

**Public Spending Code
Quality Assurance Report for 2021**



**To be submitted to
National Oversight and Audit Commission (NOAC)**

May 2022

Certificate

This Annual Quality Assurance Report sets out Wexford County Council's approach to completing the Quality Assurance requirements as set out in the Public Spending Code. It is based on the best financial, organisational and performance related information available across the various areas of responsibility.

Signature of Accounting Officer:



Tom Enright
Chief Executive
Wexford County Council

Date:

25th May, 2022

Introduction

Wexford County Council has completed the Quality Assurance (QA) requirements as set out in the Public Spending Code and the purpose of this report is to present the results of each of the 5 Steps in the QA exercise and to report on compliance with the requirements of the Public Spending Code as established during this exercise.

The Public Spending Code was written specifically with Government Departments in mind and some of the terminology is very specific to that sector. In order to inform the QA exercise for the Local Government Sector a Guidance Note was developed for the sector to assist in providing interpretations from a Local Government perspective.

This guidance note is updated as changes are made to the requirements for the QA exercise. The latest updated guidance note (version 4 – 2021 Revision) has informed the completion of the 2021 report.

Requirements of the Quality Assurance Aspect of the Public Spending Code

The Quality Assurance obligation involves a **5 step** process as follows:

- **Step 1** - Drawing up inventories of projects/programmes at the different stages of the Project Life Cycle that have a total Project Life Cost of €500k or more.
- **Step 2** - Publishing summary information on the organisation's website of all procurements in excess of €10m, related to projects in progress or completed in the year under review. A new project may become a "project in progress" during the year under review if the procurement process is completed and a contract is signed.
- **Step 3** - Completing the 7 checklists contained in the PSC. Only one of each checklist per Local Authority is required. Checklists are not required for each project/programme.
- **Step 4** - Carrying out a more in-depth check on a small number of selected projects/programmes based on criteria established within the Public Spending Code.
- **Step 5** - Completing a short summary report for the National Oversight and Audit Commission (NOAC). This report, which has been generated as a matter of course through compliance with steps 1-4 set out above, is provided to meet the requirement of Step 5.

STEP 1 – Project Inventory

This section presents the project inventories of Wexford County Council for projects with a total life cost in excess of €500,000. The inventory is presented in three stages as set out in the following table which also outlines the Expenditure Category/Band relevant for inclusion in each stage:

Project/Programme Stage		Category/Band
1	Expenditure being considered	Capital Projects greater than €0.5m
		Capital Grant Schemes greater than €0.5m
		Current Expenditure programme - Increases over €0.5m
2	Expenditure being incurred	Capital Projects greater than €0.5m
		Capital Grant Schemes greater than €0.5m
		Current Expenditure greater than €0.5m
3	Expenditure that has recently ended	Capital Projects greater than €0.5m
		Capital Grant Schemes greater than €0.5m
		Current Expenditure greater than €0.5m

The Project inventory, set out in the format described above, is included in Appendix A. (Appendix A – Inventory of Projects and Programmes over €0.5m – 2021)

The Inventory contains **184** Projects under the three stages and comprises a total value of **€714m**. The following table provides an overview of the number of projects under each Project/Programme stage and under each of the categories in each of these stages. It also provides an overview of the Project Costs under each category. There were no items identified under Capital Grant Schemes for 2021.

	Current Expenditure	Capital Expenditure	
Project Numbers	> €0.5m	> €0.5m	Totals
Expenditure Being considered	0	70	70
Expenditure Being Incurred	49	48	97
Expenditure recently ended	0	17	17
Totals	49	135	184

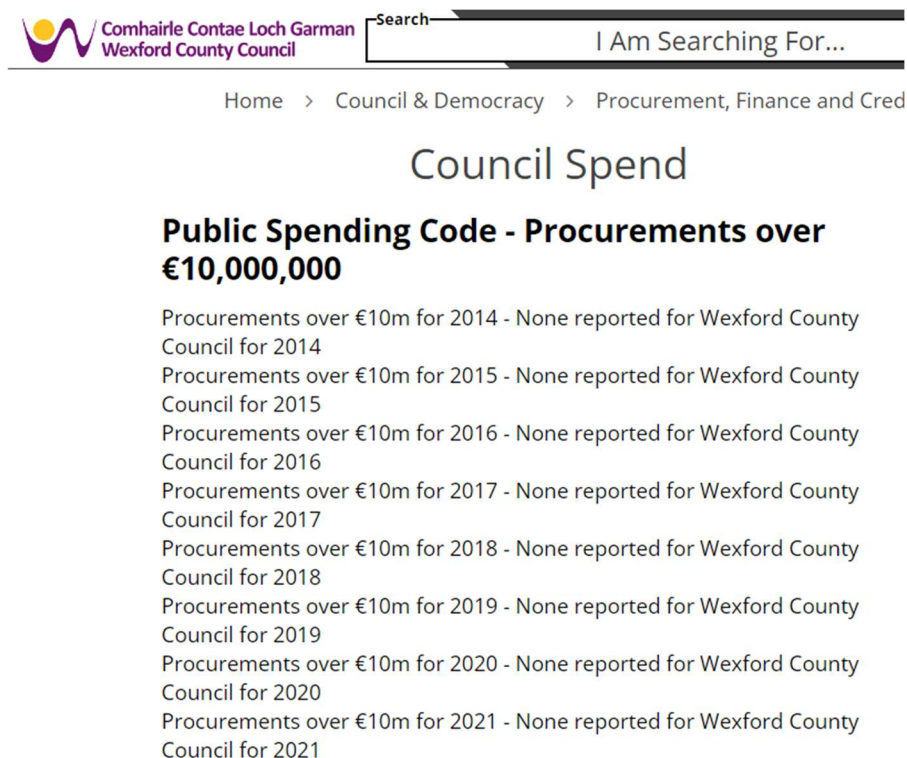
	Current Expenditure	Capital Expenditure	
Project Total Values	> €0.5m	> €0.5m	Totals
Expenditure Being considered	0	€244m	€244m
Expenditure Being Incurred	€147m	€290m	€437m
Expenditure recently ended	0	€32m	€32m
Totals	€147m	€566.7m	€713.7m

STEP 2 - Summary of Procurements in excess of €10m

In compliance with the requirement to publish information on all procurements undertaken by Wexford County Council that were in excess of €10m the following is the location of this publication on the Council's website:

<https://www.wexfordcoco.ie/council-and-democracy/procurement-finance-and-credit-control/council-spend>

The following presents a screen print from the web page:



For 2021 Wexford County Council has reported no projects in this category. The requirement relates to Procurements over €10m rather than Project Costs. Therefore while the project inventory reports on 11 projects over €10m, there is currently no single procurement within these projects that meets the reporting requirement in Step 2 of the QA process.

STEP 3 - Checklists

Step three of the Quality Assurance procedure for the Public Spending Code involves the compilation of a number of checklists. There are 7 checklists in all. Checklists 2, 4 and 6 are capital related checklists while checklists 1, 3, 5 and 7 are Revenue/Current Expenditure related.

The Checklists are informed by the Project Inventory and the following table outlines the approach taken for the completion of the Checklists

Checklist Completion aligned with Project Inventory	
Expenditure Type	Checklist to be completed
General Obligations	General Obligations - Checklist 1
A. Expenditure being considered	Capital Projects/Programmes - Checklist 2 Current Expenditure – Checklist 3
B. Expenditure being incurred	Capital Projects/Programmes – Checklist 4 Current Expenditure – Checklist 5
C. Expenditure that has recently ended	Capital Projects/Programmes – Checklist 6 Current Expenditure – Checklist 7

All checklists as outlined above have been completed and can be found in [Appendix B](#) of this document.

Findings on Completion of Checklists

While the responses included in the Checklist indicate a satisfactory level of compliance there are indications that there continues to be room for improvements in some areas of business and in certain aspects of the requirements. However, no specific serious issues/concerns were evident during the completion of this element of the QA exercise.

STEP 4 - In-Depth review of a sample number of projects

Step 4 of the Quality Assurance Process involved the examining of a sample selection of projects included on the Project Inventory to test the standard of practices in use and compliance with the Public Spending Code within the organisation.

Internal Audit In-Depth Checks

The Internal Audit Unit of Wexford County Council was assigned the task of completing the In-depth checks. The approach taken was to initially randomly select a number of projects from the inventory having regard to the various stages of the life cycle and the values of project listed and the business area of the local authority in order to have, in as far as possible, a good range of project types and sizes for review.

The In-depth review has been completed and the overview report together with the completed templates setting out the relevant checks for each of the five projects is included in Appendix C of this report.

The selected projects, level of compliance and number of recommendations per project is summarised in the following table:

	Project Reviewed	Compliance	Recommendations
1.	18 House Scheme at Tagoat	Satisfactory	0
2.	Crescent Quay Public Realm	Satisfactory	0
3.	39 no. Turnkey Properties at Tobar Muire, Creagh	Satisfactory	0
4.	N11 Oilgate to Rosslare Hbr. (Design)	Satisfactory	0
5.	Housing Grants Programme	Satisfactory	0

The formal report on the in-depth review has been submitted to the Management Team within Wexford County Council for consideration. The report including the completed templates is included in Appendix C to this report. The projects examined in the in-depth review have provided satisfactory assurance that there is compliance with the Public Spending Code and no recommendations have arisen from the 2021 in-depth review.

Conclusion

This report has set out all the requirements of the Quality Assurance aspect of the Public Spending Code.

- A Project Inventory has been prepared outlining the various projects/programmes – capital and current that were being considered, being incurred, or recently completed by Wexford County Council in 2021.
- The relevant publication in relation to procurements over €10m has been placed on Wexford County Council's website.
- The 7 checklists required to be completed under the terms of the Public Spending Code Quality Assurance requirement have been completed and provide reasonable assurance that there is satisfactory compliance with the Public Spending Code. The level of compliance reported would suggest there are elements of the expenditure life cycle that could be improved but nothing of a serious nature was highlighted during this compliance exercise.
- A more in-depth review of a sample of the projects contained in the Project inventory has been completed and further confirmed that there is, in general, satisfactory compliance with the requirements of the Public Spending Code. Five Projects were examined. The project documentation examined provided satisfactory assurance that this is in compliance with the Public Spending Code and no additional recommendations were identified.
- The final step of the QA exercise, as required under the Public Spending Code, is the compilation and publication of a summary report outlining the Quality Assurance Exercise undertaken by Wexford County Council. The contents of this report provide details of the QA exercise completed. The report has been considered by the Management Team of Wexford County Council and has been certified by the Accounting Officer, Tom Enright, Chief Executive.
- The 2021 final report can be located on Wexford County Council's website at <https://www.wexfordcoco.ie/council-and-democracy/procurement-finance-and-credit-control/public-spending-code>

Overall the QA exercise has provided reasonable assurance to the management of Wexford County Council that the requirements of the Public Spending Code are being met.

Appendix A - Inventory of Projects and Programmes Over €0.5m - 2021

Wexford County Council 2021 Inventory of Projects and Programmes over €0.5m

The following contains an inventory of Expenditure on Projects/Programmes with a value above €0.5m, categorised by Expenditure being considered, Expenditure being incurred and Expenditure recently ended. Only projects with Total Project Expenditure matching these criteria are included in the Inventory table

Expenditure being Considered - Greater than €0.5m (Capital and Current)						
Project/Scheme/Programme Name	Short Description	Current Expenditure Amount in Reference Year	Capital Expenditure Amt in Reference Year (Non Grant)	Capital Expenditure Amt in Reference Year (Grant)	Project/Programme Anticipated Timeline	Projected Lifetime Expenditure
Housing & Building						
40 Units Killeens Wexford	House Construction Project				2023-2025	€10,000,000
26 Units Clonard, Wexford	House Construction Project				2023-2025	€7,000,000
Purchase of Land for Housing Purposes	House Construction Project				2021 - 2023	€1,500,000
Bride Street (3 Units)	House Purchase Project				2019 - 2023	€750,000
Ramsfort Gorey (SSF) (20 Units)	Affordable Housing Project				2021 - 2023	€6,000,000
18 Units Tagoat	House Construction Project				2021 - 2023	€5,000,000
7 Units Belvedere Road	House Construction Project				2022 - 2024	€1,400,000
43 Turnkeys Ard an Bhile, Healysland	Turnkey Project				2021 - 2023	€8,710,000
5 Part V Ard an Bhile, Healysland New Ross	Part V Acquisitions				2021 - 2023	€949,000
5 Part V Greenhills, Clonhasten	Part V Acquisitions				2022 - 2024	€1,200,000
7 Turnkey Greenhills, Clonhasten	Turnkey Project				2022 - 2024	€1,750,000
13 Turnkey Haughton Place	Turnkey Project				2022 - 2023	€2,500,000
10 Turnkey Clonard	Turnkey Project				2022	€2,338,000
Monamolin (5 units)	House Construction Project				2022 - 2023	€1,300,000
Ballygillane (5 units)	House Construction Project				2022 - 2023	€1,040,000
Grogan's Rd, Wexford (4 units)	House Construction Project				2022 - 2023	€800,000
Murrintown Village (21 units)	Turnkey Project				2022 - 2023	€5,000,000
Ard Uisce (8 units)	Turnkey Project				2022 - 2023	€2,000,000
Gleann an Ghairdin (Ph 3 & 4) 10 units	Part V Acquisitions				2022	€2,500,000
Goreybridge, Clonattin 4 units	Part V Acquisitions				2022 - 2023	€900,000
Castleland, Ferns	Turnkey Project				2022 - 2023	€5,460,000
Pearsons Brook, Creagh (Ph.1) (2 units)	Part V Acquisitions				2022	€510,000
Road Transportation & Safety						
N25 Maldron Roundabout to Whitford (1.8 Kms)	Road Construction/Strengthening				2020-2022	€2,000,000
New Ross Bridge to Kilkenny boundary (0.8 Kms)	Road Construction/Strengthening				2020-2022	€500,000
N25 Kilmore Junction to Ashfield Cross (4.6 Kms)	Road Construction/Strengthening				2020-2022	€4,300,000
N30 Forestwood to Cloneigh (2.6 Kms)	Road Construction/Strengthening				2020-2023	€3,000,000
N80 Scarawalsh to Ballycarney (3.7 Kms)	Road Construction/Strengthening				2020-2023	€3,500,000
N25/R733 Duncannon Road Roundabout	Road Construction/Strengthening				2022-2023	€1,000,000
Wexford Inner Relief Rd (Clonard to Newtown Rd)	Road Construction/Strengthening				2022-2024	€2,000,000
Wexford Inner Relief Road (Ballinagee to R730)	Road Construction/Strengthening				2022-2025	€4,000,000
Gorey Inner Relief Road (Creagh to College Rd)	Road Construction/Strengthening				2022-2026	€6,000,000

