



Public Spending Code Quality Assurance Report 2021

To be submitted to National Oversight & Audit Commission
(NOAC)

May 2022

Certification

This Quality Assurance Report reflects Kilkenny County Council's Assessment of compliance with the Public Spending Code.

It is based on the best financial, organisational and performance related information available across the various areas of responsibility.

Signature of Accounting Officer: _____

**Colette Byrne,
Chief Executive Officer.**

Date: _____

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Introduction

Kilkenny County Council has undertaken the Quality Assurance requirements as set out in the Public Spending Code with the results of each of the five steps represented in this report.

The Public Spending Code was written specifically with Government Departments in mind and some of the terminology is very specific to that sector. The Guidance Note, prepared and updated by the CCMA Finance Committee, advises on each stage of Quality Assurance requirements and provides interpretations from a Local Government perspective.

The fourth version of the Guidance Note includes the following primary changes which are reflected in this report: -

- Reference to revised Project Lifecycle set out in the revised Public Spending Code
- Revisions in Capital Checklists No. 2 & 6
- Replacement of Project Inventory to align with DPER version

The Quality Assurance procedure involves a 5-step process:-

Step 1 - Draw up inventories of projects/programmes at the different stages of the Project Life Cycle with total project values greater than €0.5m.

Step 2 – Publication of 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 - Complete 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 - Carry out a more in-depth check on a small number of selected projects/programmes.

Step 5 - Complete a short summary report for the National Oversight and Audit Commission (NOAC). The report, which will be generated as a matter of course through compliance with Step 1.

Step 1 – Project Inventory

The Project Inventory is a representation of Kilkenny County Council’s Capital & Current projects with an individual project value of €0.5m or greater. The projects are broken down into the following categories:-

- A. Expenditure being considered
- B. Expenditure being incurred
- C. Expenditure that has recently ended

Project Inventory Template - Appendix A details Kilkenny County Councils compiled inventory for year 2021.:-

The following is an overview of the projects contained within Appendix A.

	REVENUE	CAPITAL	TOTAL
	>€0.5m	>€0.5m	
Expenditure being Considered	2	32	34
Expenditure being Incurred	38	45	83
Projects/Programmes Completed or Discontinued in 2021	0	11	11

Step 2 – Summary Information on Web-site

Kilkenny County Council’s Project Inventory informs the projects to be published on the organisation’s website. Summary details of all procurements (capital and current) where the value exceeds €10m are required to be published under a heading and the list must be published by 31st May each year for each project/procurement greater than €10m regardless of its status.

The requirement to publish relates specifically to procurement and not the project. Where a project is reported at over €10m only the elements of that project that were the subject of a procurement process for a contract in excess of €10m need to be reported. Kilkenny County Council confirms that no single element of a project listed on Inventory 2021 falls within this category and therefore there is no publication to Kilkenny County Council’s web-site.

Step 3 – Checklists

There are 7 Checklists and the purpose of the checklists is to provide a self-assessment overview of how compliant Kilkenny County Council is with the Public Spending Code. The checklists published in the original spending code publication have been amended and the revised checklists are included in Appendix B.

The Checklists are informed by the Project Inventory and the following table and scoring mechanism outlines the approach taken by Kilkenny County Council in completion of the Checklists by relevant budget holders in respect of the guidelines set out in the Public Spending Code.

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

Organisations are asked to estimate their compliance on each item on a 3 point scoring scale

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

Overview of Findings

The completed check lists show the extent to which Kilkenny County Council believes compliance with the Public Spending Code has been achieved.

General Obligations

Good levels of compliance are evident in checklist responses.

Expenditure being considered

No new current expenditure programmes were under consideration in 2021. The check list for capital expenditure under consideration suggests good levels of compliance with PSC in general with regard to areas such as appraisal, procurement and compliance with tendering procedures.

Expenditure being incurred

Good levels of compliance are evident in checklist responses.

Expenditure completed in 2020

Current expenditure programmes are primarily ongoing year-to-year programmes as agreed by Elected Members at budget time and are subject to ongoing monthly/quarterly budgetary reviews and annual audit rather than once off reviews.

Step 4 – In-depth Check on Sample Number of Projects

Kilkenny County Council has selected projects for in depth review that follows the criteria set out in the Guidelines and are detailed in Appendix C:

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

- Revenue Projects: Projects selected represent a minimum of 1% of the total value of all Revenue Projects on the Project Inventory.
- This minimum is an average over a three-year period.
- The same projects have not been selected more than once in a three-year period.
- Over a 3-5-year period all stages of the project life cycle and every scale of project have been included in the in-depth check.
- Step 4 has looked at a small subset of schemes reported on the Project Inventory, looking in more detail at the quality of the Appraisal, Planning and/or Implementation stages to make a judgement on whether the work was of an acceptable standard and that it was/is compliant with the Public Spending Code.
- The approach/methodology for the In-depth checking exercise is informed by the template D provided for in the Guidelines.

The In-depth checks were carried out by the Internal Audit Section of Kilkenny County Council following the criteria listed above. Appendix C details the methodology and conclusions of the checks on 2 significant capital projects and 1 sub program of current expenditure - **Construction of 33 Units, Donaguile, Castlecomer, Co. Kilkenny and Construction of 25 Units at Ladywell, Thomastown, Co. Kilkenny** – satisfies the percentage requirement of the inventory for capital expenditure in 2021. The in-depth analysis of a sub program of current expenditure – **Operation of Library Services** - satisfies the percentage requirement of the inventory for current expenditure in 2021.

Step 5 – Completion of Summary Report – Conclusion

This report details the tasks undertaken and the information provided to meet the requirements of the Quality Assurance element of the Public Spending Code.

In conclusion the following is an over-view of tasks undertaken and information provided: -

- A Project Inventory, informed by budget holders, has been prepared. The inventory represents Kilkenny County Council’s Current & Capital Projects & Programmes with individual lifetime costs greater than €0.5m. The inventory is further categorised by expenditure under consideration, expenditure in the current year – 2021, expenditure recently ended.
- A review of procurements was undertaken and no such procurement projects or elements of a project exist meeting criteria as set out in the Guidelines.
- The 7 Checklists completed provide reasonable assurance of satisfactory compliance with the Public Spending Code. Nothing of a serious nature was highlighted during this exercise.
- An in-depth review of two capital projects and one revenue project have been completed. This exercise provides satisfactory assurance that projects are compliant with the Public Spending Code.
- This summary report is the final stage in the Quality Assurance Code. The report has been considered by the Management Team of Kilkenny County Council and certified by the Accounting Officer, Colette Byrne, Chief Executive Officer.

