certificate of Substantial Completion issued with conditions including outstanding snags and works to be completed.

**Key Document 13: Building Control Register**

In accordance with Article 20F (6) of the Building Control Regulations 1997 – 2015, that the Certificate of Compliance on Completion, submitted on the 20/02/2018, was deemed **Valid**, and particulars relating to same have been entered on the Register maintained pursuant to Part IV of the Building Control Regulations 1997 – 2015.

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**Section B - Step 4: Data Audit**

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The following section details the data audit that was carried out for the Newbridge House Visitor Centre. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

<b>Data Required</b>	<b>Use</b>	<b>Availability</b>
Project Brief	Statement of needs as identified in the project brief	Yes
CE Orders	Appointment of Consultants and Contractor	Yes
Fortnightly Meetings between the Architects Department, Consultants and Contractor	On site meetings to discuss Building Progress Issues	Yes
Interim Cost Reports (Change Order)	Details of Change Order agreed with Contractor and associated costs involved	Yes

### **Data Availability and Proposed Next Steps**

All data for the works are available and on the project file in the Economic, Enterprise & Tourism Department.

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## Section B - Step 5: Key Evaluation Questions

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The following section looks at the key evaluation questions for Newbridge House Visitor Centre 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)**

Seven Consultants were engaged during the course of this project to provide the following services: Archaeologist, Assigned Certifier Services, Civil & Structural Engineering Services, Fire Safety & Disability Access Certificates Engineering Services, Tourism Consultancy Services, Quantity Surveying Services, Mechanical & Electrical Survey. All services were procured by quotes and tender requests as appropriate with the contract being awarded to the lowest tender/quote in each case and were in compliance with proper procurement procedures.

A Contractor was appointed following a public procurement process and awarded the contract as the lowest priced tender and best scoring tenderer submission for the redevelopment works. The contract sum was €1,060,841. The contract specifically excluded the full equipment fit-out of the kitchen. Following a project review, it was decided to request the contractor to price for the kitchen fit-out and a new serving area. The contractor sought quotations from a number of kitchen fit-out specialists and the costs were agreed at the sum of €103,629 as a change to the original contract.

This in-depth check has shown that all management guidelines were adhered to.

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

The project is in progress, and to date the necessary documentation is available from the Economic, Enterprise & Tourism Department's project files for an evaluation at a later date.

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

As the project progressed it was noted that the fit out of the kitchen was specifically exclude from the contract but at a subsequent review the contract was requested to quote for these additional works.

An estimated Final Account Report has been received from the consultant Quantity Surveyors on the project with a value of €1,479,115. Their report identifies three Change Orders agreed to date and those, which are still under consideration and review with the contractor. These orders comprise 177 different items, which include the revision of lighting layout, repairs and decoration of Courtyard doors and anti-skid finish to the tarmacadam base, etc. This estimated final figure represents an increase of 39% on the original contract price. A broader scoping exercise and a more extensive assessment of costs at the outset may have captured these increases.

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### Section: In-Depth Check Summary

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The following section presents a summary of the findings of this In-Depth Check on the Newbridge House Visitor Centre

#### Summary of In-Depth Check

**PSC Status:** Incurred

**Project Description:** The objective of this project is to upgrade, remodel and refurbish facilities in Newbridge House and Farm. The renovation of and extension to the existing museum and to provide a new Café and retail space with the objective to provide high quality facilities and meet visitors expectations and market demands.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** All of the appointments of consultants and contractor were carried out in compliance with proper procurement procedures. An estimated Final Account Report has been received from the consultant Quantity Surveyors on the project with a value of €1,479,115. Their report identifies three Change Orders agreed to date and those, which are still under consideration and review with the contractor. These orders comprise 171 different items, which include the revision of lighting layout, repairs and decoration of Courtyard doors and anti-skid finish to the tarmacadam base, etc. This estimated final figure represents an increase of 39% on the original contract price.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project is well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Quality Assurance – In Depth Check 5

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### Section A: Introduction

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

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

<b>Programme or Project Information</b>	
<b>Name</b>	Kinsealy Melrose Community Project (now known as Fingal Liam Rodgers Community Centre)
<b>Detail</b>	Capital Expenditure to provide a Community Centre and Sports Hall facilities for the Kinsealy Melrose Area
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Expenditure Being Incurred
<b>Start Date</b>	April 2016
<b>End Date</b>	December 2017
<b>Overall Cost</b>	€1.5 million

### Project Description

The project is the construction of a community centre (approx. 330m<sup>2</sup>) with attached double height sprung multi-purpose sports hall (approx.. 745m<sup>2</sup>-18.3m x 40.7m). The community centre consists partially of a two-storey construction, incorporating two community rooms, male and female changing areas with showers and toilets, office and storage areas, electrical/plant room, ancillary areas including links to the sports hall. Site works include the provision of a 92-space car park with services, public lighting and paths. The project is to serve the needs of the local community and adjoining school population and was delivered as part of the Fingal Schools Model initiative.



## Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit Unit has completed a Programme Logic Model (PLM) for the Kinsealy Melrose Community Project. 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
<ul style="list-style-type: none"> <li>The construction of a community centre and sports hall with a public car park</li> </ul>	<ul style="list-style-type: none"> <li>Associated Staff Administration Costs within the Relevant Departments</li> <li>Contract Sum € 1,868,845 (6 % Retention retained)</li> <li>Consultants Fees € 89,688</li> <li>Other Expenditure ESB, Bord Gais Networks etc. € 60,955</li> <li>Site Costs &amp; Development Costs € 1,041,818</li> </ul>	<ul style="list-style-type: none"> <li>Community Centre Construction</li> <li>Public Car Park Parking</li> <li>Connection to services from adjoining Baptist Church</li> <li>Accommodation works with adjoining Baptist Church</li> <li>Construction of access road off the Feltrim Road</li> <li>Installation of Public lighting and other works essential to a community centre project scheme.</li> </ul>	<ul style="list-style-type: none"> <li>Construction of community centre and sports hall</li> <li>Accommodation works with adjacent Swords Baptist Church</li> <li>Provision of public car park</li> <li>Provision of public lighting, signing and other works ancillary to the construction of a new community centre development.</li> </ul>	<ul style="list-style-type: none"> <li>The provision of community centre and sports hall to cater for the needs of the local community and to provide sports facilities for the local school population.</li> </ul>

## **Description of Programme Logic Model**

**Objectives:** The objectives of the Kinsealy Melrose Community Project is to construct a community centre and sports hall with a public car park to provide shared facilities for the local community and the local school. The site on which the centre was built was purchased by the Environment Department to be developed as a graveyard but proved unsuitable for that purpose. The costs of this acquisition have been charged to the community centre project and funded from a claim on Section 48 levies. The centre is co-located with the Swords Baptist Church whose facilities were developed in the first phase of the development.