Expenditure being Considered - Greater than €0.5m (Capital and Current)						
Project/Scheme/Programme Name	Short Description	Current Expenditure Amount in Reference Year	Capital Expenditure Amt in Reference Year (Non Grant)	Capital Expenditure Amt in Reference Year (Grant)	Project/Programme Anticipated Timeline	Projected Lifetime Expenditure
Water/Surface Water Projects						
E/corthy Minor Flood Sch (Lyre River/Bishopswell)	Flooding Prevention works				2022-2024	€600,000
Special Projects						
Templeshannon Urban Renewal	Regeneration Project		€4,613		2022-2024	€6,000,000
Gorey Market House Development	Consolidation and Development of Site		€26,683		2020-2024	€6,000,000
Greenway (Rosslare Harbour to Waterford)	Greenway project along old railway		€3,630		2019 - 2025	€41,000,000
Greenway (Wexford to Rosslare)	Greenway -Wexford town to Rosslare		€41,722		2019 - 2025	€15,700,000
John's Street Business Hub	Business Hub Development in New Ross				2021 - 2024	€2,310,000
Wexfordia Hook Redevelopment Project	Enhanced Tourist Facility		€7,886		2021 - 2024	€6,860,000
Wexfordia Heritage Park Development Project	Enhanced Tourist Facility		€64,725		2021 - 2024	€8,500,000
Esmonde Street Development - Gorey	Public Realm in Esmonde Street, Gorey		€42,869		2019 - 2023	€1,950,000
Enniscorthy Technology Park Phase 2	Expansion of Technology Park				2022-2025	€1,000,000
Enniscorthy Tourism Project	Upgrade of Enniscorthy Town Centre		€3,417		2021 - 2025	€5,230,000
Crescent Quay Dredging	Dredging works in Wexford Town				2021-2023	€1,000,000
Courtown North Beach & Marina	Breakwater and Beach Nourishment				2020 - 2025	€635,000
Oyster Lane Town Block	Public Realm Project		€10,824		2021-2023	€1,750,000
Monck Street	Public Realm		€99,610		2021-2022	€1,120,000
Enniscorthy North Business District (Phase 2)	Develop Active Travel Network		€50,664		2022-2024	€3,400,000
Enniscorthy Sports Hub (Phase 2 - Building)	Development of Building at Sports Hub				2021-2023	€740,000
Curraclloe Water Sports Activity Centre	Development of Water Activity Centre				2021-2024	€1,300,000
Forth Mountain Activity Centre	Development of Activity Centre on site				2021 - 2024	€7,760,000
Bunclody Public Realm Project	Public Realm in Main Street Bunclody				2021-2023	€500,000
New Ross to St Mullins Greenway	Greenway Proposal				2021-2025	€750,000
St Waleran's Access Road	Access Road to Major development site				2021-2023	€6,400,000
New Ross Courthouse	Remedial Works				2022-2024	€850,000
Cornmarket/Bullring Renewal	Public Realm Works				2022-2025	€2,250,000
Adoration Convent	Develop GSU Student Accommodation				2021-2023	€3,400,000
Castlebridge Urban Renewal	Develop Playground, & Comm Facilities				2022-2024	€800,000
Wexford Quay Public Realm (Ballast Office)	Renovation of Building and Area				2021-2023	€500,000
Curraclloe Water Sports Activity Centre	Development of Water Activity Centre				2021-2022	€1,300,000
Forth Mountain Activity Centre	Development of Activity Centre on site				2021 - 2024	€5,800,000
Bunclody Public Realm Project	Public Realm in Main Street Bunclody				2021-2023	€500,000

Expenditure being Considered - Greater than €0.5m (Capital and Current)						
Project/Scheme/Programme Name	Short Description	Current Expenditure Amount in Reference Year	Capital Expenditure Amt in Reference Year (Non Grant)	Capital Expenditure Amt in Reference Year (Grant)	Project/Programme Anticipated Timeline	Projected Lifetime Expenditure
Environmental Services						
Holmestown Landfill	Temporary & Permanent Capping				2021-2023	€500,000
Kilmore Quay Dredging	Dredging Works				2022-2023	€530,000
Rosslare Coastal Protection Works	Coastal Protection Works				2022-2025	€7,930,000
Active Trails Programme	Slaney Trails Development				2022-2025	€850,000
Recreation & Amenity						
Improvements Enniscorthy Library	Redevelopment of Library facilities				2022-2025	€3,000,000
Improvements New Ross Library	Redevelopment of Library facilities				2022-2025	€2,000,000
Archive Storage	Storage Development				2022-2024	€1,500,000
Courtown Riverchapel Sports Complex Phase 2	Extension of Sports facilities				2022-2025	€750,000
Wexford Sports Field Project	Amenity Area in Wexford town				2022-2025	€1,000,000
Agriculture, Health & Welfare						
Lady's Island Lake - Water Level Management	Drainage Works/Development				2023-2025	€1,900,000
New Ross Quayside Pontoon	Upgrade of Quayside Pontoon				2020-2023	€800,000
Miscellaneous Services						
Upgrade of CCTV Systems	Upgrade of CCTV Systems in Towns		€4,859		2020-2023	€500,000
Totals		€0	€361,502			€244,472,000

Expenditure being Incurred - Greater than €0.5m (Capital and Current)							
Project/Scheme/Programme Name	Short Description	Current Expenditure Amt in Reference Year	Capital Expenditure Amount in Reference Year (Non Grant)	Capital Expenditure Amount in Reference Year (Grant)	Project/Programme Anticipated Timeline	Cumulative Expenditure to-date	Projected Lifetime Expenditure (Capital Only)
Housing & Building							
House Purchases 2019/2020 - Wexford District	House Purchases		€212,963		2019-2022	€2,481,072	€2,874,000
House Purchase 2019/2020 - Gorey District	House Purchases		€196,079		2019-2022	€939,296	€1,133,000
Glentire (6 Units)	House Construction Project		€620,365		2019-2022	€1,662,339	€1,690,000
Wexford Street Gorey (30 Units)	House Construction Project		€117,531		2021-2023	€627,323	€5,000,000
Wexford Women's Refuge Proposal (12 units)	CAS Housing Units		€107,189		2021-2023	€394,704	€4,998,000
Whiterock (44 Units)	House Construction Project		€111,818		2021-2024	€397,347	€10,700,000
Grantstown Voluntary Housing (16 Units)	CAS Housing Units				2021-2024	€85,985	€1,830,000
Ballyhine (7 units)	House Construction Project		€1,249		2021-2023	€38,364	€1,260,000
Rosetown (23 Units)	House Construction Project		€1,503,501		2021-2023	€1,895,069	€5,400,000
Carley's Bridge (17 Units)	House Construction Project		€2,380,230		2020-2022	€3,367,819	€3,900,000
Creagh (18 units)	House Construction Project				2021-2024	€25,608	€5,750,000
Part V Roxborough Manor, Mulgannon Wex (22)	Part V Acquisitions				2020-2022	€2,788,811	€4,724,000
Rosbercon New Ross (28 Units)	House Construction Project		€4,172		2021-2023	€206,977	€5,500,000
20 Units Cluain Beag Clonard, Wexford	Turnkey Project		€2,361,517		2020-2022	€2,361,517	€4,345,200
6 Units Cluain Beag Clonard	Part V Acquisitions		€856,747		2020-2022	€856,747	€1,229,500
Bullawn New Ross (2 Units) SN	House Construction Project		€10,930		2021 - 2023	€38,020	€845,000
5 PT V Units - An Glasan E/C	Part V Acquisitions		€223,410		2020-2022	€879,247	€1,106,700
Circle Hsg CAS Acquisitions	CAS Project		€9,548		2021-2022	€991,605	€1,082,479
16 Units Ballynaglogh	Turnkey Project				2021-2023	€369	€3,753,600
39 Turnkey Part V Tobar Muire Creagh	Turnkey Project		€2,320,000		2021-2022	€2,320,000	€9,587,500
4 Part V Tobar Muire Creagh	Part V Acquisitions		€415,444		2021-2023	€415,444	€839,460
13 Turnkey Roxborough Manor	Turnkey Project		€699,000		2021 - 2022	€699,000	€2,908,000
11 Part V Springview, Gorey	Part V Acquisitions		€5,228		2021 - 2023	€5,228	€2,238,000
<i>Maintenance of LA Housing</i>	<i>Annual Operational Costs</i>	<i>€7,096,890</i>					
<i>Housing Assessment, Allocation & Transfer</i>	<i>Annual Operational Costs</i>	<i>€929,623</i>					
<i>Housing Community Development Support</i>	<i>Annual Operational Costs</i>	<i>€706,784</i>					
<i>Admin of Homeless Service</i>	<i>Annual Operational Costs</i>	<i>€849,290</i>					
<i>Support to Housing Capital Programme</i>	<i>Annual Operational Costs</i>	<i>€2,044,677</i>					
<i>RAS Programme</i>	<i>Annual Operational Costs</i>	<i>€11,588,149</i>					
<i>Housing Loans</i>	<i>Annual Operational Costs</i>	<i>€1,749,041</i>					
<i>Housing Grants</i>	<i>Annual Operational Costs</i>	<i>€2,987,352</i>					

Expenditure being Incurred - Greater than €0.5m (Capital and Current)							
Project/Scheme/Programme Name	Short Description	Current Expenditure Amount in Reference Year	Capital Expenditure Amount in Reference Year (Non Grant)	Capital Expenditure Amount in Reference Year (Grant)	Project/Programme Anticipated Timeline	Cumulative Expenditure to-date	Projected Lifetime Expenditure (Capital Only)
Road Transportation & Safety							
Public Lighting Upgrade Programme	Public Lighting Upgrade		€506,942		2019-2022	€5,344,865	€5,500,000
Rosslare Harbour Access Road	Construction/Strengthening		€101,787		2020-2026	€312,397	€16,000,000
Oylegate - Rosslare Hbr (Design)	Construction/Strengthening		€832,679		2020-2023	€2,346,050	€12,160,000
New Ross Flood Relief Scheme Phase 3	Flooding Prevention Wks		€122,594		2021-2023	€680,673	€1,000,000
<i>NP Roads - Maintenance & Improvement</i>	<i>Annual Operational Costs</i>	<i>€1,797,606</i>					
<i>Regional Rds - Maintenance & Improvement</i>	<i>Annual Operational Costs</i>	<i>€2,856,318</i>					
<i>Local Roads - Maintenance & Improvement</i>	<i>Annual Operational Costs</i>	<i>€27,129,582</i>					
<i>Public Lighting</i>	<i>Annual Operational Costs</i>	<i>€1,960,853</i>					
<i>Road Safety Engineering Improvements</i>	<i>Annual Operational Costs</i>	<i>€558,647</i>					
<i>Maintenance & Management of Car Parking</i>	<i>Annual Operational Costs</i>	<i>€1,404,752</i>					
<i>Agency & Recoupable</i>	<i>Annual Operational Costs</i>	<i>€1,136,298</i>					
Water/Surface Water Projects							
Enniscorthy Flood Defence Scheme	Flood Defence Works		€278,090		2015-2024	€5,244,099	€50,700,000
Wexford Minor Flood Works (Racecourse)	Flood Relief Works		€18,353		2018-2021	€380,543	€525,000
CFRAM Wexford Town Flood Relief Scheme	Flooding Prevention		€111,798		2021-2029	€226,809	€9,000,000
DPI Resolution Multi annual Prog 2021 - 2024	Wastewater Infrastr Imp		€80,448		2019-2021	€80,448	€2,720,000
<i>Water Supply - Irish Water SLA</i>	<i>Annual Operational Costs</i>	<i>€4,814,769</i>					
<i>Waste Water Treatment - Irish Water SLA</i>	<i>Annual Operational Costs</i>	<i>€2,593,061</i>					
<i>Operations & Maintenance of Public Conveniences</i>	<i>Annual Operational Costs</i>	<i>€550,535</i>					
<i>Admin of Group & Private Installations</i>	<i>Annual Operational Costs</i>	<i>€1,401,761</i>					
<i>Support to Irish Water Capital Programme</i>	<i>Annual Operational Costs</i>	<i>€1,021,444</i>					
Special Projects							
Wexford Crescent Development	Public Realm Project		€23,734		2019-2022	€3,115,805	€3,200,000
Min Ryan Park, Wexford	Public Park		€372,347		2018-2022	€4,953,878	€5,400,000
Enniscorthy Technology Park Phase 1	Develop Technology Park		€19,239		2018-2022	€2,681,089	€2,788,000
Greenway (New Ross to Waterford)	Greenway project		€3,672,662		2019-2024	€4,690,196	€15,700,000
Kilmore Quay Relief Road	Link Road K Quay Village		€505,206		2020-2021	€971,774	€1,200,000

Expenditure being Incurred - Greater than €0.5m (Capital and Current)							
Project/Scheme/Programme Name	Short Description	Current Expenditure Amount in Reference Year	Capital Expenditure Amount in Reference Year (Non Grant)	Capital Expenditure Amount in Reference Year (Grant)	Project/Programme Anticipated Timeline	Cumulative Expenditure to-date	Projected Lifetime Expenditure (Capital Only)
Special Projects (contd)							
Carrigfoyle Activity Park	Development of Trails		€225,964		2019-2021	€1,416,466	€1,500,000
Gorey Park Development	Development of Town Park		€532,084		2019-2022	€2,449,514	€3,000,000
Trinity Wharf	Mixed Use Development		€230,668		2021-2024	€2,585,838	€28,156,000
New Ross Tourism Project	Enhanced Tourist Facility		€1,555,331		2020 - 2024	€1,697,409	€7,800,000
High Hill Park New Ross	Development of Public Park		€658,637		2019 - 2022	€834,259	€2,050,000
Wexford Arts Centre	Refurb & Accessibility work		€473,651		2019 - 2022	€699,319	€3,012,000
New Ross Public Realm	Removal of Oil Tanks		€214,779		2020 - 2022	€606,669	€1,000,000
New Ross Fire Station	Development Fire Station		€635,038		2020 - 2022	€755,160	€1,725,000
Development Management							
SICAP Programme 2018 - 2022	Social Inclusion/Comm Prog		€1,769,818		2018-2022	€11,704,951	€12,000,000
LEADER programme 2020 - 2024	Grant Prog Extended		€2,857,749		2020-2024	€8,078,133	€10,694,558
<i>Forward Planning</i>	<i>Annual Operational Costs</i>	<i>€1,216,722</i>					
<i>Development Management</i>	<i>Annual Operational Costs</i>	<i>€1,997,675</i>					
<i>Planning Enforcement</i>	<i>Annual Operational Costs</i>	<i>€1,179,665</i>					
<i>Community Function</i>	<i>Annual Operational Costs</i>	<i>€1,696,400</i>					
<i>Building Control</i>	<i>Annual Operational Costs</i>	<i>€876,881</i>					
<i>Economic Development & Promotion</i>	<i>Annual Operational Costs</i>	<i>€7,506,769</i>					
<i>Property Management</i>	<i>Annual Operational Costs</i>	<i>€950,017</i>					
Environmental Services							
Coastal Protection Works (Rosslare Strand)	Coastal Protection Works		€20,570		2020-2024	€123,792	€7,930,000
<i>Landfill Operation & Aftercare</i>	<i>Annual Operational Costs</i>	<i>€2,443,540</i>					
<i>Recovery & Recycling Facilities</i>	<i>Annual Operational Costs</i>	<i>€1,603,430</i>					
<i>Litter Management</i>	<i>Annual Operational Costs</i>	<i>€1,052,327</i>					
<i>Street Cleaning</i>	<i>Annual Operational Costs</i>	<i>€2,288,661</i>					
<i>Waste Regulations, Monitoring & Enforcement</i>	<i>Annual Operational Costs</i>	<i>€851,577</i>					
<i>Maintenance & Upkeep of Burial Grounds</i>	<i>Annual Operational Costs</i>	<i>€569,054</i>					
<i>Safety of Structures & Places</i>	<i>Annual Operational Costs</i>	<i>€2,472,661</i>					
<i>Operation of Fire Services</i>	<i>Annual Operational Costs</i>	<i>€5,038,960</i>					
<i>Water Quality, Air/Noise Pollution</i>	<i>Annual Operational Costs</i>	<i>€1,077,494</i>					

Expenditure being Incurred - Greater than €0.5m (Capital and Current)							
Project/Scheme/Programme Name	Short Description	Current Expenditure Amount in Reference Year	Capital Expenditure Amount in Reference Year (Non Grant)	Capital Expenditure Amount in Reference Year (Grant)	Project/Programme Anticipated Timeline	Cumulative Expenditure to-date	Projected Lifetime Expenditure (Capital Only)
Recreation and Amenity							
<i>Operation of Library & Archive Services</i>	<i>Annual Operational Costs</i>	€5,678,836					
<i>Outdoor Leisure Areas Operations</i>	<i>Annual Operational Costs</i>	€1,988,292					
<i>Community, Sport & Recreation Development</i>	<i>Annual Operational Costs</i>	€1,273,246					
<i>Operation of Arts Programme</i>	<i>Annual Operational Costs</i>	€1,791,732					
Agriculture, Education, Health and Welfare							
<i>Operation & Maintenance of Piers & Harbours</i>	<i>Annual Operational Costs</i>	€1,733,687					
<i>Veterinary Services</i>	<i>Annual Operational Costs</i>	€704,886					
Miscellaneous Services							
Enniscorthy MD Offices	Refurbishment Works		€1,056,642		2019-2021	€1,313,859	€1,500,000
<i>Profit/Loss of Machinery Account</i>	<i>Annual Operational Costs</i>	€837,738					
<i>Profit/Loss of Stores Account</i>	<i>Annual Operational Costs</i>	€945,417					
<i>Administration of Rates</i>	<i>Annual Operational Costs</i>	€16,759,748					
<i>Local Representation/Civic Leadership</i>	<i>Annual Operational Costs</i>	€1,553,917					
<i>Motor Taxation</i>	<i>Annual Operational Costs</i>	€1,201,606					
<i>Agency & Recoupable Services</i>	<i>Annual Operational Costs</i>	€3,658,085					
Totals		€146,945,251	€28,034,599			€85,521,822	€289,954,997