Appendix A

Inventory of Projects & Programmes

- 1. Expenditure being Considered - Greater than €0.5m (Capital and Current)**
- 2. Expenditure being Incurred - Greater than €0.5m (Capital and Current)**
- 3. Projects/Programmes Completed or discontinued in the reference year - Greater than €0.5m (Capital and Current)**

Expenditure being Considered - 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	Projected Lifetime Expenditure	Explanatory Notes
HOUSING & BUILDING							
HC 17/49 PURCHASE OF 5 UNITS AT TOGHER WAY, URLINGFORD, CO KILKENNY	Turnkey Project				2022	€700,000.00	
DEV. 5 UNITS AT CANAL RD, JOHNSTOWN – PROJECT 1	SHIP Housing Construction Project		€5,897.00		2024	€1,014,911.00	
HC20/07 DEV 2 UNITS AT CANAL RD, JOHNSTOWN - PROJECT 2	SHIP Housing Construction Project		€707.00		2024	€573,701.00	
HC20/08 DEV 4 UNITS AT CANAL RD, JOHNSTOWN - PROJECT 3	SHIP Housing Construction Project				2024	€890,020.00	
HC20/17 DIRECT BUILD 21 UNITS TA TOBERNAPEISTE, FRESHFORD	SHIP Housing Construction Project		€6,845.00			€5,300,000.00	
HC20/29 TURNKEY 4 UNITS AT MAIN STREET, PILTOWN	Turnkey Project		€108,414.00			€997,384.00	
HC19/29 PURCHASE OLD WEATHER STATION, GRANGES RD, KILKENNY	SHIP Housing Construction Project				2024	€1,645,141.00	

VH 118 GSC DEVELOPMENT OF RED BARN, BALLYRAGGET	CAS Housing Project		€394,885.00			€3,075,840.00	
VH271 SOS THE ROUNDHOUSE, KELLS	CAS Housing Project					€637,938.00	
VH274 GSC PURCHASE OF 6 APTS AT LADYSWELL, THOMASTOWN	CAS Housing Project		€32,707.00			€1,582,284.00	
VH275 SOPHIA PURCHASE FORMER ST JOHN OF GOD CONVENT, COLLEGE ROAD	CAS Housing Project		€45,128.00		2024	€5,787,970.00	
VH307 KVHA PURCHASE OF DINAN LODGE, JENKINSTOWN	CAS Housing Project					€540,455.00	
VH311 KVHA DEVELOP OF PRAGUE HOUSE HALL FRESHFORD	CAS Housing Project		€3,936.00			€1,769,493.00	
VH333 SOS KILKENNY CLG 6 Units at TINNYPARK, CALLAN RD., KILKENNY	CAS Housing Project				2022	€1,446,800.00	
VH335 CLANMIL HA IRE CLG 4 UNITS at 70-71 PATRICK ST, KILKENNY	CAS Housing Project				2023	€902,463.00	
RAS AND LEASING PROGRAMME		€2,066,548.78					
ROAD TRANSPORTATION & SAFETY							
REFURBISHMENT VICAR ST & GREENSBRIDGE	Construction				2023	€609,000.00	
ABBEY QUARTER OFF STREET CONNECTIVITY	Construction		€13,754.00		2024	€600,000.00	
CITY DEMARCATION & GATEWAYS	Construction		€35,634.49		2023	€538,000.00	
KILKENNY RING ROAD EXT	Construction					€40,000,000.00	
URDF ABBEY ROAD GREENWAY CONNECTIVITY	URDF Project				2022	€702,000.00	

URDF ABBEY ROAD & BELMONT ROAD	URDF Project				2022	€2,543,000.00	
URDF PORT ROAD	URDF Project				2023	€2,112,000.00	
CASTLE / PARADE JUNCTION IMPROVEMENTS	Construction				2025	€615,000.00	
CARNEIGE PLAZA & BARRACK STREET UPGRADE	Construction				2025	€1,805,000.00	
UPGRADE ST MARY'S PRECINCT	Construction				2025	€955,000.00	
LOCAL ROAD MAINTENANCE AND IMPROVEMENT	B04	€824,665.00			2022		
DEVELOPMENT MANAGEMENT							
CULTURAL HUB DEVELOPMENT	Cultural Hub Development		€1,941.00		2023	€510,000.00	
ABBAY QUARTER - TEMPORARY CAR & COACH PARKING	Temporary Coach & Car Parking				2022	€695,000.00	
THOSEL PROJECT	Development of Town Hall				2024	€5,200,000.00	
CALLAN FRIARY PROJECT	Purchase, design & planning for Friary Building & Priory				2023	€670,659.00	
LIGHTING UP MEDIEVAL MILE	Lighting				2022	€740,000.00	
PILTOWN GARDA STATION	Business Hub				2023	€571,685.00	
RECREATION & AMENITY							
FEASIBILITY WATER BASED HUB KILKENNY CITY	Feasibility Water Based Hub		€13,776.96			€600,000.00	

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)	Explanatory Notes
HOUSING & BUILDING								
HC 16/28 MULHALLS SHOP OLD NEWPARK KILKENNY	SHIP Housing Construction Project		€98,822.00		2023	€406,953.00	€1,604,558.00	
HC 17/09 HOUSING DEVELOPMENT @ CROKERS HILL, KK	SHIP Housing Construction Project		€9,164.84		2024	€3,822,941.00	€26,039,307.00	
HC 17/29 DEVELOPMENT OF LAND AT LADYWELL, THOMASTOWN	SHIP Housing Construction Project		€825,434.00		2023	€2,084,867.00	€2,675,357.00	
HC 18/13 PURCHASE OF 18 UNITS AT TOGHER WAY, URLINGFORD	Turnkey Project		€492.00		2022	€2,700,426.00	€3,547,372.00	
HC 18/18 PURCHASE OF 6 HOUSES , MOONCOIN	Turnkey Project				2022	€2,460.00	€1,476,000.00	
HC 18/81 DIRECT BUILD 2 HOUSES ON EXISTING SITE AT JENKINSTOWN	SHIP Housing Construction Project		€301,828.00		2022	€344,512.00	€508,214.00	
HC19/28 PURCHASE LANDS AT LADYWELL (OPW), THOMASTOWN	SHIP Housing Construction Project		€331,990.00		2024	€407,897.00	€7,301,253.00	
HC19/43 CONSTRUCTION 58 UNITS AT HEBRON ROAD	Turnkey Project		€0.00		2022	€7,227,256.00	€16,212,477.00	

HC19/38 PURCHASE 28/34 THE GREEN AYRFIELD	SHIP Housing Construction Project		€197,299.00		2022	€1,638,524.00	€1,649,557.00	
HC20/01 TURNKEY 8 UNITS PENNEFEATHER COURT, HEBRON ROAD	Turnkey Project		€4,305.00		2022	€1,891,054.00	€1,891,054.00	
VH90 CAMPHILL 2 HOUSES & IMP WORKS @ GRENNAN VILLA	CAS Housing Project		€245,160.00		2022	€641,220.00	€776,152.00	
VH 98 KINGSRIVER H.A. ENNISNAG, STONEYFORD, CO KILKENNY	CAS Housing Project		€84,434.00		2022	€542,993.00	€639,341.00	
VH 114 GSC PURCHASE OF HENNESSY'S SHOP, CASTLECOMER	CAS Housing Project		€16,636.00		2023	€241,584.00	€828,907.00	
VH131 GSC PURCHASE OF 21 BLACKMILL ST - CONVERSION & CONSTRUCTION	CAS Housing Project		€206,597.00		2023	€948,374.00	€2,786,000.00	
VH149 GSC CONSTRUCTION OF 12 UNITS, BROTHER THOMAS PLACE , KILKENNY	CAS Housing Project		€1,045,758.00		2022	€1,628,957.00	€2,681,987.00	
VH259 GSC B&R 7 UNITS AT FIENNES COURT, WILLIAM STREET	CAS Housing Project		€123,826.00		2022	€1,226,238.00	€1,382,522.00	
MAINTENANCE & IMP OF LA HOUSING	A01	€6,139,316.00						
HOUSING RENT & TENANT PURCHASE ADMIN	A03	€813,179.00						
ADMIN OF HOMELESS SERVICES	A05	€962,026.00						
SUPPORT TO HOUSING CAPITAL & AFFORDABLE PROG	A06	€1,098,202.00						