**Inputs:** The primary input to the programme was the capital funding of €1.4 million, which was provided for in the Council's Capital Programme 2013 – 2015. The Swords Baptist Church has contributed € 1 million in relation to the initial phase of the project. Further inputs were sourced from Section 48 Levies (€687,700), a Special Part X Community Contribution (€110,000), and Miscellaneous Income (€42,042). Funding under the Fingal Schools Model will be used for the final account of the project. The inputs also include the associated administration costs for staff within the Architects and Community Culture and Sports Departments.

**Activities:** The key activity carried out during the project was the construction of the community centre and sports hall along with a public car park (92 spaces) servicing both the church and community facility. A 50% contribution (€ 186,994) was made in 2010 towards the cost of the access road to the Drinan Enterprise Centre and Community lands from the Feltrim Road.

**Outputs:** The construction of a community centre and sports hall with the aim of providing community and recreational facilities for the residents of the Kinsealy and Melrose areas along with shared sporting facilities for the local school (Scoil An Duinninigh).

**Outcomes:** The envisaged outcomes of the project were the provision of shared community facilities for the Kinsealy Melrose area a long-standing commitment of the Council. The provision of shared sports facilities between the community and the local school under the Fingal Schools Model initiative.

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

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The following section tracks the Kinsealy Melrose Community Project from inception to conclusion in terms of major project/programme milestones



Feb 2012	Part XI – Approval for Proposed Community Centre Sports Hall Project
Feb 2012	Engagement of Consultant - Mechanical & Electrical Engineers
Jul 2012	Engagement of Consultant - Civil and Structural Engineering Services
Oct 2012	Tender awarded for Car Park Construction – Swords Baptist Church shared facilities
Nov 2012	Fingal Capital Programme 2013 - 2015
Apr 2014	Engagement of Design Certifier
Apr 2014	Engagement of Fire Safety & DAC Engineering Consultant
Nov 2014	e-tenders Contract Notice – request for tenders
Jan 2015	Engagement of Consultant Quantity Surveyors
July 2015	Tender recommended by Consultant Quantity Surveyors & endorsed by Architects Department
Nov 2015	Engagement of assigned Certifier
December 2015	Successful Contractor Sandar Ltd
Mar 2016	Contract signed with contractor
Mar 2016	Engagement of Design Certifier
Apr 2016	Works commence on site
Jul 2017	Works Complete – Building Handover
Dec 2017	Official Opening
May'16 – May'18	Change Orders – Claims from Contractor
May/Jun 2018	Final Account Report in preparation

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### Section B - Step 3: Analysis of Key Documents

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The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Kinsealy Melrose Community Project.

Project/Programme Key Documents	
Title	Details
Project Brief & Revised Project Brief	Statement of needs as identified in the Project brief
Fortnightly Meetings between the Architects Department, Project Consultants and the Contractor	Onsite Meetings to discuss Building Progress issues
Interim Costs Reports (Change Orders)	Details of Change Orders agreed with the Contractor and the costs involved

#### **Key Document 1: Original Project Brief**

This brief contains a statement of what need is being addressed in relation to the Community needs in the area. It shows how the proposal responds to the needs identified in the Council's Community Action Plan

#### **Key Document 2: Meetings between the Architects Department, the Consultant QS and the Contractor**

During the construction phase of the project, meetings took place on average on a fortnightly basis with Staff from the Architects department and the Consultant Quantity Surveyors and the Contractor, These minutes were minuted and copies of the progress reports presented by the Contractor to these meetings are included.

### Key Document 3: Interim Cost Reports – Change Orders

Cost reports/change order recommendations issued by the Council’s Consultant quantity surveyors in respect of claims submitted by the contractor. These extra charges were reviewed by the Council’s Architects Department and forwarded to the Community Department with their recommendations to approve this extra expenditure by way of new Chief Executive Orders.

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#### Section B - Step 4: Data Audit

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The following section details the data audit that was carried out for the Kinsealy Melrose Community Project. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Expenditure Report	To show expenditure on project and funding received from other sources	MS4 Accounts System
Interim Cost Reports	To show additional cost incurred in the course of the project not included in the the original tender price.	Available on Project File
Minutes of Fortnightly Project Meetings	To show progress on the project and issues arising and responsibilities for actions	Available on Project Folder Architects Department

#### Data Availability and Proposed Next Steps

The construction phase of the project was completed in July 2017 and the building was officially opened in December 2017 and is being operated as the Fingal Liam Rodgers Community Centre under the Shared Facility Executive management structure. The final cost report is currently being agreed between the Consultant Quantity Surveyors and the Contractor.

The data audit presented above details the type of information that would be available if this project is selected to undergo a Focused Policy Assessment (FPA) of Value for Money Review (VFM).

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### **Section B - Step 5: Key Evaluation Questions**

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The following section looks at the key evaluation questions for the Kinsealy Melrose Community Project 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)**

Having reviewed the expenditure, it is noted that the appointment of the contractor was carried out in compliance with proper procurement procedures – advertised on e-tenders and appointed following reviews of the tender applications by way of Chief Executive Order.

There were a number of consultancy services required to compliment the professional services provide by the Architects Department during the course of this project. These included the services of an Assigned Certifier, a Design Certifier, Fire Safety & Disability Access Certifier, Civil and Structural Engineers, Mechanical, Electrical Engineers, and Quantity Surveyors. These services were provided by four companies with one of the companies providing three of the services. These consultants were appointed following requests for fee bids and their appointed was approved by CE orders, it is noted that the remit of one of the consultants was extended to cover two other services without following the normal procurement procedures and that the project brief for the consultant QS was extended three times.