Projects/Programmes Completed or discontinued in the reference year - Greater than €0.5m (Capital and Current)

Project/Scheme/Programme Name	Short Description	Current Expenditure Amount in Reference Year	Capital Expenditure Amount in Reference Year (Non Grant)	Capital Expenditure Amount in Reference Year (Grant)	Project/Programme Completion Date	Final Outturn Expenditure
Housing & Building						
4 Units Gleann an Ghairdin	Turnkey Project		€948,564		2021	€ 948,810
5 Units Ard Uisce Bungalows	Turnkey Project		€1,234,555		2021	€1,237,411
CAS Construction Clonattin (Tuath) - 6 Units	CAS Project		€1,398,640		2021	€1,398,640
3 Units Michael Street, New Ross	Turnkey Project		€531,628		2021	€531,628
Part V - Knockmullen, Gorey	Part V Acquisitions		€1,324,094		2021	€3,789,894
19 Units Ard Uisce 2020 Turnkey	Turnkey Project		€4,318,317		2021	€4,558,212
Turnkey - Airhill Belevedere Road	Turnkey Project		€1,664,463		2021	€1,664,709
Taghmon 18 Houses	House Construction Project		€90,237		2021	€3,587,447
CAS Peter McVerry Trust	CAS Housing Units		€0		2021	€1,746,150
Road Transportation & Safety						
Wexford - Castlebridge Surfacing/Paths	Road Construction/Strengthening		€0		2021	€1,131,061
2017 HD28 Pavement Renewals	Road Construction/Strengthening		€164,479		2021	€1,057,386
2019 HD28 Pavement Renewals	Road Construction/Strengthening		€159,321		2021	€1,172,353
MT Elliot Pavement Strengthening	Road Construction/Strengthening		€0		2021	€1,106,931
Killeens to Newtown Phase 2	Road Construction/Strengthening		€1,487,689		2021	€1,780,689
N30 Tomfarney to Clonroche	Road Construction/Strengthening		€112,979		2021	€2,259,580
N25 Knockeen to Tomcoole	Road Construction/Strengthening		€2,799,423		2021	€2,799,423
Miscellaneous Services						
Enniscorthy MD Offices	Refurbishment Works		€307,000		2021	€1,556,692
Totals		€0	€16,541,389			€32,327,016

Appendix B – Checklists of Compliance

PUBLIC SPENDING CODE (PSC)

CHECKLISTS 1 - 7

Checklists in respect of Capital investment are updated to reflect Public Spending Code: *A Guide to Evaluating, Planning and Managing Public Investment, December 2019*

QA Checklists – Step 3

When completing the checklists, organisations should consider the following points.

- ❖ The scoring mechanism for the checklists is as follows:
 - Scope for significant improvements = a score of 1
 - Compliant but with some improvement necessary = a score of 2
 - Broadly compliant = a score of 3
- ❖ For some questions, the scoring mechanism is not always strictly relevant. In these cases, it may be appropriate to mark as N/A and provide the required information in the commentary box as appropriate.
- ❖ 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 covered in the sample for those questions which address compliance with appraisal / evaluation requirements the annual number of formal evaluations, economic appraisals, project completion reports¹ and ex post evaluations. Key analytical outputs undertaken but outside of the sample should also be noted in the report.

Local Authority Notes

1. Capital Grant Schemes relate to Projects (recorded in the capital account) where expenditure relates to payments on the foot of grant applications from individuals/groups to the local authority e.g. Housing Aids for the elderly. It has been agreed with DPER that the Capital Grant Scheme element of the Project Inventory will only be used in exceptional circumstances where a LA commences its own grant scheme or primarily funds such a scheme as all other grant schemes are related to schemes commenced at Departmental level and are to be accounted for in the 'capital programmes' column of the QA inventory. The treatment of Capital Grant Schemes within the Project Inventory can therefore be clarified as follows:
 - a. Where a Capital Grant Scheme is 100% funded by Government Grant – Project Cost to be included under Capital Programme;
 - b. Where a Capital Grant Scheme is 100% funded by the Local Authority – Project Cost to be included under Capital Grant Scheme;
 - c. Where a Capital Grant Scheme is primarily funded by Government Grant with an element of local funding – Project Cost to be included under Capital Programme with a note made for each element funded by own resources e.g. Includes 20% local funding;
 - d. Where a Capital Grant Scheme is primarily funded by Local Funding with an element of government grant funding – Project Cost is to be recorded under Capital Grant Scheme with a note made for each element funded by government grant, e.g. Includes 40% government grant funding.
2. As noted in the general guidance above there may be questions where the scoring mechanism or indeed the question itself are not relevant to some or all local authorities. In such case it is acceptable to mark the answer as N/A and include commentary, where appropriate.

¹ Project completion reports (previously called post project reviews) – see Department of Public Expenditure & Reform, Circular 06/2018 available [here](#)

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

	General Obligations not specific to individual projects/programmes.	Self-Assessed Compliance Rating: 1 - 3	Comment/Action Required
Q 1.1	Does the organisation ensure, on an ongoing basis, that appropriate people within the organisation and its agencies are aware of their requirements under the Public Spending Code (incl. through training)?	3	All relevant staff & agencies have been notified of their obligations under the PSC
Q 1.2	Has internal training on the Public Spending Code been provided to relevant staff?	2	As training is rolled out within the sector it is expected that WCC staff will engage with this training
Q 1.3	Has the Public Spending Code been adapted for the type of project/programme that your organisation is responsible for, i.e., have adapted sectoral guidelines been developed?	3	Yes. A guidance document has been developed for the QA adapting the PSC to Local Government structures and approach.
Q 1.4	Has the organisation in its role as Approving Authority satisfied itself that agencies that it funds comply with the Public Spending Code?	N/A	No project relevant to the PSC
Q 1.5	Have recommendations from previous QA reports (incl. spot checks) been disseminated, where appropriate, within the organisation and to agencies?	3	
Q 1.6	Have recommendations from previous QA reports been acted upon?	3	Yes
Q 1.7	Has an annual Public Spending Code QA report been submitted to and certified by the Chief Executive Officer, submitted to NOAC and published on the Local Authority's website?	3	Yes
Q 1.8	Was the required sample of projects/programmes subjected to in-depth checking as per step 4 of the QAP?	3	Yes
Q 1.9	Is there a process in place to plan for ex post evaluations? Ex-post evaluation is conducted after a certain period has passed since the completion of a target project with emphasis on the effectiveness and sustainability of the project.	2	If and where appropriate
Q 1.10	How many formal evaluations were completed in the year under review? Have they been published in a timely manner?	3 (No)	3 Post Projects reviews completed
Q 1.11	Is there a process in place to follow up on the recommendations of previous evaluations?	2	
Q 1.12	How have the recommendations of reviews and ex post evaluations informed resource allocation decisions?	2	If and where appropriate

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
Q 2.1	Was a Strategic Assessment Report (SAR) completed for all capital projects and programmes over €10m?	3	
Q 2.2	Were performance indicators specified for each project/programme which will allow for a robust evaluation at a later date? Have steps been put in place to gather performance indicator data?	3	
Q 2.3	Was a Preliminary and Final Business Case, including appropriate financial and economic appraisal, completed for all capital projects and programmes?	3	
Q 2.4	Were the proposal objectives SMART and aligned with Government policy including National Planning Framework, Climate Mitigation Plan etc?	3	
Q 2.5	Was an appropriate appraisal method and parameters used in respect of capital projects or capital programmes/grant schemes?	3	
Q 2.6	Was a financial appraisal carried out on all proposals and was there appropriate consideration of affordability?	3	
Q 2.7	Was the appraisal process commenced at an early enough stage to inform decision making?	3	
Q 2.8	Were sufficient options analysed in the business case for each capital proposal?	3	
Q 2.9	Was the evidence base for the estimated cost set out in each business case? Was an appropriate methodology used to estimate the cost? Were appropriate budget contingencies put in place?	3 3 3	
Q 2.10	Was risk considered and a risk mitigation strategy commenced? Was appropriate consideration given to governance and deliverability?	3 3	
Q 2.11	Were the Strategic Assessment Report, Preliminary & Final Business Case submitted to DPER for technical review for projects estimated to cost over €100m?	N/A in 2021	No projects of this value
Q 2.12	Was a detailed project brief including design brief and procurement strategy prepared for all investment projects?	3	
Q 2.13	Were procurement rules (both National and EU) complied with?	3	
Q 2.14	Was the Capital Works Management Framework (CWMF) properly implemented?	3	
Q 2.15	Were State Aid rules checked for all support?	N/A	
Q 2.16	Was approval sought from the Approving Authority at all decision gates?	3	
Q 2.17	Was Value for Money assessed and confirmed at each decision gate by Sponsoring Agency and Approving Authority?	3	
Q 2.18	Was approval sought from Government through a Memorandum for Government at the appropriate decision gates for projects estimated to cost over €100m?	N/A	No Project of this value

See Note 2 in the opening guidelines in relation to the interpretation of Capital Grant Schemes in the context of Local Government

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
Q 3.1	Were objectives clearly set out?	3	Outlined to Members of Council as part of the budget process
Q 3.2	Are objectives measurable in quantitative terms?		To an extent
Q 3.3	Was a business case, incorporating financial and economic appraisal, prepared for new current expenditure proposals?	N/A	No new expenditure
Q 3.4	Was an appropriate appraisal method used?	N/A	No new expenditure
Q 3.5	Was an economic appraisal completed for all projects/programmes exceeding €20m or an annual spend of €5m over 4 years?	N/A	No new Projects/Programmes of this level
Q 3.6	Did the business case include a section on piloting?	N/A	
Q 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	
Q 3.8	Have the methodology and data collection requirements for the pilot been agreed at the outset of the scheme?	N/A	
Q 3.9	Was the pilot formally evaluated and submitted for approval to the relevant Vote Section in DPER?	N/A	
Q 3.10	Has an assessment of likely demand for the new scheme/scheme extension been estimated based on empirical evidence?	N/A	
Q 3.11	Was the required approval granted?	N/A	
Q 3.12	Has a sunset clause been set?	N/A	
Q 3.13	If outsourcing was involved were both EU and National procurement rules complied with?	N/A	
Q 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?	N/A	
Q 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
Q 4.1	Was a contract signed and was it in line with the Approval given at each Decision Gate?	3	Yes, where appropriate
Q 4.2	Did management boards/steering committees meet regularly as agreed?	3	Yes, where appropriate
Q 4.3	Were programme co-ordinators appointed to co-ordinate implementation?	3	Internal co-ordinating team in most cases
Q 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	Internal co-ordinating team in most cases
Q 4.5	Were monitoring reports prepared regularly, showing implementation against plan, budget, timescales and quality?	3	Progress reports were prepared in most cases
Q 4.6	Did projects/programmes/grant schemes keep within their financial budget and time schedule?	2	In most cases
Q 4.7	Did budgets have to be adjusted?	Yes	Yes, up and down
Q 4.8	Were decisions on changes to budgets / time schedules made promptly?	3	Yes, in most cases
Q 4.9	Did circumstances ever warrant questioning the viability of the project/programme/grant scheme and the business case (exceeding budget, lack of progress, changes in the environment, new evidence, etc.)?	No	All feasibility exercises completed at the consideration stage of projects
Q 4.10	If circumstances did warrant questioning the viability of a project/programme/grant scheme was the project subjected to adequate examination?	N/A	
Q 4.11	If costs increased or there were other significant changes to the project was approval received from the Approving Authority?	3	This would be a requirement for grant approval
Q 4.12	Were any projects/programmes/grant schemes terminated because of deviations from the plan, the budget or because circumstances in the environment changed the need for the investment?	No	With one exception in 2021 in the case of a Housing Project

See Note 2 in the opening guidelines in relation to the interpretation of Capital Grant Schemes in the context of Local Government

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
Q 5.1	Are there clear objectives for all areas of current expenditure?	3	Yes, as part of the budget process
Q 5.2	Are outputs well defined?	3	National KPIs are in place for local government
Q 5.3	Are outputs quantified on a regular basis?	3	KPIs are established each year for specific services
Q 5.4	Is there a method for monitoring efficiency on an ongoing basis?	3	Yes, budget performance monitoring is in place
Q 5.5	Are outcomes well defined?	3	Annual Services Plans and SMDWs
Q 5.6	Are outcomes quantified on a regular basis?	3	Annual Services Plans and SMDWs
Q 5.7	Are unit costings compiled for performance monitoring?	3	National KPIs are in place for local government
Q 5.8	Are other data compiled to monitor performance?	3	Yes, budget performance monitoring is in place
Q 5.9	Is there a method for monitoring effectiveness on an ongoing basis?	3	Yes, budget performance monitoring is in place
Q 5.10	Has the organisation engaged in any other 'evaluation proofing' of programmes/projects?	2	If and when appropriate

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

	Capital Expenditure Recently Completed	Self-Assessed Compliance Rating: 1 - 3	Comment/Action Required
Q 6.1	How many Project Completion Reports were completed in the year under review?	3 (No)	Roads and Housing Projects
Q 6.2	Were lessons learned from Project Completion Reports incorporated into sectoral guidance and disseminated within the Sponsoring Agency and the Approving Authority?	3	
Q 6.3	How many Project Completion Reports were published in the year under review?	2(No)	Housing Project
Q 6.4	How many Ex-Post Evaluations were completed in the year under review?	3 (No)	Roads and Housing projects
Q 6.5	How many Ex-Post Evaluations were published in the year under review?	0	
Q 6.6	Were lessons learned from Ex-Post Evaluation reports incorporated into sectoral guidance and disseminated within the Sponsoring Agency and the Approving Authority?	2	Circulated inhouse and notified to DHLGH where relevant
Q 6.7	Were Project Completion Reports and Ex-Post Evaluations carried out by staffing resources independent of project implementation?	No	
Q 6.8	Were Project Completion Reports and Ex-Post Evaluation Reports for projects over €50m sent to DPER for dissemination?	N/A in 2021	No projects of this value in 2021.

See Note 2 in the opening guidelines in relation to the interpretation of Capital Grant Schemes in the context of Local Government

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
Q 7.1	Were reviews carried out of current expenditure programmes that matured during the year or were discontinued?	N/A	No programme relevant to PSC in 2021
Q 7.2	Did those reviews reach conclusions on whether the programmes were efficient?	N/A	No programme relevant to PSC in 2021
Q 7.3	Did those reviews reach conclusions on whether the programmes were effective?	N/A	No programme relevant to PSC in 2021
Q 7.4	Have the conclusions reached been taken into account in related areas of expenditure?	N/A	No programme relevant to PSC in 2021
Q 7.5	Were any programmes discontinued following a review of a current expenditure programme?	N/A	No programme relevant to PSC in 2021
Q 7.6	Were reviews carried out by staffing resources independent of project implementation?	N/A	No programme relevant to PSC in 2021
Q 7.7	Were changes made to the organisation's practices in light of lessons learned from reviews?	N/A	No programme relevant to PSC in 2021

WEXFORD COUNTY COUNCIL

Public Spending Code Quality Assurance Step 4 Review 2021

Internal Audit Department
May 2022



SECTION 1: INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION AND BACKGROUND

- 1.1.1 In accordance with Circular 13/13 “The Public Spending Code: Expenditure Planning, Appraisal & Evaluation in the Irish Public Service – Standard Rules & Procedures” this review was completed on behalf of the Accounting Officer (Chief Executive) as part of the Quality Assurance element of the Public Spending Code (PSC).
- 1.1.2 In line with the Quality Assurance requirements a Project Inventory was drawn up by Wexford County Council’s PSC coordinator. The purpose of this inventory was to identify all projects/programmes of Wexford County Council which were at different stages of the Project Life Cycle during the 2021 financial year and where the total project value exceeded €0.5m. This review will focus on the projects included in this inventory.
- 1.1.3 Step 3 of the Quality Assurance exercise involved the completion of high-level checklists that capture various areas of compliance.
- 1.1.4 Step 4, which is the basis of this review report, involves the selection of projects for an in-depth review of compliance with the planning, appraisal, and evaluation requirements of the PSC. The value of capital projects selected for in depth review should be at least 5% of the total value of all capital projects on the project inventory and, the value of revenue projects selected for in depth review should be 1% of the total value of revenue projects on the project inventory. This minimum is an average calculated over a three-year period.
- 1.1.5 Five projects at various stages of the project life cycle were selected for in depth review, to assess the level of compliance with the Public Spending Code through a more detailed analysis. The project inventory, including details of the selected projects, is attached in Appendix A of this report.
- 1.1.6 Details of the projects chosen are shown in Table 1.1 below

Table 1.1 – Projects selected for In Depth Review					
No.	Section	Project	Cap/Rev	Stage	Value €
1.	Housing	18 House Scheme at Tagoat	Capital	Being Considered	5.00M
2.	Special Projects	Crescent Quay Public Realm	Capital	Being Incurred	3.20M
3.	Housing	39 Turnkey Properties at Tobar Muire, Creagh	Capital	Being Incurred	9.59M
4.	Roads	N11 Oilgate to Rosslare Hbr. (Design)	Capital	Being Incurred	12.16M
5.	Housing	Housing Grants Programme	Revenue	Being Incurred	2.99M
Total					32.94M

1.2 PURPOSE, OBJECTIVES & SCOPE

1.2.1 The objectives of this review were as follows:

- To provide an independent professional opinion on compliance with the Public Spending Code and more specifically, the quality of the appraisal, planning and implementation of work done within each programme. The projects were examined to assess if the practices implemented are of a high standard.
- The scope of the audit included a review of compliance with the Public Spending Code within each of the selected projects.
- Projects selected for in depth review comprise a representative sample from Projects at different stages of the life cycle. Priority was given to projects which were potentially higher risk. The value of capital projects selected for in depth review should be at least 5% of the total value of all capital projects on the project inventory and the value of revenue projects selected for in depth review should be 1% of the total value of revenue projects on the project inventory. This minimum is an average calculated over a three-year period. The total value of all projects selected in respect of 2014 to 2021 and the average percentages over a three-year period are shown in table 1.2 below.