RAS PROGRAMME	A07	€10,707,929.00						
HOUSING LOADS	A08	€1,311,693.00						
HOUSING GRANTS	A09	€1,671,596.00						
ROAD TRANSPORTATION & SAFETY								
N24 CARRICK ROAD IMPROVEMENT	Minor Project (€5-20m) in accordance with Unit 12.0 of the TII Project Appraisal Guidelines (PAG)		€3,601.00		2024	€161,163.00	€10,000,000.00	
HD 15 & HD 17 N24 TOWER ROAD	Minor Project (€5-20m) in accordance with Unit 12.0 of the TII Project Appraisal Guidelines (PAG)		€183,176.00		2023	€712,897.00	€10,000,000.00	
N25 WATERFORD GLENMORE DESIGN	Major Project (>€20m) in accordance with Unit 12.0 of the TII Project Appraisal Guidelines (PAG)		€25,224.00		2030	€1,544,019.00	€2,800,000.00	
N24 CAHIR TO WATERFORD	Major Project (>€20m) in accordance with Unit 12.0 of the TII Project Appraisal Guidelines (PAG)		€1,439,353.00		2030	€1,861,845.00	€6,000,000.00	

N25 GRAIGUENAKILL TO GAULSTOWN	National Road Pavement Improvement Scheme		€112,715.00		2021	€2,265,662.00	€2,152,947.00	
SOUTH NORTH LINK ROAD, FERRYBANK	URDF Project		€1,722.00		2025	€28,739.00	€8,469,000.00	
OPW BALLYHALE FLOOD RELIEF SCHEME 2019	Flood Relief Works - Ballyhale		€222,534.00		2023	€366,191.00	€1,800,000.00	
OPW GRAIGUENAMANAGH FLOOD RELIEF SCHEME 2019	Flood Relief Works - Graiguenamanagh		€318,503.00		2026	€607,948.00	€10,100,000.00	
PUBLIC LIGHTING PROJECT	Up Grading of the Public Lighting to LED Lanterns and associated works		€9,674.00		2025	€28,252.00	€3,571,000.00	
N77 BALLYRAGGET VILLAGE TO BALLYNASLEE	Minor Project (€5-20m) in accordance with Unit 12.0 of the TII Project Appraisal Guidelines (PAG)		€45,245.00		2024	€328,466.00	€10,000,000.00	
HD28 NS PAVEMENT RENEWAL	HD 28 NP Pavement Improvement Works (Scrim)		€749,807.00		2021		€749,807.24	
HD28 NP PAVEMENT RENEWAL	HD28 NS Pavement Improvement Works (Scrim)		€235,766.00		2022	€235,766.00	€1,873,478.00	
N77 OLDTOWN TO BALLYRAGGET KK/20/18915	National Road Pavement Improvement Scheme		€808,998.00		2022	€808,998.00	€1,000,000.00	

N76 RIVERSFIELD TO AHENURE NORTH	National Road Pavement Improvement Scheme		€903,219.00		2022	€903,219.00	€1,000,000.00	
BREAGAGH VALLEY INFRASTRUCTURE ROAD	Design/Planning		€14,320.00		2025	€40,499.00	€4,500,000.00	
LOUGHMACASK LINK ROAD	Design/Planning		€4,472.00		2023	€4,492.00	€2,400,000.00	
ACTIVE TRAVEL - ST. KIERAN'S STREET & MARKET YARD ENHANCEMENT WORKS	Construction		€91,556.00		2023		€965,000.00	
ORMONDE STREET CAPITAL WORKS	Construction		€382,579.00		2022		€1,061,000.00	
NP ROAD MAINTENANCE AND IMPROVEMENT	B01	€883,079.00						
REGIONAL ROAD MAINTENANCE AND IMPROVEMENT	B03	€1,638,579.00						
LOCAL ROAD MAINTENANCE AND IMPROVEMENT	B04	€20,631,503.00						
PUBLIC LIGHTING	B05	€1,081,863.00						
ROAD SAFETY ENGINEERING IMPROVEMENT	B07	€1,374,879.00						
CAR PARKING	B09	€1,338,238.00						
AGENCY AND RECOUPABLE SERVICES	B11	€1,923,439.00						
WATER SERVICES								
WATER SUPPLY	C01	€3,320,527.00						
WASTE WATER TREATMENT	C02	€2,053,800.00						
ADMIN OF GROUP AND PRIVATE INSTALLATIONS	C05	€1,834,171.00						
DEVELOPMENT MANAGEMENT								

MAYFAIR CITY LIBRARY	Library Development		€328,263.00		2023	€1,389,000.00	€6,353,000.00	
DIAGEO - HORSE BARRACK LANE	Diageo - Horse Barrack Lane		€812,387.00		2022	€1,822,258.00	€2,300,000.00	
ABBEY QUARTER – URBAN STREET & PARK	Abbey Quarter - Urban Street Park		€29,821.00		2024	€278,277.00	€13,460,000.00	
DIAGEO - MAYFAIR PUBLIC REALM	Public Realm Development		€0.00		2023	€31,153.00	€693,000.00	
HISTORIC STRUCTURES FUND	Restoration of building		€21,889.17		2022	€33,208.00	€532,343.00	
RRDF THOMASTOWN - SESSIONS HOUSE	Restoration of building		€110,225.00		2022	€369,427.00	€1,502,000.00	
KILKENNY BIODIVERSITY & RECREATIONAL PARK - M3	Development of Biodiversity and Recreational Park		€13,136.15		2023	€55,712.00	€639,000.00	
THOMASTOWN LIBRARY & COMM HALL RRDF 2021	Development of Library & Community Hall		€97,586.00		2023	€130,978.00	€3,400,000.00	
GREENSBRIDGE BOARDWALK & PARK	Public Realm Development		€13,764.00		2022	€19,852.00	€1,000,000.00	
FORWARD PLANNING	D01	€652,987.00						
DEVELOPMENT MANAGEMENT	D02	€1,981,766.00						
TOURISM DEVELOPMENT AND PROMOTION	D05	€1,524,937.00						
COMMUNITY AND ENTERPRISE FUNCTION	D06	€2,489,277.00						
ECONOMIC DEVELOPMENT & PROMOTION	D09	€4,020,732.00						
HERITAGE AND CONSERVATION SERVICES	D11	€965,006.00						
ENVIRONMENTAL SERVICES								

DESIGN & CONSTRUCTION OF URLINGFORD FIRE STATION	Design and construction of a new 2 bay single storey fire station		€53,594.00		2023	€81,830.00	€2,100,000.00	
OP AND MTCE OF RECOVERY AND RECYCLING FACILITIES	E02		€1,136,361.00					
LITTER MANAGEMENT	E05		€696,625.00					
STREET CLEANING	E06		€1,823,073.00					
MAINTENANCE AND UPKEEP OF BURIAL GROUNDS	E09		€701,938.00					
OPERATION OF FIRE SERVICE	E11		€4,480,760.00					