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

The necessary documentation is available from the Architects and Community Sports and Culture Departments project files to allow for an evaluation of the project at a later date.

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

Since the inception of this project, the availability of the “Quick Quotes” facility (September 2016) on e-Tenders will allow for the supply of services to be tendered for amounts under € 25,000.

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## Section: In-Depth Check Summary

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The following section presents a summary of the findings of this In-Depth Check on the Kinsealy Melrose Community Project.

### Summary of In-Depth Check

**PSC Status:** Expenditure being incurred

**Project Description:** The objective of the Kinsealy Melrose Community Project is the construction of a community centre with attached double height sprung multi-purpose sports hall. The project objective is to serve the needs of the local community and adjoining school population and was delivered as part of the Fingal Schools Model initiative. It is currently operating as the Fingal Liam Rodgers Community Centre.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** The appointment of the Consultants in relation to a number of services for the project was by way of the submission of fees bids and approval for their appointment was by way of CE order. However, the brief of one of the Consultants was extended to cover to two further roles that of Assigned Certifier and Design Certifier without following proper procurement procedures. It is acknowledged that the requirement for these designated roles were as a result of a change to the Building Control Regulations in September 2015 which extended the application of the regulations to local authorities in respect of works being carried out by them in their own functional areas.

The contract costs to date have increased by € 117,328 circa 6%, these relate to a number of change orders relating to amendments to the original contract relating to additional works e.g. excavation dig quantities, public lighting etc. These extra costs have been approved at each stage by CE order. Recommendations in relation to the final cost report agreed with the contractor are awaited from the consultant Quantity Surveyors.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Quality Assurance – In Depth Check 6

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### Section A: Introduction

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

<b>Programme or Project Information</b>	
<b>Name</b>	Snugborough Interchange
<b>Detail</b>	Capital investment programme to improve traffic flow along the Snugborough Road, Blanchardstown village, the Blanchardstown Centre
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Expenditure Being Incurred
<b>Start Date</b>	Initially Proposed in 2015
<b>End Date</b>	Expected 2020
<b>Overall Cost</b>	€13.7 million

#### **Project Description**

Upgrade of Snugborough Interchange including construction of bridge over N3, bridge/culvert for River Tolka crossing, 2 no pedestrian/cycleway underpasses. Also included is upgrade of traffic signals and linking to traffic signals on Clonsilla Road, inclusion of cycle-ways and bus priority measures.



## Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit Unit have completed a Programme Logic Model (PLM) for the Snugborough Interchange. 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
<ul style="list-style-type: none"> <li>• Provide for existing and future traffic demands</li> <li>• Remove existing queuing from all approaches, particularly the N3 off-ramp</li> <li>• Improve public transport measures through the existing interchange</li> <li>• Improve pedestrian and cyclist measures and increase junction safety</li> <li>• Minimise environmental impacts on the Tolka Valley floodplain</li> <li>• Allow for upgrade of existing N3 to a three lane motorway</li> </ul>	<ul style="list-style-type: none"> <li>• Associated Staff Administration Costs within the Relevant Departments</li> <li>• Consultancy/Professional Fees - € 29,119</li> <li>• Advertisement Part 8 – €2,267</li> </ul>	<ul style="list-style-type: none"> <li>• Design Report is ongoing</li> <li>• Part 8 Planning Process</li> <li>• Land acquisition required</li> <li>• Agreement required by Irish Water</li> <li>• Agreement by TII required for structures to be use over N3</li> <li>• Preparation of tender documents</li> <li>• Contract E- tenders</li> <li>• Awarding of Contract</li> <li>• Construction Phase</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a five-arm signalised junction</li> <li>• Road widening</li> <li>• Provide a bus lane</li> <li>• Provide new high quality pedestrian facilities</li> <li>• Provide new high quality cycle facilities</li> <li>• Provide new bridge structures over the N3 and over Tolka Valley and river</li> <li>• Upgraded traffic signals</li> </ul>	<ul style="list-style-type: none"> <li>• Improve traffic movements in the area</li> <li>• Improve road safety</li> <li>• Provide pedestrian cycle and public transport facilities</li> <li>• Improve capacity of service for the Blanchardstown Centre</li> <li>• Improve traffic managing during peak traffic periods</li> </ul>

## **Description of Programme Logic Model**

*Objectives:* The objective of the scheme is to improve the traffic flow along the Snugborough Road, Blanchardstown village, the Blanchardstown Centre. It is intended to provide for existing and future traffic demands, remove existing queuing from all approaches, particularly the N3 off-ramp, improve public transport measures through use bus priority and safety improvements for cyclists by means of additional cycle-ways.

*Inputs:* The project will be co-funded from the following sources: National Transport Authority, FCC and EIB. The inputs also include the associated administration costs for staff within Planning and strategic Infrastructure Department.

*Activities:* There were a number of key activities carried out through the project including Consulting Engineers appointed to advance the design of the Snugborough Interchange upgrade to planning approval stage. The project underwent the Part 8 process of the Planning and Development Regulations 2001 – 2016. A report recommending its approval was adopted and approved by the County Council at its meeting on Monday 13<sup>th</sup> March, 2017.

*Outputs:* To provide a five-arm signalised junction, a bus lane, improved pedestrian and cyclist facilities.

*Outcomes:* The envisaged outcomes of the project are:


- Greatly improved pedestrian and cyclist facilities
- Public transport priority measures
- Increased junction safety
- Increased traffic capacity leading to reductions in queues and delays for all road users
- Benefits to the N3 upgrade scheme as queuing on motorway removed

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

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The following section tracks the Snugborough Interchange from inception to conclusion in terms of major project/programme milestones



Jan 2015	Consultants Clifton Scannell Emerson appointed to design scheme
Mar 2017	Part 8 planning approval
Dec 2017-Mar 2018	Contractor to carry out utility/ underground services survey
Feb - April 2018	Contractor to carry out site investigation
April 2018	Reach agreement with Irish water for diversion works
May 2018- July	Finalise land purchase
August 2018- Feb 2019	Carry out advance water and Sewer diversion works
March 2019 - December 2020	Carry out main construction of Interchange

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### Section B - Step 3: Analysis of Key Documents

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The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Snugborough Interchange.