Table 1.2 – Inventory and Selected Project Values 2014-2021(€M)									
YEAR	INVENTORY VALUE	INVENTORY VALUE	INVENTORY VALUE	SELECTED PROJS.	SELECTED PROJECTS	% SELECTED	% SELECTED	AVG. % 3 YRS	AVG. % 3 YEARS
	CAPITAL	REVENUE	TOTAL	CAPITAL	REVENUE	CAPITAL	REVENUE	CAPITAL	REVENUE
2014	€100.10	€100.60	€200.70	€11.70	€0.00	11.69%	0%		
2015	€127.31	€97.27	€224.58	€50.67	€0.00	39.80%	0%		
2016	€208.75	€95.96	€304.71	€13.00	€6.03	6.23%	6.28%	19.24%	2.09%
2017	€339.90	€101.97	€441.87	€2.00	€1.40	0.59%	1.37%	15.54%	2.55%
2018	€406.04	€110.60	€516.64	€12.30	€0.00	3.03%	0.00%	3.28%	2.55%
2019	€528.26	€113.10	€641.36	€34.385	€0.00	6.51%	0.00%	3.38%	0.46%
2020	€550.45	€170.34	€720.79	€32.43	€9.28	5.89%	5.45%	5.14%	1.82%
2021	€566.75	€146.95	€713.70	€29.95	€2.99	5.28%	2.03%	5.89%	2.49%

1.3 ASSURANCE

- 1.3.1 Given the outcome of the various reviews set out in table 1.3 below, it is our opinion that in general there is satisfactory compliance with the Public Spending Code within Wexford County Council.
- 1.3.2 The following table summarises the results of our work. The quality assurance in-depth checks for each selected project are included in Appendices 1 to 5 of this report.

Table 1.3 – Compliance Levels				
	Project Reviewed	Compliance	Total Recommendations	Appendix No.
1.	18 House Scheme at Tagoat	Satisfactory	0	Appendix 1
2.	Crescent Quay Public Realm	Satisfactory	0	Appendix 2
3.	39 no. Turnkey Properties at Tobar Muire, Creagh	Satisfactory	0	Appendix 3
4.	N11 Oilgate to Rosslare Hbr.(Design)	Satisfactory	0	Appendix 4
5.	Housing Grants Programme	Satisfactory	0	Appendix 5

APPENDIX 1 – 18 HOUSE SCHEME AT GRAHORMACK, TAGOAT

Quality Assurance – In Depth Check

Section A: Introduction

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

Programme or Project Information	
Name	18 House Scheme at Grahormack, Tagoat, Co. Wexford
Detail	Construction of 18 no. social housing units on a vacant site in the ownership of Wexford County Council at Grahormack, Tagoat, Co. Wexford
Responsible Body	Wexford County Council
Current Status	Expenditure being considered
Start Date	2019
End Date	N/A
Overall Cost	€5M

Project Description

The project involves the construction of 18 no. social housing units at Grahormack, Tagoat, Co. Wexford, comprising of 8 no. 3-bed units, 4 no. 2-bed units and 6 no. 1-bed units along with a playground, pedestrian links to village and all associated and ancillary siteworks. Tagoat is located in the Rosslare Municipal District where there are 71 approved housing applicants (as of 6th August 2021). This development will therefore meet the needs of 18 of the 71 applicant families, which is approx. 25% of the current demand in the district.

The land subject to this proposal is in the ownership of Wexford County Council. It is the former site of a sewage treatment and reed bed, which was relocated to a larger site approx. 16 years ago. The site is overgrown with scrub and has been subject to some illegal dumping since the treatment plant was decommissioned. The proposal to develop the site for social housing would eliminate this piece of waste-ground which at present detracts from the appeal of the surrounding areas. The site is approx. 2.02 acres/0.82 HA in size and is zoned as a rural area under strong urban influence in the County Wexford Development Plan 2013-2019 as extended.

The site is located a 15-minute drive from Wexford Town and is within easy walking distance of Tagoat village. Tagoat is a small rural village in the south-east of Wexford. There is a mix of social and privately owned housing in the area, with a high proportion of the private housing being holiday homes. Residents have access to local services, amenities, and bus transport links. Given the site's proximity to Tagoat village centre and to the N25, the development of the site for residential use will offer an appropriate location for social housing. This would contribute to the creation of sustainable mixed communities, in accordance with national and local statutory planning policy, and raises no concerns as to sustainable community proofing.

This project is on the 2021 inventory as a capital project that is under consideration. The Housing Department, Wexford County Council, have recommended that this construction option represents the best means of addressing housing needs in an area where there is limited supply of affordable sites or property and the site in question is in the ownership of Wexford County Council. The initial cost estimate of €5M is based on costs for previous social housing units.

Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit, Wexford County Council, have completed a Programme Logic Model (PLM) for the 18 House Scheme at Grahormack, Tagcoat, Co. Wexford. 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"> The provision of a supply of social housing in the Rosslare Municipal District to meet local demand Replace a disused and overgrown site with family homes Promote sustainable mixed communities 	<ul style="list-style-type: none"> Estimated project cost of €5M from DHLGH In-house project management arrangements 	<ul style="list-style-type: none"> Topographical Survey complete Knotweed Management Company appointed Pre-planning applications for Part XI submitted – to identify planning issues, feasibility Preparation of a Capital Appraisal prior to Stage 1 submission to the DHLGH 	<ul style="list-style-type: none"> Pre-planning assessment report of proposed Part XI Pre-planning meeting - acceptance in principle of proposed Part XI 	<ul style="list-style-type: none"> The availability of a supply of social housing units to meet local demand Eliminate a piece of waste-ground which at present detracts from the appeal of the surrounding area

Description of Programme Logic Model

Objectives: The main objective of the project is to provide a supply of social housing in the Rosslare Municipal District to meet local demand. There are 71 approved housing applicants (as of 6th August 2021) in the district. This development will therefore provide a mix of 1-bed, 2-bed and 3-bed units to meet the need of 18 of the 71 applicant families, which is approx. 25% of the current demand in the district.

Another objective is to eliminate a piece of waste-ground which at present detracts from the appeal of the surrounding area.

The development of the site for residential use will offer an appropriate location for social housing, given its proximity to Tagoat village centre and to the N25. This would contribute to the creation of sustainable mixed communities, in accordance with national and local statutory planning policy.

Inputs: The primary input to the project is the estimated funding of €5M provided by the Department of Housing, Local Government and Heritage (DHLGH). The initial all-in budget cost estimate of €5M is based on costs for previous social housing units, in the absence of data from actual tenders.

The Housing Department of Wexford County Council will Project Manage the development to completion. The project will be designed in-house to Planning and Stage 2 Approval. Wexford County Council will engage consultants from the framework to undertake Civil/Structural Engineering, Quantity Surveying and Mechanical/Electrical Engineering. The project will be constructed using the Fixed Price Public Works Contract and procured through e-tenders.

Activities: There are a number of activities carried out to date including:

A topographical survey of the site was carried out in 2019.

An Invasive Species specialist was employed by Wexford County Council in 2019 to assess and provide a treatment plan for a small bit of Japanese Knotweed on the site. The area was treated in 2019 and 2021.

A Pre-Planning application for Part XI proposal was submitted to the Planning Department of Wexford County Council in September 2021 for the site, with an amended application submitted in December 2021. Pre-Planning was sought to establish the feasibility of progressing the project and to identify any possible planning issues that might impact the proposal.

The Housing Department are currently preparing a Capital Appraisal prior to Stage 1 submission to the DHLGH.


Outputs: A pre-planning assessment report for the proposed Part XI development at Grahormack, Tagoat, Co. Wexford was issued by the Planning Department in October 2021.

At a pre-planning meeting held in February 2022, acceptance in principle was given to the revised proposed Part XI development, with some investigations and alterations to layout recommended.

Outcomes: The envisaged outcome of the project is to have a supply of 1, 2 and 3-bed social housing units to meet local needs and to eliminate a piece of waste-ground which at present detracts from the appeal of the surrounding area.

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

The following section tracks the 18 House Scheme at Grahormack, Taghat, Co. Wexford from inception to conclusion in terms of major project/programme milestones.



Circa. 2005	Decommissioning of treatment plant on site
2019	Topographical Survey of site
Sept 2021	Pre-Planning Application for Part XI proposal
Oct 2021	Pre-Planning Assessment report for Part XI proposal
Dec 2021	Amended Pre-Planning Application for Part XI proposal
Jan 2022	Capital Appraisal
Feb 2022	Pre-Planning Meeting, acceptance in principle of Part XI proposal

This project was being progressed during the period of the Covid Pandemic and associated Government restrictions.

Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the 18 House Scheme at Grahormack, Tagoat, Co. Wexford

Project/Programme Key Documents	
Title	Details
PLAC 2123	Pre-Planning Application for proposed Part XI development at Grahormack, Tagoat, Co. Wexford, submitted to Planning Department on 28 th September 2021
Pre-Planning Assessment Report for Proposed Part XI	Planning Departments pre-planning assessment of proposed Part XI dated 5 th October 2021
PLAC 2131	Amendment to previous pre-planning application PLAC 2123 dated 22 nd December 2021 revising general arrangement of houses
Capital Appraisal Document (Draft)	Capital Appraisal for Stage 1 submission to the DHLGH
Minutes of Pre-Planning Meeting PLAC 2131	Acceptance in principle of proposed Part XI development on 24 th February 2022

Key Document 1: PLAC 2123

The Housing Department, Wexford County Council, on 28th September 2021, submitted a Pre-Planning Application for Part XI proposal to the Planning Department, Wexford County Council, for the provision of 18 no. housing units comprising 6 no. 1-bedroom duplex type units, 6 no. 2-bedroom single storey units and 6 no. 3-bedroom 2-storey units, with associated and ancillary siteworks on a brownfield site (former treatment plant and reed bed) at Grahormack, Tagoat, Co. Wexford. The application submitted included a completed application form, land ownership information, location maps and sketch plans for the proposal.

Key Document 2: Pre-Planning Assessment Report for Proposed Part XI

The Planning Department's Pre-Planning Assessment report for proposed Part XI dated 5th October 2021, concluded that the development is considered to comply with policies and objectives of the Wexford County Development Plan 2013-2019 as extended, and the proper planning and sustainable development of the area.

Key Document 3: PLAC 2131

The Housing Department submitted an amended Pre-Planning Application for Part XI proposal to the Planning Department on 22nd December 2021, revising the general arrangement of the houses. The revised application proposed 18 no. social housing units, comprising 6 no. 1-bedroom duplex type units, 4 no. 2-bedroom units (single storey and duplex), 8 no. 3-bedroom units (two-storey semi-detached), with playground, pedestrian links to village and all associated and ancillary siteworks on a brownfield site (former treatment plant and reed bed) at Grahormack, Tagoat, Co. Wexford. The revised application submitted included a completed application form, land ownership information, location maps, sketch plans for proposal, planners report for previous pre-planning application on the site and appraisal document outlining analysis of need, design brief, sustainable community proofing and programme of work.

Key Document 4: Capital Appraisal Document (Draft)

A Capital Appraisal is currently being prepared in accordance with Capital Works Management Framework Documents, Circular 21/2016 and guidance document 'Quality Housing for Sustainable Communities' and considers the following:

- Analysis of housing need
- Alternative means to meet need
- Design brief
- Sustainable Community Proofing
- Site Constraints/Abnormals and Optimization
- Programme
- Project Management Arrangements
- Cost and value for money
- Recommendation/conclusion

A Capital Appraisal is currently being prepared for Stage 1 submission to the Department of Housing, Local Government and Heritage (DHLGH).

Key Document 5: Minutes of Pre-Planning Meeting PLAC 2131

At a Pre-Planning Meeting held on 24th February 2022, the revised proposed Part XI was accepted in principle.

Section B - Step 4: Data Audit

The following section details the data audit that was carried out for the 18 House Scheme at Grahormack, Tagoat, Co. Wexford. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Pre-Planning Applications for Part XI Proposal - PLAC 2123 & PLAC 2131	Outlines description of development, location, design details, specifications, and suitability	Available on Project File
Pre-Planning Assessment Report & Pre-Planning Meeting Minutes for proposed Part XI	Evidence of the required planning approval in principle including recommendations	Available on Project File
Draft Capital Appraisal	Outline of project including analysis of need, design brief, sustainable community proofing, site constraints, project management arrangements and cost	Available on Project File

Data Availability and Proposed Next Steps

All data appropriate to the current stage of this project is available on file.

Section B - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for the 18 House Scheme at Grahormack, Tagoat, Co. Wexford 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)

Pre-planning is complete for this project which is under consideration. A Capital Appraisal is currently being prepared prior to Stage 1 submission to the DHLGH. The Capital Appraisal (currently in draft) is prepared in accordance with the requirements of 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?

All data appropriate to the current stage of the project is available on file.

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

There are no recommendations arising from the review of compliance in this case.

Section C: In-Depth Check Summary

The following section presents a summary of the findings of this In-Depth Check on the 18 House Scheme at Grahormack, Tagoat, Co. Wexford.

Summary of In-Depth Check

The construction of 18 no. social housing units at Grahormack, Tagoat, Co. Wexford is shown on the 2021 inventory as a capital project that is under consideration. To date a topographical survey has been completed, a Knotweed Management Company appointed, and pre-planning is complete with approval in principle. It is envisaged that a Stage 1 submission will be made to the DHLGH in Q2 2022.

The documentation on file for this stage of the project provides satisfactory assurance that there is compliance with the Public Spending Code. Controls upon which reliance can be placed include:

- Pre-Planning Applications for Part XI approval
- Planning Assessment Report
- Pre-Planning Meeting minutes
- Capital Appraisal Document (Draft)

Appendix 2 – Crescent Quay Area Public Realm Improvement Works

Quality Assurance – In Depth Check

Section A: Introduction

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

Programme or Project Information	
Name	Crescent Quay Area Public Realm Improvement Works
Detail	Improvement works to public realm and streetscape at Crescent Quay and Henrietta Street.
Responsible Body	Wexford County Council
Current Status	Expenditure Being Incurred
Start Date	February 2016
End Date	ongoing
Overall Cost	€3.2M

Project Description

This project, involving regeneration of the Crescent Area, linking Main Street and the quay via Henrietta Street, was recommended in the Wexford Quay Economic Development and Spatial Strategy. The Crescent area is a landmark feature and focal point in the quays' regeneration. Pedestrian areas, crossings and soft landscaping were introduced and improved to create an enhanced public space, reduce the dominance of traffic and attract footfall to the area. Existing flood defences were augmented to improve protection to local properties.