WATER QUALITY, AIR AND NOISE POLLUTION	E13	€2,594,457.00						
RECREATION & AMENITY								
SOUTH EAST GREENWAY	SOUTH EAST GREENWAY		€14,490.00			2024		<p>Note: Project being delivered under Section 85 Agreement with LA's of Kilkenny, Wexford and Waterford. Wexford are lead authority and dealing with grant and funding providers NTA/TII. Currently €15.7m allocated, additional funding sought to cover inflation, addition work items etc. There is a Funding Agreement in place between the 3 LA's whereby any, agreed, shortfall between grant funding and actual project cost is split 3/3/1 between the 3 LA's with KCC accounting for 3/7ths of same. Note that management of the National Greenway Fund has transitioned from the Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media to Transport Infrastructure Ireland (TII) from 1st January 2022</p>
OPERATION OF LIBRARY AND ARCHIVAL SERVICE	F02	€3,116,846.00						
OP, MTCE AND IMP OF OUTDOOR LEISURE AREAS	F03	€3,190,130.00						

COMMUNITY SPORT AND REGIONAL DEVELOPMENT	F04	€612,627.00						
OPERATION OF ARTS PROGRAMME	F05	€844,544.00						
AGRICULTURE, EDUCATION, HEALTH & WELFARE								
VETERINARY SERVICE	G04	€652,104.00						
MISCELLANEOUS SERVICES								
ADMINISTRATION OF RTAES	HO3	€8,241,658.00						
LOCAL REPRESENTATION/CIVIC LEDERSHIP	H09	€1,165,464.00						
MOTOR TAXATION	H10	€700,252.00						
AGENCY AND RECOUPABLE SERVICES	H11	€749,501.00						

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	Explanatory Notes
HOUSING & BUILDING							
HC 15/9 CONSTRUCTION OF 33 UNITS @ DONAGUILE CASTLECOMER	SHIP Housing Construction Project		€965,711.00		2021	€7,783,884.00	
HC 16/38 CONSTRUCTION 22 UNITS STATION AVENUE BALLYRAGGET	SHIP Housing Construction Project		€1,207,635.00		2021	€4,563,024.00	
HC 16/39 CONSTRUCTION 18 UNITS PILTOWN	SHIP Housing Construction Project		€111,952.00		2020	€3,887,683.00	
HC 17/47 THE BROGUEMAKER INN PURCHASE & DEVELOPEMNT	SHIP Housing Construction Project		€2,183,199.00		2021	€4,860,841.00	
HC19/11 PURCHASE OF 16 UNITS AT LWR KILMACOW	Turnkey Project		€3,658,724.00		2021	€3,884,512.00	
HC20/25 TURNKEY 17 UNITS LIME GROVE, OAKRIDGE, FERRYBANK	Turnkey Project		€3,882,766.00		2021	€3,902,045.00	
VH106 GSC CAS PROJECT AT UPPER BRIDGE ST, CALLAN	CAS Housing Project		€0.00		2019	€746,197.00	

ROAD TRANSPORTATION & SAFETY							
LIHAF - WESTERN ENVIRONS 2017	Construction				2021	€15,300,000.00	
MEDIEVAL MILE EXTENSION TO PARLIMENT STREET	Construction		€82,076.00		2021	€856,232.00	
DEVELOPMENT MANAGEMENT							
RRDF THOMASTOWN - LOWE LOGAN STREET	RRDF		€420,700.00		2021	€959,131.00	
RIVERSIDE PARK	Riverside Park Development		€536,510.00		2021	€2,300,000.00	

Appendix B

Checklists 1-7

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)?	2	As the requirements of the code are raised at various Management Team Meetings, the Management Team are familiar with the content and aims of the code. Through contact and information sharing between the coordinator and project leaders, budget holders are aware of the requirements of the public spending code. The PSC informs the decision-making process at all stages of a new or planned project.
Q 1.2	Has internal training on the Public Spending Code been provided to relevant staff?	2	
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, from the Head of Finance subcommittee of the CCMA
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 above threshold
Q 1.5	Have recommendations from previous QA reports (incl. spot checks) been disseminated, where appropriate, within the organisation and to agencies?	2	
Q 1.6	Have recommendations from previous QA reports been acted upon?	2	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	Yes, where relevant

Q 1.10	How many formal evaluations were completed in the year under review? Have they been published in a timely manner?	3	
Q 1.11	Is there a process in place to follow up on the recommendations of previous evaluations?	2	NOAC Report Coordinator has recommended to the internal auditor to include follow ups to previous reports as part of their Annual Work Programme.
Q 1.12	How have the recommendations of reviews and ex post evaluations informed resource allocation decisions?	1	

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	Yes
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?	2	Yes, each project that has progressed to Tender stage would have a detailed specification including objectives with expected timescale
Q 2.3	Was a Preliminary and Final Business Case, including appropriate financial and economic appraisal, completed for all capital projects and programmes?	3	Where appropriate
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	
Q 2.10	Was risk considered and a risk mitigation strategy commenced? Was appropriate consideration given to governance and deliverability?	3 3	Yes
Q 2.11	Were the Strategic Assessment Report, Preliminary and Final Business Case submitted to DPER for technical review for projects estimated to cost over €100m?	N/A	
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	Yes
Q 2.17	Was Value for Money assessed and confirmed at each decision gate by Sponsoring Agency and Approving Authority?	3	Yes
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	

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	Comment/Action Required
Q 3.1	Were objectives clearly set out?	3	Yes, as part of the annual budget and annual work programme
Q 3.2	Are objectives measurable in quantitative terms?	2	Objectives can be measured by performance indicators and review of annual work programme
Q 3.3	Was a business case, incorporating financial and economic appraisal, prepared for new current expenditure proposals?	N/A	
Q 3.4	Was an appropriate appraisal method used?	N/A	
Q 3.5	Was an economic appraisal completed for all projects/programmes exceeding €20m or an annual spend of €5m over 4 years?	No	The items falling into this category are either an ongoing essential function of the Local Authority e.g. Road Maintenance /Improvement or a national scheme whose functionality is carried out at local level, e.g. RAS Scheme
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	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 coordinators appointed to co-ordinate implementation?	3	Project coordinator appointed for projects >€5M and for many other projects. Internal coordination teams, with an identified staff member taking ownership of the project in place in other instances.
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	Staff at appropriate level are given responsibility for specific projects
Q 4.5	Were monitoring reports prepared regularly, showing implementation against plan, budget, timescales and quality?	3	Management Accounts are produced monthly. Progress reports are produced for all significant projects. Elected members appraised regularly through the CE's monthly report.
Q 4.6	Did projects/programmes/grant schemes keep within their financial budget and time schedule?	2	Impacted by COVID in 2020 - 2021
Q 4.7	Did budgets have to be adjusted?	3	Yes
Q 4.8	Were decisions on changes to budgets / time schedules made promptly?	3	Yes
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.)?	N/A	No
Q 4.10	If circumstances did warrant questioning the viability of a project/programme/grant scheme was the project subjected to adequate examination?	3	
Q 4.11	If costs increased or there were other significant changes to the project was approval received from the Approving Authority?	3	