<b>Project/Programme Key Documents</b>	
<b>Title</b>	<b>Details</b>
CEO Appointment of Consultants Snugborough Interchange	Appointment of CSE to design scheme
Report to Council Snugborough Interchange Upgrade Part 8 Submissions	Planning Part 8 Report
14_168_00_2001_PL04 Proposed Road Layout	Part 8 planning road layout
CEO Priority Site investigation Snugborough	Chief Executive order appointment of Priority Construction for Site investigation contract
CEO Appointment of USA Ltd for 9C Sewer survey	Chief Executive order appointment of USA Ltd. For 9C sewer survey

#### **Key Document 1: CEO Appointment of Consultants Snugborough Interchange**

The South West quadrant of the Snugborough interchange is occupied by the Blanchardstown Town Centre, in the ownership of the Green Property Company. The Green Property Company had also engaged the Consultant Engineers to carry out traffic modelling of the road network within the centre. Following the successful collaboration between Fingal Co Co, the National Road Authority and Green Property, it was agreed that the Consultant Engineers be appointed to advance the design of the Snugborough Interchange upgrade to planning approval stage at no cost to the Council, the fees for this work to be borne by Green Property.

#### **Key Document 2: Part 8 Planning Report and Road Layout**

Part 8 Planning Report and Road Layout was submitted to the County Council on 13<sup>th</sup> March 2017 and was adopted and approved.

### Key Document 3: CEO Site investigation

CE order raised following an E-Tender procurement process for the appointment of contractors for ground investigation works to provide required information on existing ground conditions for the detailed design.

### Key Document 4: CEO Sewer Survey

CE order raised following a request for quotations from 3 suppliers issued by Clifton Scannell Emerson (Consultants Appointed for the Design of Snugborough Interchange Upgrade) in respect of a survey required of the 9C Sewer and associated manholes. The work is very specialist and involves working in deep manholes in confined spaces with large live flowing foul pipes. Clifton Scannell Emerson were deemed to be competent to assess the tenderers submission regarding the Health and Safety aspects of the work. This speciality is not generally utilised by the Council.

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## Section B - Step 4: Data Audit

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The following section details the data audit that was carried out for the Snugborough Interchange. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Expenditure Report	To show expenditure on project	Yes – on MS4 System
Part 8 Planning Report and Road Layout	A general description of the project and road layout	Yes – on Project File
Preliminary Projected Cost Analysis	Estimated cost analysis breakdown for the full project	Yes – on Project File

### Data Availability and Proposed Next Steps

The data available is consistent with a scheme at preliminary design phase and Part 8 planning process phase. Further specifications of the scheme will be drafted as it progresses.

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## Section B - Step 5: Key Evaluation Questions

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The following section looks at the key evaluation questions for Snugborough Interchange 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)**

Part 8 Planning Report was submitted to the County Council on 13<sup>th</sup> March 2017 and was adopted and approved. The expenditure incurred to date is minimal, compared to the overall project costs i.e. initial Consultancy Fees etc.

Internal Audit notes that the Consultants were appointment in January 2015 to carry out the preliminary design phase works in relation to the proposed Scheme. The Consultants were appointed following the successful collaboration between Fingal Co Co, the National Road Authority and Green Property, to advance the design of the Snugborough Interchange upgrade to planning approval stage at no cost to the Council, the fees for this work to be borne by Green Property.

Appointments of contractors were carried out in compliance with proper procurement procedures – advertised on e-tenders and appointed following reviews of the tender applications by way of Chief Executive Order.

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

As the project is only in its infancy, it is envisaged that the documentation concerned will be revised as the project progresses which will allow a better evaluation of the scheme at a later date.

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

As the project is only in its infancy, no recommendations are being made to enhance future processes and management.

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## Section: In-Depth Check Summary

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The following section presents a summary of the findings of this In-Depth Check on the Snugborough Interchange

### Summary of In-Depth Check

**PSC Status:** Expenditure Being Incurred

**Project Description:** The scheme is to improve the traffic flow along the Snugborough Road, Blanchardstown village, the Blanchardstown Centre. It is intended to provide for existing and future traffic demands, remove existing queuing from all approaches, particularly the N3 off-ramp, improve public transport measures through use bus priority and safety improvements for cyclists by means of additional cycle-ways.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the decision to progress with the project was soundly based and well managed.

**Findings:** This project is at an early stage of development, and consists of a collaboration process involving Fingal County Council, the National Road Authority and Green Property. As this is a mutually beneficially project the consultant costs associated with the preliminary design phase and Part 8 planning process phase have been bore by Green Properties.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit that the decision to go ahead with the project was soundly based and the project was well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Quality Assurance – In Depth Check 7

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### Section A: Introduction

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This introductory section details the headline information on the Central Heating (Replacement Systems) programme.

<b>Programme or Project Information</b>	
<b>Name</b>	Central Heating (Replacement Systems) Programme
<b>Detail</b>	Capital investment programme for the replacement of Central Heating Systems in Social Housing Stock
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Expenditure Being Incurred
<b>Start Date</b>	September 2015
<b>End Date</b>	August 2019
<b>Overall Cost</b>	€3 million

#### **Project Description**

As part of its responsibilities as a landlord, Fingal County Council is obliged to comply with the minimum standards as set out in the Housing (Standards for Rented Accommodation) Regulations 2017. The Council as landlord must provide “a fixed heating appliance in each room, which is capable of providing effective heating and which the tenant can control”.

Central heating systems that need replacement are identified in various ways i.e. during boiler servicing or inspections by Council staff or notified by the tenants themselves or are replaced during the re-let repairs process for vacant properties.