Section B: Evaluation - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit, Wexford County Council completed a Programme Logic Model (PLM) for the **Crescent Quay Area Public Realm Improvement Works**. A PLM is a standard evaluation tool. Further information on PLMs is available in the [Public Spending Code](#).

Objectives	Inputs	Activities	Outputs	Outcomes
<p>To transform the Crescent into an active public space, remove vehicular dominance & transform the public realm.</p> <p>To develop a mix of uses & activities & to offer a variety of arts & cultural activities & visitor attractions.</p> <p>To enhance connectivity with the Main Street, Trinity Wharf & the Quays.</p>	<p>This project was co-financed under the Designated Urban Centre Grant Scheme from the European Regional Development Fund (ERDF) under the Southern & Eastern Regional Operational Programme 2014-2020 with match funding from Wexford County Council. SRA approved grant aid of 50% of eligible costs up to a limit of €1M grant.</p> <p>The balance of the investment is funded by Wexford County Council.</p>	<p>Planning Process: Part XI of the Planning and Development Act, 2000 (as amended) and Part 8 of the Planning & Development Regulations, 2001 (as amended).</p> <p>Appointment of Consulting Engineers to design & supervise the works</p> <p>Complete detailed design & tender docs and issue Works Tender</p> <p>Appointment of Contractor for completing the works</p>	<p>Wexford Quay Economic Development & Spatial Implementation Plan</p> <p>Planning approval 12 Nov. 2018 (LAC1806)</p> <p>Project Preliminary Appraisal Form</p> <p>Consultant's Brief for Design and Construction Related Consultancy Services</p> <p>Tender Assessment Report</p>	<p>Works substantially complete end Nov. 2019</p> <p>Official opening scheduled for 26 June 2022.</p>

Description of Programme Logic Model

- Objectives:* To transform the Crescent into an active public space, remove vehicular dominance & transform the public realm.
To develop a mix of uses & activities & to offer a variety of arts & cultural activities & visitor attractions.
To enhance connectivity with the Main Street, Trinity Wharf & the Quays.
- Inputs:* This project was co-financed from the European Regional Development Fund (ERDF) through the S&E Regional Programme 2014-2020 with match funding from Wexford County Council.
- Activities:* Planning Process: Part XI of the Planning and Development Act, 2000 (as amended) and Part 8 of the Planning & Development Regulations, 2001 (as amended).
Appointment of Consulting Engineers to design & supervise the works.
Complete detailed design & tender docs and issue Works Tender.
Appointment of Contractor for completing the works.
- Outputs:* Part 8 planning approval 12 Nov. 2018 (LAC1806)
Project Preliminary Appraisal Form
Consultants' Brief for Design and Construction Related Consultancy Services
Tender Assessment Report
- Outcomes:* Works substantially complete end Nov. 2019.
Official opening scheduled for 26 June 2022.

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

The following section tracks the **Crescent Quay Area Public Realm Improvement Works** from inception to conclusion in terms of major project/programme milestones.

25 February 2016	Chief Executive signed the grant agreement confirming funding under the Designated Urban Centre Grants Scheme (DUCGS) under the Southern & Eastern Regional Operational Programme 2014-2020.
March 2017-June 2018	Wexford Quay Economic Development & Spatial Implementation Plan prepared by Scott Tallon Walker. Presented overall vision to the public March 2017. Stage 2A report issued May 2017. Final report completed 20 December 2017. Stage 2B report issued June 2018.
5 January 2018	Pre-Planning Assessment of Proposed Part XI (PLAC1801)
1 February 2018	Letter from Head of Special Projects to Director of Southern Regional Assembly to apply for an extension of the deadline from December 2018 to end of June 2019 in relation to WCC's approval for grant funding under the DUCGS under the Southern & Eastern Regional Operational Programme 2014-2020.
29 March 2018	Tenders invited from a TII/Local Authorities framework for appointment of consultant civil engineers
20 April 2018	Consultant tender response deadline. One tender was received, from RPS Group. The tender was opened and assessed in accordance with the Capital Works Management Framework (CWMF) guidelines and the Instructions to Tenderers.
17 May 2018	Recommendation on appointment of RPS Group as consultants to prepare Part 8 design, detailed design, procure a works contractor and provide construction contract administration services
14 June 2018	Project Execution Plan
21 August 2018	Planning process commenced
27 August 2018	Site Notices present on site in accordance with regulations
28 August 2018	Newspaper Notice placed in People Newspapers
22 October 2018	Tender for works contract advertised on eTenders
12 November 2018	Parts XI & VIII planning approved
23 November 2018	Extended contractor tender response deadline
5 December 2018	Tender Assessment Report produced by RPS Group

21 December 2018	Tender assessment complete for the award of a contractor to complete the works contract. Recommendation for Appointment of Contractor Niall Barry & Co Ltd. under E.O. 999/2018 as main construction contractor (Letter of Acceptance and Contract date).
14 January 2019	Commencement of works. Contract start date as per Letter of Acceptance.
1 April 2019	Letter to Southern Regional Assembly from Head of Special Projects re. DUCGS (as at 1 Feb 2018 above) applying for extension to end November 2019.
December 2019	Works substantially completed
6 April 2020	Approval to appoint Tim Ahern Consultancy Ltd. as conciliator in matter between Niall Barry & Co. Ltd & WCC
2 July 2020	Approval for RPG Group for provision of additional consultancy services for conciliation process
20 July 2020	Conciliation Recommendation report issued by Tim Ahern Consultancy Ltd.
30 July 2020	Approval for Niall Barry & Co. for settlement of final account under E.O. 483/2020
4 August 2020	Approval for Scott Tallon Walker for the provision of consultancy services for the preparation of a preliminary design following their preparation of a Wexford Quay Economic Development and Spatial Implementation Plan under E.O. 493/2020.
26 June 2022	Scheduled official opening & plaque unveiling by the Mayor of Wexford.

The timeline above included the period of the covid pandemic from March 2020 to March 2022.

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

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the **Crescent Quay Area Public Realm Improvement Works**.

Project/Programme Key Documents	
Title	Details
Grant Agreement	Grant agreement dated 19 January 2016 between the Southern Regional Assembly and Wexford County Council, confirming funding under the Designated Urban Centre Grant Scheme (DUCGS) under the Southern & Eastern Regional Operational Programme 2014-2020, signed 25 February 2016 by Chief Executive, WCC and 29 February by SRA.
Wexford Quay Economic Development & Spatial Implementation Plan	Prepared by Scott Tallon Walker, this provides a framework document to explore & address constraints, do analysis, identify risks associated & strategy for dealing with risks identified, outline preferred options & required timeframe & reasons associated with same. Vision & reports presented March 2017-June 2018.
Project Preliminary Appraisal Form	Preliminary Appraisal Form completed by Special Projects Team provides evidence of the following steps being considered: define the objective, explore options taking account of constraints, quantify the costs of viable options & specify sources of funding, analyse the main options, identify the risks association with each viable option, decide on a preferred option, make a recommendation on project.
Consultant's brief, March 2018	Crescent Quay Area- Public Realm Improvement Works Consultants' Brief for Design and Construction Related Consultancy Services, March 2018.
Invitation to Tender	Senior Executive Engineer Special Projects email dated 29 March 2018 invitation to tender to 8 consultant engineer firms on a TII/LA Framework Agreement. Documents attached

	include Instructions to Tenderers, Consultant's brief, Form of Tender and Schedule, Pricing Schedule and Conditions of Engagement.
Recommendation for appointment of Consultants RPS Group	Memo dated 14 May 2018 from Senior Executive Engineer Special Projects to Director of Service recommending appointment of consultants RPS Group.
E.O. No. 303 / 2018	Approval to the acceptance of the tender of RPS Group, Galway for the provision of consultancy services. E.O. signed 17 May 2018.
Project Execution Plan PEP	Project Execution Plan completed by Special Projects Team, 14 June 2018, incl. project brief, project phase (2), projects development & implementation approach, programme milestones, cost, roles & responsibilities.
Planning Approval LAC 1806	Certified copy of Wexford County Council meeting minutes of 12 November 2018
Tender Assessment Report	Report by RPS Group to recommend the award of this contract in accordance with the award criteria as set out in the particulars of the Instructions to Tenderers (ITT). The award criteria for this tender is based on comparative cost price.
Recommendation for appointment of Niall Barry & Co. Ltd	Memo dated 21 December 2018 from Senior Executive Engineer Special Projects to Director of Service re. recommendation for appointment of contractor.
E.O. No. 999 / 2018	Approval to the acceptance of tender of Niall Barry & Co. Ltd for the construction of the works. E.O. signed 21 December 2018.
Recommendation for appointment of Tim Ahern Consultancy Ltd. as conciliator.	Memo dated 06 April 2020 from Director of Service to Chief Executive re. conciliation between Niall Barry & Co. Ltd & WCC. Memo dated 06 April 2020 from Senior Executive Engineer, Special Projects to Director of Service re. recommendation for appointment of conciliator.
E.O. No 276 / 2020	Approval to the appointment of Tim Ahern Consultancy Ltd. to undertake the role of conciliator. E.O. signed 6 April 2020.
Recommendation for appointment of RPS Group as Employer's Representative for conciliation process.	Memo dated 30 June 2020 from Senior Executive Engineer Special Projects to Director of Service re. recommendation for supplementary executive order.

	Memo dated 02 July 2020 from Director of Service to Chief Executive re. recommendation to raise a supplementary executive order for the appointment of RPS Group for the conciliation process.
E.O. No. 392 / 2020	Approval to payment to RPS Group for provision of additional consultancy services related to works contract conciliation process. E.O. signed 2 July 2020.
Conciliation Recommendation report from Tim Ahern Consultancy Ltd.	Conciliation Recommendation report dated 20 July 2020 from Tim Ahern Consultancy Ltd., conciliator between Niall Barry & Co. and Wexford County Council.
Recommendation for payment of consultancy fees to Scott Tallon Walker	Memo dated 27 July 2020 from Senior Executive Engineer, Special Projects to Director of Service re. recommendation re. fees payable to Scott Tallon Walker re. initial appointment of STW and the preparation of a preliminary design following the preparation of a Wexford Quay Economic Development and Spatial Implementation Plan. Their fee to advance preliminary design to detailed design and to provide construction related services was considered by WCC not to represent value for money. Instead, WCC embarked on a separate procurement process, resulting in the appointment of RPS Group.
Recommendation to raise a supplementary E.O. for Niall Barry & Co. to settle final account	Memo dated 29 July 2020 from Senior Executive Engineer Special Projects to Director of Service re. recommendation to raise a supplementary E.O. (supplementary to EO 999/2018) to Niall Barry & Co. Ltd. in respect of settlement of the final account on the CQ project as per conciliator recommendation.
E.O. No. 483/2020	Approval of the payment to Niall Barry & Co. to settle the final account. E.O. signed 30 July 2020.
E.O. No. 493/2020	Approval to Scott Tallon Walker for the provision of consultancy services. E.O. signed 4 August 2020.
Progress Reports	Regular progress reports on file prepared by contractor & consultant engineers. Niall Barry & Co. Ltd., 7 monthly progress reports Jan-Aug 2019. RPS 12 monthly/bi-monthly construction meetings Aug 2018 & Jan-Nov 2019.

Key Document 1: Grant Agreement signed by Chief Executive 25 February 2016 available on file.

Key Document 2: Wexford Quay Economic Development & Spatial Implementation Plan, June 2018 by Scott Tallon Walker available on file.

Key Document 3: Project Preliminary Appraisal Form available on file.

Key Document 4: Consultant's brief, March 2018 available on file.

Key Document 5: Invitation to Tender, March 2018 available on file.

Key Document 6: E.O. No. 303 / 2018: Approval for the appointment of RPS Group for the provision of consultancy services on file.

Key Document 7: Project Execution Plan PEP, June 2018 available on file.

Key Document 8: Planning Approval LAC 1806, certified copy of minutes of Wexford County Council meeting 12 November 2018 available on file.

Key Document 9: Tender Assessment Report to recommend the award of works contract, December 2018 available on file.

Key Document 10: E.O. No. 999 / 2018: Approval for appointment of Niall Barry & Co. Ltd as contractor for works construction on file.

Key Document 11: E.O. No 276 / 2020: Approval for appointment of Tim Ahern Consultancy Ltd. as conciliator available on file.

Key Document 12: E.O. No. 392 / 2020: Approval for appointment of RPS Group for conciliation process available on file.

Key Document 13: Conciliation Recommendation report from Tim Ahern Consultancy Ltd., 20 July 2020 available on file.

Key Document 14: E.O. No. 483/2020: Approval to settle final account for Niall Barry & Co. Ltd. available on file.

Key Document 15: E.O. No. 493/2020: Approval for payment of consultancy fees to Scott Tallon Walker for the preparation of a Wexford Quay Economic Development & Spatial Implementation Plan available on file.

Key Document 16: Progress Reports from contractor & consultant engineers available on file.

Section B: Evaluation - Step 4: Data Audit

The following section details the data audit that was carried out for the **Crescent Quay Area Public Realm Improvement Works**. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Grant Agreement	Agreement between SRA and WCC confirming funding under the Designated Urban Centre Grant Scheme (DUCGS) under the Southern & Eastern Regional Operational Programme 2014-2020	on file
Wexford Quay Economic Development & Spatial Implementation Plan	Provides a framework document to explore & address constraints, do analysis, identify risks associated & strategy for dealing with risks identified, outline preferred options & required timeframe & reasons associated with same.	on file
Project Preliminary Appraisal Form	Provides evidence of the following steps being considered: define the objective, explore options taking account of constraints, quantify the costs of viable options & specify sources of funding, analyse the main options, identify the risks associated with each viable option, decide on a preferred option, make a recommendation on project.	on file
Consultant's Brief	Consultants' Brief for Design and Construction Related Consultancy Services for the proposed works	on file
Invitation to Tender	Invitation to 8 consultant engineer firms on a TII/LA Framework Agreement including Instructions to Tenderers, Consultant's brief, Form of Tender and Schedule, Pricing Schedule and Conditions of Engagement.	on file
E.O. No. 303 / 2018	Approval for the appointment of RPS Group for the provision of consultancy services	on file

Project Execution Plan PEP	Outlines project brief, project phase (2), projects development & implementation approach, programme milestones, cost, roles & responsibilities.	on file
Planning Approval LAC 1806	Evidence of approval of Wexford County Council for the development.	on file
E.O. No. 999 / 2018	Approval for appointment of Niall Barry & Co. Ltd as contractor for works construction	on file
E.O. No 276 / 2020	Approval for appointment of Tim Ahern Consultancy Ltd. to undertake the role of conciliator	on file
E.O. No. 392 / 2020	Approval for appointment of RPS Group for conciliation process and payment to RPS Group for provision of additional consultancy services related to conciliation.	on file
Conciliation Recommendation report	Tim Ahern Consultancy Ltd. conciliator recommends final contract sum further to conciliation between Niall Barry & Co. and Wexford County Council.	on file
E.O. No. 483/2020	Approval of the payment to settle final account for Niall Barry & Co. Ltd. as per conciliator recommendation	on file
E.O. No. 493/2020	Approval for payment of consultancy fees to Scott Tallon Walker for the provision of consultancy services and preparation of a Wexford Quay Economic Development & Spatial Implementation Plan.	on file
Progress Reports	Regular monthly/bi-monthly reports prepared by contractor & consultant engineers provide evidence of project management.	on file

Data Availability and Proposed Next Steps

All data appropriate to the current stage of this project is available on file

Section B: Evaluation - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for **Crescent Quay Area Public Realm Improvement Works** 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)

This project is currently being incurred and all project documentation reviewed indicates compliance with 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?

All data appropriate to the current stage of the project is available on file.

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

There are no recommendations arising from the review of compliance in this case.