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?	N/A	
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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	Comment/Action Required
Q 5.1	Are there clear objectives for all areas of current expenditure?	3	Yes. Programme set out in annual budget and adopted by Elected Members
Q 5.2	Are outputs well defined?	3	National KPI's, monthly & quarterly monitoring in place
Q 5.3	Are outputs quantified on a regular basis?	3	Yes. Annual K.P.I.'s for each specific service, monthly and quarterly monitoring in place
Q 5.4	Is there a method for monitoring efficiency on an ongoing basis?	3	Service indicators, Department Returns, returns to DPER, annual team plans, Internal Review
Q 5.5	Are outcomes well defined?	3	Yes
Q 5.6	Are outcomes quantified on a regular basis?	3	Yes. Review of Annual Service Plans, monthly reports from the CE to the Elected Members.
Q 5.7	Are unit costings compiled for performance monitoring?	3	Yes, National KPI's for sector
Q 5.8	Are other data compiled to monitor performance?	2	Monthly management accounts, individual reports on jobs through the Agresso financial system, KPI's
Q 5.9	Is there a method for monitoring effectiveness on an ongoing basis?	2	Team meetings, Management meetings, feedback from Elected Members and through engaging with the public.
Q 5.10	Has the organisation engaged in any other 'evaluation proofing' of programmes/projects?	2	

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 underreview?	N/A	N/A
Q 6.2	Were lessons learned from Project Completion Reports incorporated into sectoral guidance and disseminated within the Sponsoring Agency and the Approving Authority?	N/A	N/A
Q 6.3	How many Project Completion Reports were published in the year underreview?	N/A	N/A
Q 6.4	How many Ex-Post Evaluations were completed in the year under review?	N/A	N/A
Q 6.5	How many Ex-Post Evaluations were published in the year under review?	N/A	N/A
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?	N/A	N/A
Q 6.7	Were Project Completion Reports and Ex-Post Evaluations carried out by staffing resources independent of project implementation?	N/A	N/A
Q 6.8	Were Project Completion Reports and Ex-Post Evaluation Reports for project over €50m sent to DPER for dissemination?	N/A	N/A

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

Appendix C

In-depth Checks

- **Construction of 33 Units, Donaguile, Castlecomer, Co. Kilkenny**
- **Construction of 25 Units, Ladywell, Thomastown, Co Kilkenny**
- **Operation of Library Service**

Section A: Introduction

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

Programme or Project Information	
Name	Construction of 33 Units, Donaguile, Castlecomer
Detail	Capital Investment Project to construct 33 Social Housing Units at Donaguile, Castlecomer
Responsible Body	Kilkenny County Council
Current Status	Expenditure being incurred
Start Date	First proposed in 2015
End Date	Construction of units complete – awaiting final account claim to be submitted to the Department
Overall Cost	€7.78 million

Project Description

The project involves the construction of 33 residential units in Donaguile, Castlecomer, Co Kilkenny. The current budget approved amount for the project is €7,783,884.

Kilkenny County Council purchased 1.33 acres of land in Donaguile, Castlecomer in 2008. Following consultations at pre-planning stage for this project an adjacent site of 0.5 acres was purchased in 2017.

In November 2014, the Government launched the ‘Social Housing Strategy 2015 – 2020: Support, Supply and Reform’. The stated vision of the Strategy is that every household will have access to secure, good quality housing suitable to their needs, at an affordable price in a sustainable community. This Strategy was further supplemented by ‘Rebuilding Ireland – Action Plan for Housing and Homelessness’. This project is an action by Kilkenny County Council under Pillar 2 of this Action Plan – ‘accelerate social housing’.

As part of the above National Strategies Kilkenny County Council prepared a local strategy for the years 2015-2017, identifying a number of key sites for the delivery of social housing units. This site is one of those key sites. It is close to Castlecomer town centre and all services and amenities.

Funding for 26 units was originally approved by the Department of Housing, Planning and Local Government in October 2017 in the amount of €6.27 million. Revised approval of €7.6 million was received in November 2018 due to a redesign of the project, which increased the number of units from 24 to 33.

A Part 8 Planning Application was approved by Kilkenny County Council on 20th November 2017.

An Architect led Design Team was appointed in June 2016 after a Restricted Tender Procedure was carried out.

A Contractor was appointed in February 2019. Kilkenny County Council took possession of the completed units in June 2021. Due to the Covid19 Pandemic there was some disruption to construction. All of the units are now allocated. At the time of writing this report the return of the final account claim to the Department is pending.

Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Kilkenny County Council’s Internal Audit Unit have completed a Programme Logic Model (PLM) for the Housing Project at Donaguile, Castlecomer. 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
To provide good quality houses for approved housing applicants on the housing waiting list	A budget of €7.8 million	<p>Kilkenny County Council acted as Project Manager for the duration of the project</p> <p>Procuring an Architect led Design Team and a Contractor for the project</p> <p>Prepare and submit detailed design of the project to the Department for approval</p>	Provision of 33 mixed residential units, comprising of apartments and houses to meet the housing needs of applicants on the housing waiting list	Providing good quality social houses for people of Kilkenny who are not in a position to provide their own accommodation
To ensure value for money is achieved	Preparing funding applications to the Department for approval at the different lifecycle stages	<p>Monitoring the project spend and ensure budget adherence</p> <p>Explore all opportunities for cost reduction</p> <p>Ongoing monitoring of the payment of invoices and recoupment from the Department</p>	Ensures that the project is within budget	The project to provide 33 housing units is executed satisfactorily, within budget, to the required standard and on time
To provide accommodation for a variety of housing applicants/existing tenants with a range of needs at all stages of life	Assessment of the specific housing need in Castlecomer	Ensure that the housing need in Castlecomer is met by the detailed design of the project	The Scheme is compatible with the current Kilkenny County Council Development Plan and Castlecomer Local Area Plan	Construction of 33 housing units in a sustainable inclusive community

Description of Programme Logic Model

Objectives:

The objectives of the construction of 33 social housing units at Donaguile, Castlecomer are to provide affordable dwellings of good quality, suited to the housing applicant's needs in a good environment.

Inputs:

The primary input to the programme was the capital funding of €7.8 million which was provided for by the Department of Housing, Planning and Local Government.

Activities:

There were a number of key activities carried out throughout the project. These included funding requests, design of the project, pre-planning and planning stages, procurement of Architect led Design Team & Contractor, monitoring the contract and the budget spend for compliance. The Housing Section liaised with the Department of Housing, Local Government and Heritage at the key stages during the project lifecycle.

Outputs:

Having carried out the identified activities using the inputs, the outputs of the project are for the provision of 33 housing units of good quality for the people of Kilkenny who are unable to provide for their own housing need.

Outcomes:

The envisaged outcomes of the project were to provide 33 new housing units for applicants on the housing waiting list in Castlecomer.