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## Section B - Step 1: Logic Model Mapping

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As part of this In-Depth Check, Internal Audit Unit have completed a Programme Logic Model (PLM) for the Central Heating (Replacement Systems) programme. 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
<ul style="list-style-type: none"> <li>• To replace central heating systems including boilers within the Council's housing stock as they fail or are considered to be near end of life.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding is provided through Revenue to Capital Transfers in Annual Budget (€ 600,000)</li> <li>• Payments to Contractors ( € 476,315 - 2017)</li> <li>• Associated Staff Administration Costs within the Architects and Housing Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Installation of new central heating systems in Council Housing stock (Gas, Oil, Plumbing &amp; Electrical Systems)</li> <li>• Dublin 15 &amp; South Fringe (Lot 1)</li> <li>• North &amp; East Fingal (Lot 2)</li> </ul>	<ul style="list-style-type: none"> <li>• The Provision of energy efficient central heating systems to meet regulatory and safety standards</li> </ul>	<ul style="list-style-type: none"> <li>• Warmer homes and reduced energy costs to tenants on the basis of improved energy efficient systems</li> </ul>

## **Description of Programme Logic Model**

*Objectives:* To replace central heating systems including boilers, within the Council housing stock as they fail or are considered to be near end of life. This programme fulfils the Council's obligations as a landlord under the Housing (Standards for Rented Accommodation) Regulations 2017 and complies with the Department of Housing, Planning and Local Government (DHPLG) energy efficiency programme for local authorities' social housing stock. From 2018 onwards, the housing department proposes to carry out the central heating systems replacement programme on a batch basis, based on recommendations from the Chief Technician, Architects Department and on a value for money basis.

*Inputs:* The primary input is the provision of funding in the annual budget provided by the transfer of funds from Revenue to Capital. Associated Staff administration costs within the Architects and Housing Departments.

*Activities:* The installation of new energy efficient central heating systems (Gas, Oil and Electrical Systems) to the Council's social housing stock by the central heating contractor. (Housing Stock figure 4,889 as of 31/12/17) The county is divided up into two lots for the purposes of carrying out these works and advertising the tender for this contract.

Lot 1: - Dublin 15 & South Fringe

Lot 2: - North & East Fingal

The electrical element of the boiler installations are carried out by the electrical contractor under the Electrical Maintenance and Installations Contract for both, Lots 1 & 2. They complete the installations by connecting up the electrical wiring and installing the heating controls along with installing up to date carbon and smoke alarms if required.

A major heating upgrade was required for Domville Woods Estate, Santry, this involved the re-location of boilers and flues within apartments to external walls in order to meet new regulations.

The Maintenance Contractor for D 15 and South Fringe (including Santry) (HAF/1519/16) was engaged to conduct preliminaries for these works, undertake site supervision and project management and re-instatement works in conjunction with the heating and electrical contractors.

*Outputs:* The replacement of outdated central heating systems will help in the maintenance of the Council's housing stock in a reasonable condition and fulfil the Council's obligations under the Housing (Standards for Rented Accommodation) Regulations 2017.


*Outcomes:* The outcomes of the project are the delivery of warmer and more energy efficient homes for the Council's tenants. The replacement of outdated central heating systems leads to reduced energy costs to the householder. The Sustainable Energy Authority of Ireland state that housing continues to pose one of the greatest energy challenges in Ireland. It reports that older housing performs poorly when compared to those built to the current standards.

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

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The following section tracks the Central Heating (Replacement Systems) programme from inception to conclusion in terms of major project/programme milestones



Jun 2015	Contract advertised on e-Tenders – non OJEU
Jul 2015	Following tender evaluation contract awarded to Heating Contractor – for a period of a year with an option to extend for a further four years. – CEO – HAF/1275/15 <b>Lot 1:</b> € 218,147 and <b>Lot 2:</b> € 217, 829.20
Jul 2016	Nominal Tender sum increased by € 101,350 – total both lots – CEO- HAF/982/16
Nov 2016	Nominal Tender sum increased by € 73,327 – total both lots – CEO- HAF/1704/16
Nov 2016	Electrical Contractor appointed – Lots 1 & 2 – Electrical Response Maintenance and Installations – CEO – HAF/1646/16 – Lot 1 and CEO – HAF/1645/16 – Lot 2 (One year with an option to extend up to four years or a value of € 2 Million maximum for each Lot)
Dec 2016	Nominal Tender sum increased by € 27,065 – total both lots – CEO- HAF/1796/16
Jan 2017	Pending a new procurement process , the extension of existing arrangements with heating contractor until 31 <sup>st</sup> May 2017.(Estimated Cost - € 283,750) – CEO – HAF/182/2017
Jul 2017	Contract period extended from 01 <sup>st</sup> June 2017 to 31 <sup>st</sup> August 2019 – or to maximum value of the contract under Framework (€2 million Maximum)

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### Section B - Step 3: Analysis of Key Documents

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The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Central Heating (Replacement Systems) programme.

Project/Programme Key Documents	
Title	Details
Original Tender/Contract Documents	Detailing the requirement of the contract between the Council and the Heating Contractors for the installation of Central Heating System in Council housing stock
Sign off on Payments	Requests for payments in relation to works carried out are submitted by the contractors and calculations checked and recommendations for payments (Certs) issued by the Quantity Surveying Section, Architects Department

#### Key Document 1: **Tender Documents**

The tender documents outline to the tender the works requirement of the contract, specification in relation to the installation of central heating system in new and existing Council dwellings. They identify the locations of the relevant housing estates within the county and the types of dwellings currently in housing stock.

Forms of tender and schedule documentation, along with the pricing documentation for notional tenders. In addition, documents in relation to health and safety and the Councils code of practice and guidelines for the protection of children.

## Key Document 2: Certs/Recommendations for Payments

Recommendation for payments issued by the QS Section, Architects Department to the Housing Department to release payments to the contractors in relation to the central heating installations.

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### Section B - Step 4: Data Audit

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The following section details the data audit that was carried out for the Central Heating (Replacement Systems) programme. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
CE Orders	To ensure compliance with procurement procedures	Yes
MS4 Expenditure Reports	To monitor expenditure	Yes

### Data Availability and Proposed Next Steps

The above data is available for inspection. Ongoing monitoring of expenditure is undertaken by the Housing Department in conjunction with the QS section in the Architects Department. They monitor claims submitted and verify the quality of the works completed by the contractors in relation to the expenditure permitted under the framework agreements in relation to the various contracts with cumulative maximum values of € 2 million each.