Section C: Summary and Conclusions

The following section presents a summary of the findings of this In-Depth Check on the **Crescent Quay Area Public Realm Improvement Works**

Summary of In-Depth Check

The project documentation provides satisfactory assurance that there is compliance with the Public Spending Code. Controls upon which reliance can be placed are included in the following documentation:

- Grant Agreement confirming funding for the project
- Executive Orders appointing various consultants and contractors and the associated tender processes
- Planning Application and approval
- Regular Progress reports

APPENDIX 3 – 39 NO. TURNKEY PROPERTIES AT TOBAR MUIRE, CREAGH

Quality Assurance – In Depth Check

Section A: Introduction

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

Programme or Project Information	
Name	39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford
Detail	The acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford to help satisfy the housing need of Gorey town
Responsible Body	Wexford County Council
Current Status	Being Incurred
Start Date	April 2019
End Date	Ongoing
Overall Cost	€9.59M

Project Description

The project involves the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford, which followed a public advertisement calling for expressions of interest for the supply of social housing, particularly within the urban areas of Wexford and Gorey, Enniscorthy and New Ross, where current housing demand is prioritised. The acquisition comprises 13 no. 2-bed terrace houses, 10 no. 3-bed terrace houses, 10 no. 3-bed end terrace houses and 6 no. 3-bed semi-detached houses, at a total cost of €9,587,500.

Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit, Wexford County Council, have completed a Programme Logic Model (PLM) for the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford. 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
The provision of a supply of social housing in the Gorey Urban Area where addressing current housing demand is prioritised	The primary input to the project is the funding of €9.59M	<p>Public advertisement in local newspapers calling for Expressions of Interest for the Supply of Social Housing</p> <p>Receipt and Evaluation of Proposal</p> <p>Valuation Report</p> <p>Application for funding, including a Sustainable Communities Report, to the DHLGH</p> <p>Approval of DHLGH and Chief Executive to proceed with the acquisition of 39 no. Turnkey Properties</p>	The delivery of the agreed 39 no. Turnkey units, on a phased basis, as construction is completed	The availability of a supply of 2 and 3 bed social housing units to meet the demand in an area where a need has been identified

Description of Programme Logic Model

Objectives: The objective was to provide a supply of social housing in the Gorey Urban Area where current housing demand is prioritised.

Inputs: The primary input to the project is the capital funding of €9.59M which is provided by the Department of Housing, Local Government and Heritage (DHLGH).

Activities: There were a number of key activities carried out through the project including:

In May 2019 a public advertisement in local newspapers calling for expressions of interest for the supply of social housing via turnkey developments, serviced land zoned for residential development and mixed development schemes.

A proposal to deliver 43 houses (including 4 houses due under a Part V agreement) at Creagh, Gorey was received. Wexford County Council's Internal Housing Committee, had previously at a meeting in April 2019, considered and agreed the same proposal for an Approved Housing Body to acquire the 43 units, who subsequently withdrew their interest. The Internal Housing Committee further considered and agreed the proposal from the developer at its meeting in July 2019. It was agreed to support the proposed acquisition having assessed it under the following headings:

- Demand for Social Housing
- Sustainability/Saturation
- Design – Suitability for Social Housing
- Cost/Value for Money
- Probability of Failure to Deliver

An Independent Market Valuation was conducted on behalf of Wexford County Council which valued the overall scheme (43 units) at €10,415,000.

An application for funding, including a Sustainable Communities Report, was made to the Department of Housing, Local Government and Heritage (DHLGH).

The DHLGH approved an overall budget of €9,587,500 for the project, including €9,450,000 for the acquisition of 39 no. Housing Units, €97,500 for Legal & Professional Fees and €40,000 for LA Project Management Fee.

The Chief Executive approved the acquisition of the 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford.

Outputs: The outputs of the project are the delivery of the agreed 39 no. Turnkey units, on a phased basis, as construction is completed.

Outcomes: The outcome of the project is the availability of a supply of 2 and 3-bed social housing units to meet the demand in an area where a need has been identified.

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

The following section tracks the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford from inception to conclusion in terms of major project/programme milestones.

Apr 2019	Evaluation of Proposal for Approved Housing Body (AHB) to acquire 43 units at Creagh as a Turnkey Acquisition (including 4 Part V units) by Internal Housing Committee. (AHB subsequently withdrew the proposal)
May 2019	Public Advertisement calling for Expressions of Interest for the Supply of Social Housing
July 2019	Proposal received from Blue Sky Real Estate One Limited proposing the delivery of 43 houses at Creagh, Gorey, Co. Wexford (as there is a Part V liability, 4 are to be delivered under Part V and 39 via Turnkey Acquisition). Internal Housing Committee agreed to accept Proposal
Nov 2019	Independent Valuation Report
Jan 2020	Application for funding, including a Sustainable Communities Report, submitted to the DHLGH
Apr 2020	Approval received from the DHLGH for the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford
Feb 2021	Signing of Contract and Building Agreement between Blue Sky Real Estate One Ltd and Wexford County Council
Apr 2021	Approval by Chief Executive for the acquisition of 39 no. units at Tobar Muire, Creagh, Gorey, Co. Wexford via Turnkey Acquisition
From Jan 2022	Delivery of housing units on a phased basis as construction is completed

This project was being progressed during the period of the Covid pandemic and associated government restrictions

Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford.

Project/Programme Key Documents	
Title	Details
Evaluation of Proposal	Evaluation of Proposal for AHB to acquire 43 units (including 4 no. Part V units) at Creagh by Internal Housing Committee (AHB subsequently withdrew proposal)
Advertisement calling for Expressions of Interest	Public Advertisement calling for Expressions of Interest for the Supply of Social Housing in areas where current housing demand is prioritised
Proposal from Blue Sky Real Estate One Limited	Proposal from Blue Sky Real Estate One Limited offering 43 houses at Creagh, Gorey, Co. Wexford (as there is a Part V liability, 4 are to be delivered under Part V and 39 via Turnkey Acquisition)
Valuation Report	Independent Market Valuation conducted on behalf of Wexford County Council valuing the overall scheme at €10,415,000
Funding Application to the DHLGH	Application for funding, including a Sustainable Communities Report, submitted to the DHLGH
Approval of the DHLGH	Approval Notification dated 6 th April 2020
Project Execution Plan	Project Execution Plan dated 4 th January 2021
Combined Contract and Building Agreement	Contract and Building Agreement between Blue Sky Real Estate One Limited and Wexford County Council for the acquisition of 39 no. houses
Executive Order 255/2021	Approval for the payment of €9,450,000 to Blue Sky Real Estate One Limited for the acquisition of 39 no. units at Tobar Muire, Creagh, Gorey, Co. Wexford via Turnkey Acquisition
Form HCA 4	DHLGH Capital Grant Claim Form submitted 6 th December 2021

Key Document 1: Evaluation of Proposal

The Internal Housing Committee, in April 2019, considered and agreed a proposal from an Approved Housing Body to acquire 43 units at Creagh as a turnkey acquisition (including 4 no. Part V units). The proposal was assessed under the following headings:

- Demand for Social Housing
- Sustainability/Saturation
- Design – Suitability for Social Housing
- Cost/Value for Money
- Probability of Failure to Deliver

Key Document 2: Advertisement Calling for Expressions of Interest

A public advertisement in local newspapers calling for expressions of interest for the supply of social housing via turnkey developments, serviced land zoned for residential development and mixed development schemes, in May 2019.

Key Document 3: Proposal from Blue Sky Real Estate One Limited

A proposal was received from Blue Sky Real Estate One Limited offering 43 houses at Creagh, Gorey, Co. Wexford (as there is a Part V liability, 4 are to be delivered under Part V and 39 via Turnkey Acquisition).

Key Document 4: Valuation Report

An Independent Market Valuation was conducted on behalf of Wexford County Council valuing the overall scheme of 43 houses at €10,415,000.

Key Document 5: Funding Application to the DHLGH

An application for funding, including a Sustainable Communities Report, was submitted to the DHLGH for approval.

Key Document 6: Approval of the DHLGH

The Approval Notification by the DHLGH, for the acquisition of 39 no. turnkey units is dated 6th April 2020. The DHLGH approved an overall budget of €9,587,500 for the project, including €9,450,000 for the acquisition of 39 no. Housing Units, €97,500 for Legal & Professional Fees and €40,000 for LA Project Management Fee.

Key Document 7: Project Execution Plan

The Project Execution Plan, approved on 4th January 2021, details the Project Brief, Project Phase, Project Development and Implementation Approach, Programme Milestones, Project Cost and Funding Certification.

Key Document 8: Combined Contract and Building Agreement

Signed Contract and Building Agreement between Blue Sky Real Estate One Limited and Wexford County Council for the acquisition of 39 no. houses.

Key Document 9: Executive Order 255/2021

The Chief Executive approved the payment of €9,450,000 to Blue Sky Real Estate One Limited for the acquisition of 39 no. units at Tobar Muire, Creagh, Gorey, Co. Wexford via Turnkey Acquisition.

Key Document 10: Form HCA 4

Completion of Capital Grant Claim Form to draw down €945,000 from the DHLGH, being 10% of budget approval for acquisition of 39 no. units at Tobar Muire, Creagh, Gorey, Co. Wexford.

Section B - Step 4: Data Audit

The following section details the data audit that was carried out for the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Evaluation and Agreement of Proposal	To evaluate need, sustainability, suitability, cost, and compliance with public procurement procedures	Available on Project File
Application for funding to the DHLGH	Appraisal of proposed acquisition including independent valuation report and as per requirement for Transparency, an explanation of how proposal was selected	Available on Project File
Approval of the DHLGH	To confirm DHLGH formal approval to the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford	Available on Project File
Combined Contract and Building Agreement	To assess the nature of the contract and agreement	Not on Project File but made available on request
Executive Order 255/2021	To confirm Wexford County Councils formal approval to the acquisition of 39 no. turnkey properties at Tobar Muire, Creagh, Gorey, Co. Wexford	Available on Project File
Payments and grant draw down	To assess expenditure and claim recoupment	Available on Project File & Accounts System

Data Availability and Proposed Next Steps

All data appropriate to all stages of this project is available.

Section B - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford 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 delivery of the project 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?

There is sufficient data and information available to ensure that the project can be subjected to a full evaluation at a later date.

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

There are no recommendations arising from the review of compliance in this case.

Section C: In-Depth Check Summary

The following section presents a summary of the findings of this In-Depth Check on the acquisition of 39 no. Turnkey Properties at Tobar Muire, Creagh, Gorey, Co. Wexford.

Summary of In-Depth Check

The project documentation for all stages of this project provides satisfactory assurance that there is compliance with the Public Spending Code. Controls upon which reliance can be placed include:

- Advertisement calling for Expressions of Interest
- Proposal from Blue Sky Real Estate One Limited
- Evaluation and Agreement of Proposal
- Application to the DHLGH for funding
- Approval of the DHLGH
- Project Execution Plan
- Combined Contract and Building Agreement
- Executive Order 255/2021
- Form HCA 4

Appendix 4 – N11/N25 Oilgate to Rosslare Harbour (Design)

Quality Assurance – In Depth Check

Section A: Introduction

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

Programme or Project Information	
Name	N11/N25 Oilgate to Rosslare Harbour (Design)
Detail	The design of the development of 33km of high-quality transport corridor linking Rosslare Europort/Wexford with Dublin (via the M11) and Cork/Waterford (via the N25)
Responsible Body	Wexford County Council
Current Status	Being Incurred
Start Date	June 2018
End Date	Ongoing
Overall Cost	€12.16M

Project Description

The N11 and N25 are vital strategic transport corridors providing national and regional connectivity with Rosslare Europort, Ireland's second largest port, and a critical gateway with continental Europe and Britain, providing the shortest sea crossing between Ireland and mainland Europe. The 33km section of N11 and N25 from north of Oilgate to Rosslare Europort is the only section of the 375km Euroroute E01 from Larne to Rosslare not completed to dual carriageway/motorway standard. This project will complete the design of this strategically important route, securing the future resilience of this critical international land-sea corridor, delivering a safe, sustainable, high-quality, and cost-effective transport connection with Rosslare Europort.

Section B: Evaluation - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit Unit, Wexford County Council has completed a Programme Logic Model (PLM) for the **N11/N25 Oilgate to Rosslare Harbour (Design)**. PLM is a standard evaluation tool and further information on their nature is available in the [Public Spending Code](#).

Objectives	Inputs	Activities	Outputs	Outcomes
<p>To develop 33km of high-quality transport corridor linking Rosslare Europort/Wexford with Dublin (via the M11) and Cork/Waterford (via the N25), completing the ‘final mile’ of these national routes and the Belfast-Dublin-Rosslare Europort strategic international land-sea corridor to:</p> <ul style="list-style-type: none"> Enhance local, regional, national & international transport & connectivity Support balanced regional development Improve road safety & journey times Manage traffic through villages along the existing N11 & N25 	<p>Funding of €12.16M from TII</p>	<p>Project Appraisal Plan</p> <p>Project Execution Plan</p> <p>Project Brief</p> <p>Feasibility Working Cost</p> <p>Tender Invitation to consultants on TII Framework Agreement</p> <p>Tender Assessment & Recommendation Report</p> <p>Appointment of Consultants & PSDP <small>Project Supervisor Design Process</small></p> <p>Public Consultation</p> <p>Option Selection Report</p> <p>Option Appraisal Report</p>	<p>Approvals from TII confirming that this project has progressed correctly through the Planning & Design Phases 0, 1 & 2 of the total 7 phases in the TII Project Management Guidelines.</p>	<p>When finished this project will contribute to improved safety and road standards, delivering a safe, sustainable, high-quality, and cost-effective transport connection with Rosslare Europort completing Euroroute E01 from Larne to Rosslare Harbour.</p>

Description of Programme Logic Model

Objectives: To develop 33km of high-quality transport corridor linking Rosslare Europort/Wexford with Dublin (via the M11) and Cork/Waterford (via the N25), completing the 'final mile' of these national routes and the Belfast-Dublin-Rosslare Europort strategic international land-sea corridor, to:

- Enhance local, regional, national & international transport & connectivity
- Support balanced regional development
- Improve road safety & journey times
- Manage traffic through villages along the existing N11 & N25

Inputs: Funding of €12.16M from TII

Activities: Project Appraisal Plan
Project Execution Plan
Project Brief
Feasibility Working Cost
Tender Invitation to consultants on TII Framework Agreement
Tender Assessment & Recommendation Report
Appointment of Consultants & PSDP (Project Supervisor Design Process)
Public Consultation
Option Selection Report
Option Appraisal Report

Outputs: Approvals from TII confirming that this project has progressed correctly through the Planning & Design Phases 0, 1 & 2 of the total 7 phases in the TII Project Management Guidelines.

Outcomes: When finished this project will contribute to improved safety and road standards, delivering a safe, sustainable, high-quality, and cost-effective transport connection with Rosslare Europort completing Euroroute E01 from Larne to Rosslare Harbour.

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

The following section tracks the **N11/N25 Oilgate to Rosslare Harbour (Design)** from inception to conclusion in terms of major project/programme milestones

27 June 2018	Phase 0 Project Appraisal Plan submitted to TII & DTT&S
8 August 2018	Dept. of Transport Tourism & Sport (DTT&S), Strategic Research & Analysis Division (SRAD) letter to Transport Infrastructure Ireland (TII) confirming that the Project Appraisal Plan is compliant with the Public Spending Code and the Common Appraisal Framework for Transport Policies and Programmes.
6 September 2018	Senior Engineer (SE), Roads, Wexford County Council (WCC) letter to TII requesting permission to proceed with the appointment of consultants to progress the project in accordance with phases 1 to 4 of the TII Project Management Guidelines 2017, enclosing Project Dossier, Project Information Sheet Note, Cost Estimate, Project Appraisal Plan & DTT&S letter of 8 Aug 2018.
18 October 2018	TII letter to SE, Roads, WCC granting approval to appoint consultants for phase 1 to 4 services and confirming TII will fund this element of the project.
6 November 2018	SE, Roads, WCC letter to Tramore House Regional Design Office (THRDO) advising that WCC has approval for appointment of consultants and requesting THRDO to prepare a brief and tender documentation to enable WCC to procure consultants for phase 1 to 4 inclusive.
February 2019	Project Execution Plan (PEP) issued by THRDO for Phase 0: Scope & Pre-Appraisal & Phase 1: Concept & Feasibility.
8 February 2019	Brief of Services report issued by THRDO for project phase 0: Scope and Pre-Appraisal & Phase 1: Concept & Feasibility.
14 February 2019	Invitations to Tender issued by THRDO to five consultants called off the TII Framework Agreement TII145 for Technical Consultancy Services to participate in the mini competition enclosing Instructions to Tenderers, Brief of Services, Tender & Schedule, Resource Plan for Phase 1-4 Services. The mini competition was administered via eTenders (RFT147195) by WCC Procurement Unit.