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

The following section tracks the construction of 33 housing units at Donaguile, Castlecomer, Co Kilkenny from inception to conclusion in terms of major project/programme milestones

2008	Purchase of 1.33 acres of land at Donaguile, Castlecomer, Co Kilkenny
April 2015	SHIP01 Form submitted to the Department for approval
May 2015	Stage 1 Approval in Principle received from Department of Environment, Community & Local Government to proceed to deliver 18 housing units at Donaguile, Castlecomer
June 2016	Appointment of Architect led Design following 'Restricted Tender Procedure'
Oct 2016	Stage 2 Application submitted for 24 Units to the Department
2017	Undertook Planning Application Process including formal pre-planning submission prior to lodging the application
May 2017	Purchase of additional site circa 0.5 acres adjacent to the proposed project, which allowed for an increase in the number of units from 24 to 33
Sept 2017	Revised Stage 2 Application to the Department for funding to allow for redesign of scheme and the increase in the number of units from 24 to 33
Oct 2017	Stage 2 Approval received from the Department for 33 units with a target budget of €6.2 million
Nov 2017	Part 8 Planning Permission granted for 33 units on 20 th November, 2017
May 2018	Stage 3 Approval received from the Department with a budget of €7.2 million
Nov. 2018	Stage 4 Approval received from the Department with a budget of €7.6 million
Feb 2019	Appointment of Contractor for the construction of 33 Units at Donaguile, following eTenders advertisement on 30 th July 2018
April 2020	Approval received following submission for funding for increased Utilities costs in the amount of €113,305
Nov 2020	Approval received following submission for increase in Architects fees due to redesign of site etc., in the amount of €68,654
June 2021	Kilkenny County Council took possession of the 33 housing units

Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the construction of 33 Housing Units at Donaguile, Castlecomer, Co Kilkenny.

Project/Programme Key Documents	
Title	Details
Rebuilding Ireland – Action Plan for Housing and Homelessness	National target to provide 47,000 new Social Housing units by 2021
Stage 1 Approval Letter	Approval in Principle
CE Order appointing Architect led Design Team	Tender Assessment Report and order from CE appointing successful tenderer
Stage 2 Approval Letter	Approval for 33 units with a budget of €6.2 million
Stage 3 Approval Letter	Approval of 33 units with a budget of €7.2 million
Stage 4 Approval Letter	Approval of 33 units with a budget of €7.6 million
CE Order appointing Contractor	CE Order appointing Contractor based on the tender assessment report prepared
Approval Letters for funding increases	Request for funding increases due to increased Utilities costs and increased Architects fees
Revised Insurance Policy	Confirmation that the new units have been added to Kilkenny County Council's Insurance Policy
Asset Acquisition Form	The Fixed Assets Register was updated with details of the 33 Units

Key Document 1: Rebuilding Ireland – Action Plan for Housing and Homelessness

'Rebuilding Ireland – Action Plan for Housing and Homelessness' was published by the Department of Housing, Planning, Community and Local Government in 2016. One of the pillars of the Plan is to provide 47,000 new social housing units by 2021 to meet the social housing supply requirements.

Key Document 2: Stage 1 Approval Letter (May 2015)

Approval was received from the Department originally for 18 housing units at Donaguile, Castlecomer at an estimated cost of €3.5 million. The Approval Letter outlined the four critical stages for evaluation and approval:

Stage 1:	Confirm approval for design expenditure
Stage 2:	Access project prior to statutory approval
Stage 3:	Approve detailed design: review pre-tender cost check
Stage 4:	Review tender returns in advance of awarding contract

Key Document 3: CE Order appointing Architect led Design Team (June 2016)

In July 2015, a Contract Notice was published on the European Journal inviting Architect led Design Teams to submit Suitability Assessment Questionnaires for the design of a 15-25 unit housing scheme in Donaguile, Castlecomer. The appointment covers all stages of the project from preliminary design and planning to tendering, supervision of the building contract and final account/handover. On the 5th October 2015 an Assessment Board appointed by Kilkenny County Council examined the SAQ's received and 9 candidates were invited to proceed to Stage 2 of the competition. In November 2015, Stage 2 tender documents were circulated to the final candidates via e-Tenders. Following an assessment of the tenders received, the contract was awarded to the most economically advantageous tender.

Key Document 4: Stage 2 Approval Letter (October 2017)

CWMF PR04 Form submitted to the Department detailing all in cost of €8.1 million for 33 units. Also included in the request were copies of the tender report for the appointment of the Design Team, background information for the revised Stage 2 submission and the basis of the revised budget being sought. Stage 2 Approval was received on 27th October 2017 with an approved budget of €6.2 million. The Department advised that the submitted construction costs were higher than anticipated and the approved target construction budget is set based upon the Department's anticipated levels for works of this nature.

Key Document 5: Stage 3 Approval Letter (May 2018)

CWMF PR06 Form was submitted to the Department on 24th April 2018 detailing Drawings and Pre-Tender Checklists and the Architects report on 'Abnormals'. Approval letter dated 15th May 2018 was received from the Department approving the revised budget of €7.2 million.

Key Document 6: Stage 4 Approval Letter (November 2018)

CWMF PR07 Form was submitted to the Department on 14th November 2018 with reports on Tenders and Potential Cost savings from the Design Team. Stage 4 Approval was received on 22nd November 2018 with confirmation that the scheme should proceed to construction. The revised budget amount approved was €7.6 million.

Key Document 7: CE Order accepting tender for Contractor (Feb 2019)

CE Order is signed on 1st February 2019 awarding the contract for the construction of 33 Housing Units at Donaguile, Castlecomer, Co Kilkenny based on the recommendation in the tender report.

Key Document 8: Approval for requests for Increased Funding (April & November 2020)

Approval was received from the Department in April 2020 for an increase in funding for Utilities and similarly in November 2020 an increase in Architects fees was also approved.

Key Document 9: Insurance Policy including the addition of the new units (June 2021)
IPB was requested to add the 33 units to Kilkenny County Council's Insurance Policy. The updated policy and endorsement was received on 11th June 2021.

Key Document 10: Fixed Asset Register (December 2021)

The Finance Department in Kilkenny County Council were requested to update the Fixed Asset Register to include the 33 Housing Units at Donaguile.

Section B - Step 4: Data Audit

The following section details the data audit that was carried out for the construction of 33 units at Donaguile, Castlecomer, Co Kilkenny. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Preliminary Proposal Request including SHIP01 Form and Site Map	Request to the Department of Housing Planning and Local Government for Approval in Principle for the project	Yes
Funding Applications to the Department	Assess if funding was sanctioned	Yes
Report on tenders for Design Team	Assess procurement process	Yes
Report on tenders for the appointment of Contractor	Assess procurement process	Yes
Part 8 Planning	Confirmation of Planning Permission Granted	Yes
CE Orders	Approving the appointment of Design Team & Contractor	Yes
Details of expenditure on project	Assess budget compliance	Yes
Number of people housed	Assess if housing needs are achieved	Yes
Final account claim to the Department	Close out the financial claims for the project	The Housing Section will be submitting the final claim in the short term

Post Project Review	Assess if project objectives were met and if the project was managed successfully.	Will be prepared after the final account is complete and submitted to Department
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Data Availability and Proposed Next Steps

The necessary data is available on file to evaluate this project. The main objective of this project is to provide accommodation to people on the housing list and to develop a sustainable inclusive community. The documents and reports that were undertaken as part of the tender process for this project are available. The financial information is available from Agresso (financial management system).

I would recommend that the final account claim is submitted to the Department as soon as possible to ensure the Council's cash flow is maintained.

The Post Project Review should take place as soon as practicable after submitting the final account. This review stage is critical for identifying lessons learned and driving the process of continuous improvement for projects of a similar nature into the future. This review should be fed into sectoral and national guidance as appropriate.

Section B - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for the construction of 33 Housing Units at Donaguile, Castlecomer, Co Kilkenny 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)

Overall, I find this project complies with the broad principles of the Public Spending Code. I would recommend that the Post Project Review take place as soon as possible following the submission of the final account to the Department. The Review Stage is the penultimate stage of the project lifecycle and is critical for identifying lessons learned and driving the process of continuous improvement in how public bodies evaluate, plan and manage public investment projects.