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## Section B - Step 5: Key Evaluation Questions

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The following section looks at the key evaluation questions for Central Heating (Replacement Systems) programme 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)**

Having reviewed the documentation in relation to the expenditure incurred under this programme, Internal Audit is of the opinion that this programme complies with the standards set out in the Public Spending Code.

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

Details of the expenditure incurred (number of installations) in respect of each year are retained in the Architects/Housing Departments.

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

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## Section: In-Depth Check Summary

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The following section presents a summary of the findings of this In-Depth Check on the **Central Heating (Replacement Systems) programme**

### **Summary of In-Depth Check**

**PSC Status:** Being Incurred

**Project Description:** To replace central heating systems including boilers, within the Council housing stock as they fail or are considered to be near end of life. This programme fulfils the Councils obligations as a landlord under the Housing (Standards for Rented Accommodation) Regulations 2017 and is in compliance with the Department of Housing, Planning and Local Government (DHPLG) energy efficiency programme for local authorities' social housing stock.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the expenditure being incurred is being well managed.

**Findings:** Having reviewed the documentation in relation to the expenditure incurred under this programme in 2017, Internal Audit is of the opinion that this programme complies with the standards set out in the Public Spending Code.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit on the expenditure incurred on this programme in 2017 that the project is well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Quality Assurance – In Depth Check 8

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### Section A: Introduction

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

<b>Programme or Project Information</b>	
<b>Name</b>	Traffic Management Improvements – 2017
<b>Detail</b>	The Council made provision in the 2017 Revenue Budget for expenditure of € 2,376,500 on this programme.
<b>Responsible Body</b>	Fingal County Council
<b>Current Status</b>	Current Expenditure – Revenue Programme
<b>Start Date</b>	January 2017
<b>End Date</b>	December 2017
<b>Overall Expenditure 2017</b>	€ 2,641,599

#### **Project Description**

There is an ongoing programme of general maintenance and improvements works being carried out on the 1,275km of regional and local roads contained within the county, which covers a geographical area of 452 sq.km spanning rural, urban and suburban communities. The Council's Traffic Section within the Operations Department manages this programme. Traffic maintenance improvements, benefits the public realm by contributing to pedestrian and vehicular safety on roads and streets and improving traffic flow and the county's roads infrastructure.



## Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit Unit has completed a Programme Logic Model (PLM) for the **Traffic Management Improvements – 2017**. 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
<ul style="list-style-type: none"> <li>The provision of on-going general maintenance of local and regional roads within the county – to include improvements to traffic flow, infrastructure and road safety.</li> </ul>	<ul style="list-style-type: none"> <li>Minor Contracts &amp; Trade Services and Other Works € 1,408,442</li> <li>Salaries/Travel/Subsistence Overhead allocation € 958,394</li> <li>Agency Services Dublin City Council € 97,418</li> <li>Energy/Utilities € 125,530</li> <li>Communication Expenses € 18,337</li> <li>Other Expenses € 33,818 (Plant Hire, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Provision of new pedestrian/toucan/ zebra crossings</li> <li>Installation of vehicle activated signage (VAS)</li> <li>Provision of road markings as required/requested</li> <li>To improve wheelchair/disabled access to footpaths &amp; crossings as required</li> <li>To install new ramps and repair existing ramps</li> <li>To install traffic calming schemes including ramps/cushions/ islands etc.</li> </ul>	<ul style="list-style-type: none"> <li>The maintenance of the local and regional road network within the county resulting in improvements to traffic flow, infrastructure and road safety.</li> </ul>	<ul style="list-style-type: none"> <li>The maintenance of the local and regional road network</li> <li>To enhance Pedestrian and Vehicular safety</li> </ul>

## Description of Programme Logic Model

**Objectives:** It is the responsibility of each Local Authority to maintain local and regional roads within their administrative area. They are responsible for the ongoing maintenance of these roads and strive under this maintenance programme to improve traffic flow, infrastructure and road safety by initiating various projects to fulfil these requirements.

**Inputs:** The County Council meeting of 08<sup>th</sup> November 2016 adopted the Annual Budget for 2017, which included the provision of a budget of €2,237,500 along with grant funding of € 450,000 from Transport Infrastructure Ireland (TII). The inputs also include the associated administration costs for staff within the Traffic Section, Operations Department and overhead allocation.

**Activities:** The traffic programme of works is made up of a number of individual projects.

- Traffic Signals: – To install pedestrian/toucan/zebra crossings at various locations
- Vehicle Assisted Signage (VAS): – To install VAS signage around the county to improve issues, with excessive speeding as a road safety and traffic calming measure.
- Road Markings: - To install new road markings as requested in various locations around the county.
- Footpath Improvements: – To provide wheelchair/disabled access to footpath and crossing points as required
- Ramps New & Repairs: – To install new ramps and repair existing ramps that have deteriorated on roads where excessive speed is an issue.
- Traffic Calming Schemes: - To install traffic calming schemes, including ramps/cushions/island etc. on roads with excessive speeding issues.

**Outputs:** Having carried out the identified activities using the inputs, the outputs of the programme are the provision of improved traffic management and road safety facilities within the Fingal area for pedestrian and vehicular traffic.

**Outcomes:** The envisaged outcomes of the programme are to provide works, traffic management improvements within the administrative area of Fingal in the most cost efficient manner as possible.

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## Section B - Step 2: Summary Timeline Programme

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The following section tracks the timeline under the Traffic Management Improvements – 2017 programme.

The Council uses a number of individual projects to delivery its traffic management programme

### **Traffic Signals:**

A contract notice was published on eTenders – non OJEU using the Open Procedure in respect of the Traffic Signals Contract 2017 – RFT ID No: 122317 in August '17. The contract was for the construction and installation of five Signalised Toucan Crossings, Seven Signalised Pedestrian Crossings and one Zebra Crossing.

There were two successful bidders received by the closing date in September '17 and following the evaluation process the company who submitted the tender deemed the most economically advantageous tender, (MEAT) was awarded the contract. The contract was for six months with a commencement date in October'17 to run to March'18 and with a value of € 634,668.