21 March 2019	Return of Tenders closing date.
5 April 2019*	Phase 0 Gate Review Statement letter from DoS, WCC to TII confirming WCC have completed all requirements for Phase 0 (Scope & Pre-Appraisal) and requesting TII approval to procure consultants for phases 1 to 4, and to progress from Phase 0 (Scope and Pre-Appraisal) to Phase 1 (Concept & Feasibility) of the TII Project Management Guidelines. <i>*The Phase 0 Gate Review Statement was not a TII requirement in 2018, but became a new requirement in 2019, so it was supplied retrospectively as a formality.</i>
9 April 2019	Tender Assessment & Recommendation Report issued by THRDO for WCC. Report on Tenders received, assessment of submissions and recommendation for appointment of Mott MacDonald Ireland (MMDI) as consultants.
24 April 2019	Letter of Intent from SE, Roads, WCC to MMDI informing them that they submitted the most economically advantageous tender. Subject to provision of 6 items, WCC intend to issue a Letter of Acceptance.
1 May 2019	Letter from MMDI to SE Roads, WCC providing all items requested 24 April 2019.
2 May 2019	THRDO issued Progress Report for Steering Group Meeting No. 1 on 2 May 2019.
15 May 2019	Memo from SE, Roads to Director of Service (DOS), WCC recommending that MMDI be appointed as consultants for Phase 1 to 4 services (i.e., project development through feasibility, option selection, design, appraisal, environmental assessment, and statutory planning processes) with E.O. 412/2019 for signing.
16 May 2019	Executive Order 412/2019 for the appointment of MMDI as consultants for phases 1-4 services signed by CE, WCC.
16 May 2019	MMDI accepted the tender & entered into an agreement with WCC including accepting the appointment as PSDP.
1 July 2019	Executive Order 553/2019 appointment of MMDI as PSDP (Project Supervisor for the Design Process) signed by DoS, WCC.
15 July 2019	Letter from MMDI to SE, Roads, WCC confirming acceptance of appointment as PSPD.

15 July 2019	Project Brief issued by THRDO for Phase 0: Scope & Pre-Appraisal / Phase 1: Concept & Feasibility.
26 July 2019	Letter from SE Roads, WCC to MMDI re. proposed change to the services for the delivery of phase 1 to 5 to include Rosslare Europort Access Road (REAR) within scope of N11/N25 Oilgate to Rosslare Harbour scheme.
31 July 2019	THRDO issued Progress Report for Steering Group Meeting No. 2 on 1 August 2019
24 October 2019	Phase 1 Feasibility Working Cost issued by MMDI
1-7 November 2019	Public Consultation Phase 1
6 November 2019	Phase 1 Gate Review Statement letter from DOS WCC to TII confirming WCC have completed all requirements for Phase 1 (Concept & Feasibility) and requesting TII approval to progress from Phase 1 (Concept & Feasibility) to Phase 2 (Option Selection) of the TII Project Management Guidelines.
11 November 2019	Executive Order 996/2019 on the recommendation of the SE, approval for appointment of MMDI as consultants for Phase 1 to 5 Services of the REAR project. This is a Change Order to the main contract (EO 412/2019), signed by DOS.
28 November 2019	MMDI issued Progress Report MGM02 (REAR) and Progress Report MGM06 (N11/N25 Oilgate to Rosslare Harbour).
2 December 2019	Executive Order 1071/2019 approval for appointment of IDASO Ltd. to undertake traffic/transport surveys.
2020-2021	Public consultation: Phase 1: 10 January 2020 - 5 March 2020. Phase 2: 3-7 November 2020 & 21-27 February 2021. Feedback also received during public consultation events July & August 2020.
27 February 2020	MMDI issued Progress Report MGM03 (REAR) and Progress Report MGM07 (N11/N25 Oilgate to Rosslare Harbour).

27 March 2020	TII approval for WCC to proceed from Phase 1 (Concept & Feasibility) to Phase 2 (Option Selection).
27 May 2020	Executive Order 317/2020 appointment of Leaflet Company Irl. as distributors of public consultation brochures.
10 December 2020	Executive Order 892/2020 approval for appointment of BlueSky International Ltd. to carry out LiDAR Survey (Light Detection and Ranging: 3D mapping survey)
28 July 2021	Project Brief Vol. 2, Phase 2 Options Selection, report produced by MMDI recommending that the scheme proceed to the next phases, Phase 3, Design & Environmental Evaluation and Phase 4 Statutory Processes.
30 July 2021	Option Selection Report published by MMDI
3 August 2021	Project Execution Plan (PEP) report issued by MMDI updated for Phase 2 Option Selection.
6 August 2021	DOS WCC letter to TII re. Phase 2 Gate Review Statement requesting TII approval to progress from Phase 2 (Option Selection) to Phase 3 (Design and Environmental Evaluation)
7 October 2021	Option Appraisal Report issued by MMDI
2 December 2021	TII approval to WCC to proceed from Phase 2 (Options Selection) to Phase 3 (Design and Environmental Evaluation).

The timeline above included the period of the covid pandemic from March 2020 to March 2022.

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

The following section reviews the key documentation relating to appraisal, analysis, and evaluation for the **N11/N25 Oilgate to Rosslare Harbour (Design)**.

Project/Programme Key Documents	
Title	Details
Phase 0 Project Appraisal Plan (PAP)	Submitted to TII & DTT&S on 27 June 2018.
Project Execution Plan (PEP)	Issued by THRDO for Phase 0: Scope & Pre-Appraisal / Phase 1: Concept & Feasibility, February 2019.
Phase 0 Gate Review Statement	Letter from DoS, WCC to TII confirming WCC have completed all requirements for Phase 0 (Scope & Pre-Appraisal) and requesting TII approval to procure consultants for phases 1 to 4, and to progress from Phase 0 (Scope and Pre-Appraisal) to Phase 1 (Concept & Feasibility).
Tender Assessment & Recommendation Report	Tender Assessment & Recommendation Report Technical Consultancy Services issued by THRDO for WCC. A Procurement Strategy Report was prepared by WCC and approved by TII, and the procurement process was executed in accordance with S.I. 284 of 2016 EU (Award of Public Authority contract) Regulations and EU Directive 2014/24/EU. Tenders were submitted by 3 participants. All 3 tenders were checked for compliance with instructions for tendering and were deemed compliant by THRDO. In accordance with guidance from the Capital Works Framework, a Tender Evaluation Panel was formed which assessed all 3 tenders and deemed Mott MacDonald Ireland (MMDI) to have submitted the most economically advantageous tender and recommended they be awarded the contract.
Executive Order No. 412/2019	Approval for the appointment of MMDI as consultants for phases 1-4 services signed by Chief Executive (CE), WCC, 16 May 2019.
Executive Order No. 553/2019	Approval for the appointment of MMDI as Project Supervisor for the Design Process (PSDP), signed by DOS, 1 July 2019.

Project Brief	Issued by THRDO for Phase 0: Scope & Pre-Appraisal & Phase 1: Concept & Feasibility on 15 July 2019. Prepared in accordance with the TII Project Appraisal Guidelines.
Feasibility Working Cost	An estimate of project cost, issued by MMDI on 24 Oct 2019, prepared in accordance with TII Cost Management Manual, TII Project Management Guidelines and TII Project Appraisal Guidelines for all options conceived during Phase 1 and evaluated during this phase, detailing assumptions utilised in determining estimates, any project risks identified, any value opportunities identified, and the strategies adopted for dealing with same, including Feasibility Working Cost and Budget Assumptions calculations.
Phase 1 Gate Review Statement	Letter from DOS WCC dated 6 Nov 2019 to TII confirming WCC has fully completed all requirements for Phase 1 (Concept & Feasibility) [i.e., Project Brief, Feasibility Working Cost & Project Execution Plan submitted to TII] and requesting TII approval to progress from Phase 1 (Concept & Feasibility) to Phase 2 (Option Selection).
Executive Order No. 996/2019	Approval for appointment of MMDI as consultants for Phase 1 to 5 Services of the Rosslare Europort Access Road (REAR) project. This is a Change Order to include the REAR project with the N11/N254 Oilgate to Rosslare Harbour Contract (EO 412/2019), signed by DOS 11 November 2019.
Executive Order No. 1071/2019	Appointment of IDASO Ltd. to undertake traffic/transport surveys, 2 December 2019
Executive Order No. 317/2020	Appointment of Leaflet Company Ireland as distributors of public consultation brochures for Oilgate to Rosslare Harbour & Rosslare Europort Access Road Schemes, 27 May 2020
Executive Order No. 892/2020	Appointment of BlueSky International Ltd. to carry out LiDAR Survey, 10 December 2020
Project Brief Vol. 2	Phase 2 Options Selection, report produced by MMDI 28 July 2021. This document is part of a suite of documents prepared in accordance with the Project Appraisal Guidelines published by Transport Infrastructure Ireland (TII) incl. Vol. 1 Options Appraisal Report, Vol. 2 Project Brief, Vol. 3 Traffic Modelling Report, Vol. 4 Cost Benefit Analysis Report, Vol. 5 Project Appraisal Balance Sheets. Conclusions and Recommendations: On completion of Phase 2, it is recommended that the scheme proceed to the next phases, Phase 3, Design & Environmental Evaluation and Phase 4 Statutory Processes.

Option Selection Report	Published by MMDI 30 July 2021, to examine reasonable options and alternatives in order to identify and confirm the preferred option or alternative.
Project Execution Plan (PEP) updated for Phase 2 Option Selection	PEP updated for phase 2 issued by MMDI 3 August 2021. The purpose of this document is to provide a framework for the project and to meet the 'PLAN' stage requirements, i.e., the preparation of the Scope of Work Plan (SWP), Project Management Plan (PMP) and the Project Quality Plan (PQP). The document is based on the PEP template for Public Works Contracts outlined in Guidance Note GN1.1 of the Capital Works Management Framework (CWMF).
Phase 2 Gate Review Statement	DOS WCC letter dated 6 August 2021 to TII requesting TII approval to progress from Phase 2 (Option Selection) to Phase 3 (Design and Environmental Evaluation) and confirming that WCC have completed in full all the requirements for Phase 2 (Option Selection), i.e., Option Selection Report; Options Selection Report Peer Review completed and signed off by the Peer Reviewers; Option Comparison Cost Estimates, Option Appraisal Report, Project Executive Plan updated, all submitted to TII for their records.
Option Appraisal Report	Issued by MMDI 7 Oct 2021 confirming that the project has undertaken a detailed, multi-criteria appraisal of feasible scheme options and alternatives and considered feedback from public consultation in July and August 2020. A broad range of multi-modal transport solutions have been considered, including rail and bus alternatives, management options, and road options. Road Option C has been confirmed as the selected scheme option to be brought forward to Phase 3.
Progress Reports & Meetings	THRDO issued Progress Report for Steering Group Meeting No. 1 on 2 May 2019 and Meeting No. 2 on 1 August 2019. MMDI issued Progress Reports MGM02 & MGM03 (Rosslare Europort Access Road) and MGM06 & MGM07 (N11/N25 Oilgate to Rosslare Harbour) on 28 November 2019 and 27 February 2020 respectively. The following schedule of Steering Group Meetings, Sponsoring Agency Management Group Meetings, Technical Meetings & Workshops, Coordination Meetings was planned: Steering Group Meetings with TII envisaged every 3 months; Management Group Meetings between WCC & THRDO every month (and Technical Advisors (TA) where required): [held on 27/2/2020, 28/11/2019, 31/10/2019]; Technical Meetings to be held as required & co-ordinated with Management Group Meetings; Co-ordination Meetings as required. Project Set up Workshop held on 16/5/2019.

Key Document 1: Phase 0 Project Appraisal Plan (PAP) submitted to TII & DTT&S 27 June 2018, available on file.

Key Document 2: Project Execution Plan (PEP) issued by THRDO for Phase 0: Scope & Pre-Appraisal / Phase 1: Concept & Feasibility, February 2019, available on file.

Key Document 3: Phase 0 Gate Review Statement confirming WCC have completed all requirements for Phase 0 (Scope & Pre-Appraisal) and requesting TII approval to procure consultants for phases 1 to 4, and to progress from Phase 0 (Scope and Pre-Appraisal) to Phase 1 (Concept & Feasibility), available on file.

Key Document 4: Tender Assessment & Recommendation Report prepared by THRDO on Tenders received, assessment of submissions, and recommended MMDI be awarded the contract, available on file.

Key Document 5: Executive Order No. 412/2019 appointment of MMDI as consultants for phases 1-4 services signed by Chief Executive (CE), WCC, 16 May 2019, available on file.

Key Document 6: Executive Order No. 553/2019 appointment of MMDI as Project Supervisor for the Design Process (PSDP), signed by DOS, 1 July 2019, available on file.

Key Document 7: Project Brief issued by THRDO for Phase 0: Scope & Pre-Appraisal & Phase 1: Concept & Feasibility. 15 July 2019, available on file.

Key Document 8: Feasibility Working Cost, an estimate of project cost, issued by MMDI on 24 Oct 2019, available on file.

Key Document 9: Phase 1 Gate Review Statement requesting TII approval to progress from Phase 1 (Concept & Feasibility) to Phase 2 (Option Selection), available on file.

Key Document 10: EO No. 996/2019 appointment of MMDI as consultants for Phase 1 to 5 Services of the Rosslare Europort Access Road (REAR) project. This is a Change Order to EO 412/2019, extending the scope of the MMDI's consultancy work to include N11/25 & REAR. Available on file.

Key Document 11: EO No. 1071/2019 appointment of IDASO Ltd. to undertake traffic/transport surveys, 2 December 2019, available on file.

Key Document 12: EO No. 317/2020 appointment of Leaflet Co. Irl. to distribute public consultation brochures, 27 May 2020, available on file.

Key Document 13: EO No. 892/2020 Appointment of BlueSky International Ltd. to carry out LiDAR Survey, 10 December 2020. available on file.

Key Document 14: Project Brief Vol. 2 Phase 2 Options Selection, report produced by MMDI 28 July 2021 available on file.

Key Document 15: Option Selection Report published by MMDI 30 July 2021 available on file.

Key Document 16: Project Execution Plan (PEP) updated for Phase 2 Option Selection issued by MMDI 3 August 2021 available on file.

Key Document 17: Phase 2 Gate Review Statement requesting TII approval to progress from Phase 2 (Option Selection) to Phase 3 (Design and Environmental Evaluation), available on file.

Key Document 18: Option Appraisal Report confirming Road Option C as the selected scheme option to proceed to Phase 3, available on file.

Section B: Evaluation - Step 4: Data Audit

The following section details the data audit that was carried out for the **N11/N25 Oilgate to Rosslare Harbour (Design)**. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Phase 0 Project Appraisal Plan (PAP)	The Plan is a scoping document for the project appraisal process which sets out the proposed approach and methodologies to be applied for an objective based appraisal before any significant data collection or modelling decisions take place.	Available on File
Project Execution Plan (PEP)	Issued by THRDO for Phase 0: Scope & Pre-Appraisal / Phase 1: Concept & Feasibility, it summarises details on Project Background, Objectives, Scope and Brief including preparing a Feasibility Report and all Phase 1 Deliverables as per the TII Project Management guidelines 2019 and TII Project Appraisal Guidelines.	Available on File
Phase 0 Gate Review Statement	Confirming WCC have completed all requirements for Phase 0 (Scope & Pre-Appraisal) and requesting TII approval to procure consultants for phases 1 to 4, and to progress from Phase 0 (Scope and Pre-Appraisal) to Phase 1 (Concept & Feasibility) of the TII Project Management Guidelines.	Available on File
Tender Assessment & Recommendation Report	Confirms that the procurement process was executed correctly and reports on the tenders submitted by 3 participants, the tender opening, tender evaluation (compliance checks, quality assessment, price assessment, overall assessment), post tender correspondence & clarifications, and conclusion, deeming MMDI to have submitted the most economically advantageous tender and recommended they be awarded the contract.	Available on File
Executive Order No. 412/2019	Appointment of MMDI as consultants for phases 1-4 services.	Available on File

Executive Order No. 553/2019	Appointment of MMDI as Project Supervisor for the Design Process (PSDP).	Available on File
Project Brief for Phase 0: Scope & Pre-Appraisal & Phase 1: Concept & Feasibility	Outlines the need for the scheme, sets the objectives of the project and outlines relevant performance targets for the project. It considers the existing and likely future problems and reports on the options that have been considered. It also provides a history of the development of the project.	Available on File
Feasibility Working Cost	Provides an estimate of project cost including Stage 1 Option Comparison Estimates (OCE), cost per km, referring to risk and inflation, with Feasibility Working Cost and Budget Assumptions calculation sheets.	Available on File
Phase 1 Gate Review Statement	Confirming WCC has completed all the requirements of Phase 1 (Concept & Feasibility) and requesting TII approval to progress from Phase 1 (Concept & Feasibility) to Phase 2 (Option Selection) of the TII Project Management Guidelines.	Available on File
Executive Order No. 996/2019	Appointment of MMDI as consultants for Phase 1 to 5 Services of the Rosslare Europort Access Road (REAR) project. This is a Change Order to the Technical Services Contract with MMDI (EO 412/2019), extending the project scope to include REAR as well as N11/25.	Available on File
Executive Order No. 1071/2019	Appointment of IDASO Ltd. to undertake traffic/transport surveys	Available on File
Executive Order No. 317/2020	Appointment of Leaflet Company Ireland as distributors of public consultation brochures	Available on File
Executive Order No. 892/2020	Appointment of BlueSky International Ltd. to carry out LiDAR Survey (3D mapping)	Available on File
Project Brief Vol. 2 for Phase 2 Options Selection.	This document is part of the Project Appraisal process. On completion of Phase 2, it recommends that the scheme proceed to the next phases: Phase 3 (Design & Environmental Evaluation) and Phase 4 (Statutory Processes).	Available on File
Option Selection Report	Examination of alternative options to determine and recommend a preferred option.	Available on File

Project Execution Plan (PEP) updated for Phase 2 Option Selection	After phase 1, the project manager periodically updates the PEP as necessary to ensure that the PEP always contains a complete record of the project information, processes, and progress.	Available on File
Phase 2 Gate Review Statement	Confirming WCC have completed all the requirements Phase 2 (Option Selection) and requesting TII approval to progress from Phase 2 (Option Selection) to Phase 3 (Design and Environmental Evaluation) of the TII Project Management Guidelines (PMG).	Available on File
Option Appraisal Report	To confirm Road Option C is the selected scheme option to proceed to Phase 3	Available on File
Progress Reports & Meetings	To track and record progress.	Available on File

Data Availability and Proposed Next Steps

All data appropriate to the current stage of this project is available on file.

Section B: Evaluation - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for **N11/N25 Oilgate to Rosslare Harbour (Design)** 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)

This project is currently being incurred and all project documentation reviewed indicates compliance with 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?

All data appropriate to the current stage of the project is available on file.

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

There are no recommendations arising from the review of compliance in this case.

Section C: Summary and Conclusions

The following section presents a summary of the findings of this In-Depth Check on the **N11/N25 Oilgate to Rosslare Harbour (Design)**.

Summary of In-Depth Check

The Phase 0 process confirmed the project is aligned with current strategic programmes, plans and policies at national, regional, and local levels. The Phase 1 process identified the need for the project and the key objectives to be delivered by the project and established the proposed structures and methodologies for the management and appraisal of the project.

The Phase 2 process examined reasonable options and alternatives which are relevant to the proposed development and its specific characteristics to identify and confirmed the preferred option.

TII approved the scheme to proceed to the next phases: Phase 3, Design & Environmental Evaluation and Phase 4 Statutory Processes, which will be progressed in 2022 and are outside the scope of this check.

The project documentation for the stages completed to date provides satisfactory assurance that there is compliance with the Public Spending Code. Controls upon which reliance can be placed are included in the following documentation:

- Project Appraisal Plan
- Project Execution Plan Phase 1 & updated for Phase 2
- Tender Assessment & Recommendation Report
- Executive Orders appointing various consultants and contractors and the associated tender processes
- Project Briefs Phase 1 & updated for Phase 2
- Phase 0, Phase 1 & Phase 2 Gate Review Statements
- Feasibility Working Cost
- Option Selection Report
- Option Appraisal Report
- Progress Reports

APPENDIX 5 – HOUSING GRANTS PROGRAMME

Quality Assurance – In Depth Check

Section A: Introduction

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

Programme or Project Information	
Name	Housing Grants Programme (Service division A09 expenditure)
Detail	Administration of Housing Grants Scheme by Wexford County Council
Responsible Body	Wexford County Council
Current Status	Expenditure being incurred
Start Date	January 2021
End Date	December 2021
Overall Cost	€2,987,352

Project Description

The Housing (Adaptation Grants for Older People and People with a Disability) Regulations from 2007 and 2014, provides for 3 types of housing grants:

1. Housing Adaptation Grant for People with a Disability (HGD)
2. Mobility Aids Grant (MAG)
3. Housing Aid for Older People Grant (HOP)

The Housing Grants Scheme is administered by the Housing Department of Wexford County Council. 80% of the grant funding is provided by the Department of Housing, Local Government and Heritage (DHLGH) and 20% from the Council's own resources. All grants are means tested.

1. Housing Adaptation Grant for People with a Disability

This grant is designed to assist in the carrying out of works which are reasonably necessary for the purpose of rendering a house more suitable for the accommodation of a person with a disability. The maximum grant available is €30,000 or 95% of the total cost of the work approved by the Local Authority (whichever is lesser). The grant does not cover the VAT cost of the work, but VAT can be reclaimed from Revenue after the work has been paid for. A grant is not available if the household income for the previous tax year is more than €60,000 after

disregards and deductions are applied. Applicants are required to submit a completed application form along with evidence of household income for the previous tax year, proof of compliance with Local Property Tax (LPT) and a Doctor's Certificate. The Local Authority may arrange for an Occupational Therapist assessment if required.

112 applicants received a HGD grant from Wexford County Council in 2021, totalling €1,049,599.

2. Mobility Aids Grant

This grant is designed to cover a basic suite of works to address mobility problems, primarily associated with ageing. The maximum grant you can get is €6,000 or 100% of the total cost of the work approved by the Local Authority (whichever is lesser). The grant does not cover the VAT cost of the work but can be reclaimed from Revenue after the work has been paid for. A grant is not available if the household income for the previous tax year is more than €30,000 after disregards and deductions are applied. Applicants are required to submit a completed application form along with evidence of household income for the previous tax year, proof of compliance with Local Property Tax (LPT) and a Doctor's Certificate. The Local Authority may arrange for an Occupational Therapist assessment if the application is for a stair lift.

82 applicants received a MAG grant from Wexford County Council in 2021, totalling €429,292.

3. Housing Aid for Older People Grant

This grant is designed to assist people aged 66 years old or more to do essential repairs, so that they can continue to live in their own home. The grant can be paid to people under 66 years old, but only in cases of hardship. The maximum grant you can get is €8,000 or 95% of the total cost of the work approved, including the VAT. A grant is not available if the household income for the previous tax year is more than €60,000 after disregards and deductions are applied. Applicants are required to submit a completed application form along with evidence of household income for the previous tax year, proof of compliance with Local Property Tax (LPT) plus additional documentation if the application is for roof repairs, upgrading electrical wiring, or for a central heating system. No medical documents are required for this grant as it is based on the condition of the home.

236 applicants received a HOP grant from Wexford County Council in 2021, totalling €1,187,216.

Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Internal Audit, Wexford County Council, have completed a Programme Logic Model (PLM) for the **Housing Grants 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"> To improve the living conditions for all concerned To assist in the carrying out of works to render a house more suitable for the accommodation of a person with a disability To assist in the carrying out of works to address mobility problems To assist older people living in poor housing conditions to do essential repairs, so they can continue to live in their own home 	<ul style="list-style-type: none"> Total programme costs of €2.99M (80% of the grant funding is provided by the DHLGH with the balance from the Council's own resources) In-house administration & technical staff Occupational Therapist 	<ul style="list-style-type: none"> Receive & validate applications for the 3 grant types Inspections carried out by housing technical staff Occupational Therapist assessments Payment of grants & timely recoupment from the DHLGH Recording all information on the housing grants system & paper files 	<ul style="list-style-type: none"> Payment of grant funding totalling €2.67M to 430 beneficiaries Works carried out to properties as per grant applications 	<ul style="list-style-type: none"> Improved living standards & quality of life for beneficiaries Essential repairs carried out to improve the conditions of an older person's house so they can continue to live there Homes adapted and made more accessible Reduced dependency on health services & Council's housing list Support local economies

Description of Programme Logic Model

Objectives: The main objective of the Housing Grants Programme is to improve the living conditions for all concerned.

- The Housing Adaptation Grant for People with a Disability (HGD) is designed to assist in the carrying out of works which are reasonably necessary for the purpose of rendering a house more suitable for the accommodation of a person with a disability.
- The Mobility Aids Grant (MAG) is designed to cover a basic suite of works to address mobility problems, primarily associated with ageing.
- The Housing Aid for Older People Grant (HOP) is designed to assist older people living in poor housing conditions to have the necessary repairs or improvements carried out to their home, so they can continue to live there.

Inputs: The primary input to the programme is the total funding of €2.99M which is provided for by the DHLGH and the Council's own resources.

The Housing Department of Wexford County Council provides the administrative and technical staff required to operate the Scheme.

An Occupational Therapist (OT) may be engaged to carry out an assessment where a HGD application is for a big change to the use of a room in a home, a stair lift or an extension and where a MAG application is for a stair lift. An applicant may engage their own private OT and if the grant application is successful, will get paid up to €250 towards the cost of this assessment as part of the grant. Alternatively, the Local Authority will arrange the necessary OT assessment.

Activities: There are a number of key activities carried out through the year including:

Applications for the 3 grant types are received on an ongoing basis, where they are checked and validated by administrative staff in the Housing Department. Where an application is missing key elements, the full application is returned with a checklist detailing the outstanding documentation to be submitted.

The Clerk of Works will assess each application, carry out a house visit and submit a report with their recommendations, along with an estimated cost of the proposed works. On completion of the works, the Clerk of Works will complete a certificate recommending payment of the grant.

An Occupational Therapist will assess the application and submit their report to the Local Authority.

Grants are paid to the applicants on completion of the works and a Miscellaneous Debtors Invoice is raised to recoup the money from the DHLGH.

The details of all grant applications including what stage the application is at, any third-party referrals, payments and recoupments are recorded on the housing grants system and on paper files.

Outputs: The outputs of the programme are grant payments of €2.67M to 430 beneficiaries and improvement works carried out to several homes.

Outcomes: The outcomes of the programme are the improved standards of living and quality of life for many beneficiaries by improving the conditions of their homes and making homes more accessible. This in turn leads to a reduced dependency on health services and the Council's housing list. Local economies are supported by creating employment opportunities for local contractors.

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

The following section tracks the **Housing Grants Programme** from inception to conclusion in terms of major project/programme milestones.

	Adopted Budget Allocation of €3.13M in 2021
Jan-Dec 21	Receive application form for housing grant
Jan-Dec 21	Administrative staff check & validate application
Jan-Dec 21	Enter details on Centros Grants System & open paper file
Jan-Dec 21	Acknowledge receipt of application
Jan-Dec 21	Request OT report for HGD & MAG applications
Jan-Dec 21	Forward file to Clerk of Works for assessment
Jan-Dec 21	House visit by Clerk of Works
Jan-Dec 21	Clerk of Works submits report with recommendations & an estimated cost of works
Jan-Dec 21	Certificates of Approval are completed: Form HD/1 for HGDs, Form HM/1 for MAGs & Form HO/1 for HOPs
Jan-Dec 21	Notify applicant of decision on application within 6 weeks
Jan-Dec 21	Acceptance of grant by the applicant
Jan-Dec 21	Notify applicant that they may proceed with proposed works (6 months to complete)
Jan-Dec 21	Clerk of Works inspects completed works
Jan-Dec 21	Clerk of Works completes a certificate recommending payment of the grant – Form HL6
Jan-Dec 21	Grant is paid to the applicant
Jan-Dec 21	A miscellaneous debtor's invoice is raised to recoup 80% of grant from the DHLGH
Jan-Dec 21	Payment is received from the DHLGH

Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the **Housing Grants Programme**.

Project/Programme Key Documents	
Title	Details
Statutory Instruments	The Housing (Adaptation Grants for Older People and People with a Disability) Regulations from 2007 and 2014
Administrative Guidance for Local Authorities	Administrative Guidance for Local Authorities for each of the 3 grant types for implementation in January 2020
Housing Grants Application Form	Streamlined application form to make application process more user friendly and accessible to people, launched in January 2020. There is a single application form for all 3 grant types.
Technical & OT Reports	Clerk of Works assessment that it is possible to do the works and that it is suitable for the needs of the applicant. OT assessment that the right work is done in the home to suit the needs of the applicant.
Certificates of Approval	A Certificate of Approval is completed for recoupment of funding from DHLGH
Miscellaneous Debtors Invoices	Miscellaneous Debtors on the Sales Ledger is used to produce invoices to the DHLGH & to record payments from the DHLGH in respect of recoupment of grants paid

Key Document 1: Statutory Instruments

There are two sets of regulations that govern the housing grants scheme:

- S.I. No. 670/2007 – The Housing (Adaptation Grants for Older People and People with a Disability) Regulations 2007
- S.I. No. 104/2014 – The Housing (Adaptation Grants for Older People and People with a Disability) (Amendment) Regulations 2014

Local authorities should determine whether a grant is payable in the first instance in accordance with these regulations and the criteria outlined therein.

Key Document 2: Administrative Guidance for Local Authorities

There are guidance documents for each of the 3 grant types, for implementation in January 2020.

- Housing Adaptation Grant Scheme for People with a Disability – Administrative Guidance for Local Authorities
- Mobility Aids Grant Scheme - Administrative Guidance for Local Authorities
- Housing Aid for Older People Grant Scheme - Administrative Guidance for Local Authorities

These guidance documents are an updated version of previous guidelines, an objective of which was to standardise the individual local authority approach to the processing and administration of the schemes.

Key Document 3: Housing Grants Application Form

A new streamlined application form to make the application process more user friendly and accessible to people was launched in January 2020. There is now a single application form for all 3 types of grants.

Key Document 4: Technical & OT reports

The Clerk of Works assesses whether it is possible to do the works, and that the works are suitable for the needs of the applicant. They complete a report with their recommendations, along with an estimated cost of the approved works.

The OT will assess that the right work is done in the home to suit the needs of the applicant. They complete a report of their assessment for the Local Authority.

Key Document 5: Certificates of Approval

A Certificate of Approval is completed for each grant for DHLGH recoupment (Forms HD/1, HM/1 & HO/1), with the following details:

- Applicants name & address of property
- Applicants PPS No. & date of birth
- Type of House
- Nature of Approved Works
- Date of Application
- Approved Cost of Works
- Value of Grant Approved
- Value of Recoupment
- Signed & Dated
- Local Authority Name

Key Document 6: Miscellaneous Debtors Invoices

Miscellaneous Debtors on the Sales Ledger is used to produce invoices to the DHLGH and to record payments from the DHLGH in respect of recoupment claims.

Section B - Step 4: Data Audit

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

Data Required	Use	Availability
Statutory Instruments & Guidance Documents	To gain an understanding of the terms and conditions of the Housing Grants Programme	Made available by the Housing Department
Sample of Housing Grants Files	To review activity in accordance with the terms and conditions of the Housing Grants Programme	All files were made available by the Housing Department on request
Payments & grant claims	To assess expenditure and claim recoupment	Available on Housing Grants Files & Councils Accounts System Centros

Data Availability and Proposed Next Steps

All files and data reviewed in relation to the operation of the Housing Grants Programme were made available at time of audit.

Section B - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for **Housing Grants 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)

The operation of the Housing Grants Scheme forms part of Wexford County Council's annual current expenditure programme. A sample of paper files were reviewed as part of this in-depth check. Overall, the quality of the data contained in the sample files reviewed was satisfactory. The delivery of the programme in 2021 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?

There is sufficient data and information available to ensure that the programme can be subjected to a full evaluation at a later date.

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

There are no recommendations arising from the review of compliance in this case.

Section C: In-Depth Check Summary

The following section presents a summary of the findings of this In-Depth Check on the **Housing Grants Programme**.

Summary of In-Depth Check

The programme documentation provides satisfactory assurance that there is compliance with the Public Spending Code. Controls upon which reliance can be placed include:

- Statutory Instruments & Guidance Documents
- Complete & up to date paper & electronic files maintained
- Centros Grants System
- Sales Ledger on Councils Accounts System (Centros)