These works are 90% completed at 12 of the 13 sites and are only awaiting works by the ESB to connect the signals.

### **Vehicle Assisted Signage (VAS):**

A contract notice was published on eTenders non OJEU using the Open Procedure in respect of the Supply and Installation of: VAS Solar Powered Signs – RFT ID No: 121354 in July'17. The contract was for the supply and installation of 28 solar powered traffic signs, signage was made of the following sign types, Driver feedback speed signs, Pedestrian signs, School Children warning signs and Vehicle activated yield signs.

Only one tender bid was received by the closing date in August'17. An evaluation was carried out on the tender and the contract awarded as the most economically advantageous tender (MEAT) as it was the only bid received. The contract was for three months with a commencement date in September'17 to run to November'17 with a value of € 73,934

Post tender award and due to road safety concerns and a number of recent traffic accidents the company fulfilling this contract were asked to provide a quotation based on the original tender prices for the installation a further nine signs with repairs and upgrades to others. The value of these extra works was € 39,624. Works on this project element are complete.

### **Road Markings:**

The Local Government Operational Procurement Centre (based in Kerry County Council) (LGOPC) had published a Dynamic Purchasing System for Road Marking Supplies and Services on eTenders - RFT ID 107794. CE Order CAG/49/17 approved the activation of this framework.

A supplementary request for tenders (mini-competition) was issued to 14 framework members in August'17 in respect of the requirements for road markings in the Fingal area RFT ID 121473. Two tenders bids were received by the closing date in September'17 after the evaluation process the bid deemed the most economically advantageous tender (MEAT) was awarded the contract. The contract was for three months with a commencement date in October'17 to run to December'17 with a value of € 52,407. Works are ongoing on this project.

### **Improvements to Footpaths:**

(LGOPC) had published a framework for Road Making Materials and Ancillary Works - Supply and Place on eTenders - RFT ID 115295. CE Order CAG/63/17 approved the activation of this framework.

A supplementary request for tenders (mini-competition) was issued to the 40 framework members in December'17 in respect of the requirements to lay footpaths and construct lay-bys in the Castleknock/Mulhuddart and Howth/Malahide areas within the county RFT ID .

Five tenders bids were received by the closing date in December'17 after the evaluation process the bid deemed the most economically advantageous tender (MEAT) was awarded the contract. The contract was for twelve months with a commencement date in February'18 to run to December'18 with a value of € 36,786. Works are ongoing on this project.

### **New Ramps and Repairs:**

The same framework in relation to Road Making Materials and Ancillary Works - Supply and Place on eTenders - RFT ID 115295 was used for this project.

A supplementary request for tenders (mini-competition) was issued to the framework members in September'17 in respect of the construction, installation, reconstruction, replacement and repair of traffic calming ramps, including associated signing and road markings in the Castleknock/Mulhuddart, Howth/Malahide and Swords/Balbriggan areas of the county.

Seven tenders bids were received by the closing date in September'17 after the evaluation process the bid deemed the most economically advantageous tender (MEAT) was awarded the contract. The contract was for three months with a commencement date in October'17 to run to December'17 with a value of € 107,819.

While this contract was ongoing the company were asked to carry out repairs to potholes on a further nine ramps four in the vicinity of primary schools and five on a bus and school commuter routes due to road safety concerns. They were also requested constructed two new ramps outside a primary school to prevent excessive speed by motorists at these locations. The value of these extra works was € 16,177 and was based on the submitted rates of their tender bid. Works on this project element are complete.

**Traffic Calming Schemes:** – 3. Locations – a Traffic Calming Scheme Involves the supply and installation of traffic calming ramps and islands.

(1) – Hartstown Distributor Road

(LGOPC) had published a framework for Road Making Materials and Ancillary Works - Supply and Place on eTenders - RFT ID 888246. CE Order F/316/15 approved the activation of this framework.

A supplementary request for tenders (mini-competition) was issued to the framework members in May'17 in respect of this scheme at Hartstown Distributor Road. Two tender bids were received by the closing date in June'17 after the evaluation process the bid deemed the lowest price was awarded the contract. The contract was for one month with a commencement date in July'17 to run to Aug'17 with a value of € 33,487. Works on this scheme are complete.

(2) – Hollystown – Traffic Calming

(LGOPC) had published a framework for Road Making Materials and Ancillary Works - Supply and Place on eTenders - RFT ID 888246. CE Order F/316/15 approved the activation of this framework.

A supplementary request for tenders (mini-competition) was issued to the framework members in June'17 in respect of this scheme at Hollystown. Two tender bids were received by the closing date in June'17 after the evaluation process the bid deemed the lowest price was awarded the contract. The contract was for one month with a commencement date in July'17 to run to Aug'17 with a value of € 39,560. Works on this scheme are complete.

#### (2A) - Hollystown – Signs & Poles

A tender was published on eTenders in July'17 RFT ID: 121768 using the Open Procedure in respect of the supply and installation of: Poles and fit existing signs in Hollystown.

One tender bid was received by the closing date in August'17 and following the evaluation process, the contract was awarded to the bidder as the most economically advantageous tender (MEAT) as it was the only bid received. The contract was for three months with a commencement date in September'17 to run to November'17 with a value of € 13,656. Works on this scheme are complete.

#### (2B) – Hollystown – Purchase Signs and Bollards

Economic Operators (two companies) were appointed in February'16 in relation to the supply of road traffic signs and flexible bollards to Dun Laoghaire Rathdown, South Dublin and Fingal County Councils for the period of two years (February'16 to February'18). Dun Laoghaire Rathdown as lead County Council managed this tender process, which was advertised on eTenders in November'15.

The Contract was broken down into four lots by sign types, flexible bollard and poles, the Council sourced the signs and bollards for this scheme from one of the companies at a cost of € 6,693.

#### (3) – Sheephill/Westway/Corduff Distributor Road – 8. Speed Cushions/Splitter islands in modular islands and associated road marking/lining.

A request for quotations (RFQ) was issued in December'17 to five economic operators on the SupplyGov.ie (formerly LAQuotes) in respect of the supply and installation of speed cushions/splitter islands in modular sections and associated road markings/lining for this scheme.

Two tender bids were received by the closing date in December'17 and following the evaluation process, the contract was awarded to the bidder as the most economically advantageous tender (MEAT). The contract was for two months with a commencement date in January'18 to run to March'18 with a value of € 38,085. Works on this scheme are complete.

**Other Expenditure:**

Dublin City Council payment (€ 97,418) relates to the maintenance of 26 traffic signals within the administrative area of Fingal. These signals, which include CCTV, are situated on arterial routes into the city and it is deemed appropriate that the traffic is managed on a regional network basis.

The service provided includes routine and fault maintenance of all signal and communications equipment as well as management and monitoring on a 24/7 basis. The signals are located in the Blanchardstown/Castleknock and Mulhuddart areas (18) and on the Ballymun and Swords roads (8).

Energy and Communications costs (€ 143,567), relate to the day-to-day operation of the traffic signals network.

Traffic Signals Contract 2016 – (€ 435,592) payment to contractor in relation to the 2016 contract, which related to the supply and installation of three signalised Toucan Crossings, eight signalised Pedestrian Crossings and one signalised Junction Upgrade. This contract was advertised on eTenders in July 2016 – RFT 107756. Four tender bids were received, one contained a pricing error and following correspondence with the tenderer was effectively withdrawn. The remaining three tenders were evaluated and awarded to the lowest price bid.

Other Expenditure: Relates to a number of items, which include plant hire, computer software, materials etc.

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### Section B - Step 3: Analysis of Key Documents

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The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Traffic Management Improvements – 2017.

Project/Programme Key Documents	
Title	Details
Annual Budget 2017	Approved by County Council, November 2016
Chief Executive Orders	CE Orders authorising the expenditure on works under the maintenance programme
Financial Reports	MS4 – expenditure/income reports

#### **Key Document 1: Annual Budget 2017**

The County Council at the budget meeting on 08th November 2016 approved the provision of a budget of € 2,376,500 in 2017 in respect of this programme with grant funding from (TII) of € 450,000.

#### **Key Document 2: Chief Executive Orders**

The Chief Executive Orders authorising this expenditure are available from the department and attached to the purchase orders on MS4.

#### **Key Document 3: Financial Reports**

Reports can be extracted from MS4 showing expenditure and income in relation to this programme.



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### Section B - Step 4: Data Audit

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The following section details the data audit that was carried out for the **Traffic Management Improvements – 2017**. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

<b>Data Required</b>	<b>Use</b>	<b>Availability</b>
CE Orders	To ensure compliance with procurement procedures	Yes
MS4 Expenditure Reports	To monitor expenditure	Yes

#### **Data Availability and Proposed Next Steps**

The above data is available for inspection. On-going monitoring of expenditure by the Traffic Section in the Operations Department.

Expenditure will be reviewed in the context of Budget 2017.

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### Section B - Step 5: Key Evaluation Questions

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The following section looks at the key evaluation questions for Traffic Management Improvements – 2017 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)**

Having reviewed the documentation in relation to the expenditure incurred under this programme, Internal Audit is of the opinion that this programme complies with the standards set out in the Public Spending Code.

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

Details of the expenditure are retained on MS4 and within the Operations Department

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

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### Section: In-Depth Check Summary

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The following section presents a summary of the findings of this In-Depth Check on the Traffic Management Improvements programme – 2017

#### Summary of In-Depth Check

**PSC Status:** Being Incurred

**Project Description:** There is an ongoing programme of general maintenance and improvements works being carried out on the 1,275km of regional and local roads contained within the county, which covers a geographical area of 452 sq.km spanning rural, urban and suburban communities. The works carried out under this programme, benefits the public realm by contributing to pedestrian and vehicular safety on roads and streets and improving traffic flow and the county's roads infrastructure.

**Audit Objective:** To provide an independent opinion on compliance with the Public Spending Code and to provide assurance that the expenditure being incurred is being well managed.

**Findings:** Having reviewed the documentation in relation to the expenditure incurred under this programme in 2017, Internal Audit is of the opinion that this programme complies with the standards set out in the Public Spending Code.

The procurement of works under existing Framework Agreements maximises procurement efficiency and value for money as it allows the Framework Clients in this case the Council, to move directly to tender stage as suitability has already been established thereby significantly reducing the time required for the tendering stage of these projects. This is borne out in the timeframes evident under the different projects whereby the tender notice and evaluation processes are carried out within a month.

It is noted that on two occasions after the tender process had been completed extra works were awarded to the successful bidders. Whilst acknowledging that there were road safety concerns and a degree of urgency in the works requirements proper procurement procedures were not followed in relation to these extra works.

**Audit Opinion:** The opinion was informed from the review carried out by the Internal Audit Unit on the expenditure incurred on this programme in 2017 that the project is well managed. Overall, the project provides Satisfactory Assurance (see Appendix 4) that there is compliance with the Public Spending Code.

## Appendix 4 Audit Assurance Categories and Criteria

ASSURANCE CATEGORY	ASSURANCE CRITERIA	
<b>SUBSTANTIAL</b>	Evaluation Opinion:	There is a robust system of risk management, control and governance which should ensure that objectives are fully achieved.
	Testing Opinion:	The controls are being consistently applied
<b>SATISFACTORY</b>	Evaluation Opinion:	There is some risk that objectives may not be fully achieved. Some improvements are required to enhance the adequacy and/or effectiveness of risk management, control and governance.
	Testing Opinion:	There is evidence that the level of non-compliance with some of the controls may put some of the system objectives at risk.
<b>LIMITED</b>	Evaluation Opinion:	There is considerable risk that the system will fail to meet its objectives. Prompt action is required to improve the adequacy and effectiveness of risk management, control and governance.
	Testing Opinion:	The level of non-compliance puts the system objectives at risk.
<b>UNACCEPTABLE</b>	Evaluation Opinion:	The system has failed or there is a real and substantial risk that the system will fail to meet its objectives. Urgent action is required to improve the adequacy and effectiveness of risk management, control and governance.
	Testing Opinion:	Significant non-compliance with the basic controls leaves the system open to error or abuse.