There was no formal project appraisal prepared for this development. The project appraisal should outline the need for the development. It should explore the options available and the overall objectives. Risks and constraints should also be identified along with how the development would be managed. It seems that a project appraisal was not prepared as there was an urgency to meet the targets set out in the national and local housing plans. A project appraisal is a vital element of any project and should be prepared in all cases. It should be noted Department approval was received following the request for funding for the project

from the Council. The funding request included a detailed proposal that would have been normally included in a project appraisal which included a letter, outline site map and SHIP01 Form.

The construction of 33 social housing units at Donaguile, Castlecomer is in line with National Housing Policy. It is one of the key pillars of 'Rebuilding Ireland – Action Plan for Housing and Homelessness'. As is the case nationally, the demand for Social Housing in Kilkenny is high with approximately 2744 applicants on the housing waiting list.

In this case there is a viable need for housing in this area. There are 96 approved housing applicants with a housing preference for this area. Financial sanction was sought and approval was received from the Department of Housing, Planning and Local Government. Proper procurement procedures were followed when tendering for an Architect led Design Team and a main Contractor.

At the formal pre planning stage in consultation with the Architectural Advisor and Kilkenny County Council's Area Planner concerns arose about the orientation of the houses and the perceived lack of community feel. In order to resolve this Kilkenny County Council took the view that the best option was to seek to progress the 'middle site' as soon as possible so that the full 33 units could be developed. This would result in a more efficient delivery of a higher number of units and would result in the development of a sustainable community at an earlier stage. The Design Architects were instructed to redesign the scheme based on the full site.

The revised Stage 2 Approval was submitted to the Department and approval was received in October 2017.

Kilkenny County Council complied with the Social Housing Approval Process for this project and consulted with the Department at all stages of the project.

Kilkenny County Council incurred extra costs for Utilities due to unforeseen issues with water pressure on site resulting in a booster pump station and water storage tank being required. The increase in Architects fees occurred due to the redesign of the project. This request for increase in funding was approved by the Department. Savings were made on the contract price throughout the course of the build by value engineering and omissions. The final account for the project is pending submission at the time of this check.

The project was monitored on an on-going basis and progress was kept under review. Regular management reports were prepared covering all significant developments relating to the project and its costs.

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

The necessary data is on file including but not limited to the following to allow for a full

evaluation;

- Funding Applications and Department Approval Letters
- Tender file and Tender Assessment Reports
- CE orders appointing Architects and Contractor
- Planning file – Part 8
- Financial Expenditure on Agresso (financial management system)
- Claim File and relevant reports
- Revised Insurance Policy
- Asset Acquisition Document

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

Consideration should be given by Kilkenny County Council as to whether a site suitability appraisal may have been beneficial for this project considering the decision made by the Council at pre planning stage to purchase the adjoining site and therefore requiring a redesign of the project.

There was no formal project appraisal prepared for this development. The project appraisal should outline the need for the development. It should explore the options available and the objectives of the development. Risks and constraints should also be identified along with how the development should be managed.

Kilkenny County Council should ensure that adequate staffing is available in the Housing Capital Section to ensure that claims are made in a timely manner so as cashflow is maintained. Adequate staffing should also be ensured at the Technical Project Management level and resourced appropriately to ensure the smooth delivery of projects.

Section: In-Depth Check Summary

The following section presents a summary of the findings of this In-Depth Check on the construction of 33 Housing Units at Donaguile, Castlecomer, Co Kilkenny.

Summary of In-Depth Check

Overall, I find this project complies with the broad principles of the Public Spending Code. The required data in the files is in an orderly manner which will allow for evaluation at a later date if required. Kilkenny County Council took possession of the 33 housing units in June 2021.

The Sustainable A rated houses are occupied by approved housing applicants from the Council's housing waiting list.

Consideration should be given by Kilkenny County Council as to whether a site suitability Appraisal may have been beneficial for this project. There was no formal project appraisal prepared for this development. The project appraisal should outline the need for the development as detailed in Step 5 above. The Post Project Review will identify lessons learned on the project and drive the process of continuous improvement for projects of a similar nature into the future.

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	Construction of 25 Units, Ladywell, Thomastown, Co Kilkenny
Detail	Capital Investment Project to construct 25 Social Housing Units at Ladywell, Thomastown
Responsible Body	Kilkenny County Council
Current Status	Expenditure being incurred
Start Date	2018
End Date	Under construction – expected completion date 30-3-2023
Overall Cost	€7.3 million

Project Description

The project involves the construction of 25 residential units in Ladywell, Thomastown, Co Kilkenny. The current approved budget for the project is €7,301,253.

Kilkenny County Council has a total of 1.0826 hectares/2.676 acre greenfield site located in Ladywell, Thomastown. An agreement was also reached with Carlow ETB/Grennan College, Thomastown to swap lands. This agreement will result in the re-orientation of an existing GAA pitch on the school land in order to better facilitate development of the site for housing. A further piece of land was purchased from an adjoining landowner to facilitate the widening of the access road for the development and the erection of a new ESB pylon.

In November 2014 the Government launched the 'Social Housing Strategy 2015 – 2020: Support, Supply and Reform'. The stated vision of the Strategy is that every household will have access to secure, good quality housing suitable to their needs, at an affordable price in a sustainable community. This strategy was further supplemented by 'Rebuilding Ireland – Action Plan for Housing and Homelessness'. This project is an action by Kilkenny County Council under Pillar 2 of this Action Plan – 'accelerate social housing'.

Kilkenny County Council's objective is to develop a sustainable inclusive community on a well-located site within walking distance of all amenities in the town of Thomastown, Co Kilkenny. There is a significant housing need in Thomastown. 222 families/individuals are on the housing list for the area in November 2018.

Funding approval in principle for 15 units was originally approved by the Department of Housing, Planning and Local Government in December 2018 in the amount of €2,714,124. Following detailed design of the site, the number of units to be constructed was increased from 15 to 25. Revised Stage 4 Approval of €7,301,253 million was received in August 2021.

Following the establishment of a framework for Architect Led Design Teams by the Office of Government Procurement, applicants on the framework were invited to submit tenders for the project in Ladywell, Thomastown. The Architect led Design Team was appointed in April 2019.

Kilkenny County Council sought approval from An Bord Pleanála for the construction of the 25 houses at Ladywell, Thomastown in July 2020. The project was granted permission with conditions by An Bord Pleanála on 15th October 2020.

A contractor was appointed in September 2021 for the project. Currently the project is under construction with a projected completion date of 30th March, 2023.

Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Kilkenny County Council’s Internal Audit Unit have completed a Programme Logic Model (PLM) for the Housing Project at Ladywell, Thomastown. 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
Development of a sustainable, inclusive community on a well-located site within walking distance of all amenities in the town of Thomastown	A budget of €7.3 million	<p>Kilkenny County Council is acting as Project Manager for the duration of the project</p> <p>Procuring an Architect Led Design Team and a Contractor for the project</p> <p>Prepare and submit detailed design of the project to the Department for approval</p>	Provision of 25 mixed residential units, comprising of apartments and houses to meet the housing needs of applicants on the housing waiting list	Providing good quality social houses for people of Kilkenny who are not in a position to provide their own accommodation
To ensure value for money is achieved	Preparing funding applications and reports as required for Department approval at the different project lifecycle stages	<p>Monitoring the project spend and ensure budget adherence</p> <p>Explore all opportunities for cost reduction</p> <p>Ongoing monitoring of the payment of invoices and recoupment from the Department</p>	Ensures that the project is within budget	The project to provide 25 housing units is executed satisfactorily, within budget to the required standard and on time
To provide accommodation for a variety of housing applicants/existing tenants with a range of needs at all stages of life	Assessment of the specific housing need in Thomastown	Ensure that the housing need in Thomastown is met by the detailed design of the project	The Scheme is compatible with the current Kilkenny County Council Development Plan and Thomastown Local Area Plan	Construction of 25 housing units in a sustainable inclusive community

Description of Programme Logic Model

Objectives:

The objectives of the construction of 25 Social Housing units at Ladywell, Thomastown are to provide housing units of good quality, suited to the housing applicant's needs, in a good environment.

Inputs:

The primary input to the programme was the capital funding of €7.3 million which was provided for by the Department of Housing, Planning and Local Government.

Activities:

There were a number of key activities carried out throughout the project. These included purchase of lands, funding requests, design of the project, planning approval, procurement of Architect led Design Team & Contractor, project management and monitoring of the contract and ensuring compliance with the budget. Kilkenny County Council's Housing Capital Section liaised with the Department of Housing, Planning and Local Government at the key stages during the project lifecycle.

Outputs:

Having carried out the identified activities using the inputs, the outputs of the project are for the provision of 25 housing units of good quality for the people of Kilkenny who are unable to provide for their own housing need.

Outcomes:

The envisaged outcomes of the project are to provide 25 new housing units in a sustainable, inclusive community within walking distance of all amenities in Thomastown.

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

The following section tracks the Construction of 25 housing units at Ladywell, Thomastown, Co Kilkenny from inception to conclusion in terms of major project/programme milestones:



June 2017	Kilkenny County Council has a total of 1.0826 hectares/2.676 acre greenfield site located in Ladywell, Thomastown. An agreement was also reached with Carlow ETB/Grennan College, Thomastown to swap lands which will better facilitate development of the site for housing
Nov 2018	Project Proposal Report and CWMF P.R. 01 Form requesting Stage 1 Approval submitted to the Department of Housing, Planning and Local Government
Dec 2018	Stage 1 Approval in Principle received from Department to proceed to deliver 15 housing units at Ladywell, Thomastown
April 2019	Appointment of Architect Led Design team from the Office Government Procurement Framework
Aug 2019	Stage 2 application submitted to the Department for the construction of 25 units following completion of the detail design for the project
Sept 2019	Stage 2 Approval received from the Department for 25 units - budget €5.8 million
April 2020	Natura Impact Statement prepared
July 2020	Application made to An Bord Pleanala for approval for the proposed development
Sept 2020	Members of Kilkenny County Council by Resolution agree to the disposal and exchange of land with the ETB to allow for the development
Oct 2020	An Bord Pleanala grants approval for the project with conditions
Oct 2020	Archaeological Desktop Assessment carried out
Nov 2020	Asbestos Refurbishment/Demolition survey carried out
Jan 2021	Stage 3 Application with revised cost plan submitted to the Department for approval
Jan 2021	Stage 3 Approval received from Department with a budget of €6,203,431
Jul 2021	Stage 4 Application submitted to the Department for approval
Aug 2021	Stage 4 Approval received from the Department in the amount of €7,301,253
Sept 2021	Appointment of Contractor for the construction of 25 units at Ladywell, Thomastown following Tender publication on e-Tenders in April 2021

Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and evaluation for the Construction of 25 Housing Units at Ladywell, Thomastown, Co Kilkenny.

Project/Programme Key Documents	
Title	Details
Rebuilding Ireland – Action Plan for Housing and Homelessness	National target to provide 47,000 new Social Housing units by 2021
Project Appraisal Report	Report outlining the need for the development
Stage 1 Approval Letter	Approval in Principle
CE Order appointing Architect Led Design Team	Tender Assessment Report and order from CE appointing successful tenderer
Stage 2 Approval Letter	Approval for 25 units with a budget of €5.8 million
Stage 3 Approval Letter	Approval of 25 units with a budget of €6.2 million
Stage 4 Approval Letter	Approval of 25 units with a budget of €7.3 million
CE Order appointing Contractor	CE Order appointing Contractor based on the Tender Assessment Report prepared

Key Document 1: Rebuilding Ireland – Action Plan for Housing and Homelessness

‘Rebuilding Ireland – Action Plan for Housing and Homelessness’ was published by the Department of Housing, Planning, Community and Local Government in 2016. One of the pillars of the plan is to provide 47,000 new Social Housing units by 2021 to meet the Social Housing supply requirements.

Key Document 2: Project Appraisal Report (Nov 2018)

The project appraisal outlined the need for the development. It explored the options available and detailed the objective. The management of the project was also addressed.

Key Document 3: Stage 1 Approval Letter (Dec 2018)

Approval was received from the Department originally for 15 housing units at Ladywell, Thomastown, at an estimated cost of €2.7 million. The approval letter outlined the four critical stages for evaluation and approval:

- Stage 1: Confirm approval for design expenditure
- Stage 2: Access project prior to statutory approval
- Stage 3: Approve detailed design: review pre-tender cost check
- Stage 4: Review tender returns in advance of awarding contract

Key Document 4: CE Order appointing Architect Led Design Team (April 2019)

Following the establishment of a framework for Architect Led Design Teams by the Office of Government Procurement, applicants on the framework were invited to submit tenders for the design of a housing scheme on a site in Ladywell, Thomastown. It was established that the site would accommodate 25 units. The Design Team is responsible for the design and managing the construction of the housing scheme. The appointment covers all stages of the project from preliminary design and planning to tendering, supervision of the building contract and final account/handover. Following an assessment of the tenders received the contract was awarded to the most economically advantageous tender.

Key Document 5: Stage 2 Approval Letter (September 2019)

CWMF PR04 Form submitted to the Department detailed all in cost of €5.9 million. The application specified the intention to increase the number of units from 15 to 25 following the completion of the detail design for the project. Also included in the request were copies of the Tender Report for the appointment of the Design Team, background information for the revised Stage 2 submission and the basis of the revised budget being sought. Stage 2 Approval was received on 11th September 2019 with an approved budget of €5.8 million.

Key Document 6: Stage 3 Approval Letter (Jan 2021)

CWMF PR06 Form was submitted to the Department on 11th January 2021 detailing Stage 3 Cost Plans. Approval letter dated 25th January 2021 was received from the Department approving the revised budget of €6.2 million.

Key Document 7: Stage 4 Approval Letter (August 2021)

CWMF PR07 Form was submitted to the Department on 26th July 2021 with reports on Tenders and Potential Cost savings from the Design Team. Stage 4 Approval was received on 5th August 2021 with a revised budget amount of €7.3 million. The approval is subject to the Council exploring all further opportunities for cost reduction, mainly in relation to site works.

Key Document 8: CE Order appointing the Contractor (Sept 2021)

CE Order is signed on 13th September 2021 awarding the contract for the construction of 25 Housing Units at Ladywell, Thomastown based on the recommendation in the Tender Report.

Section B - Step 4: Data Audit

The following section details the data audit that was carried out for the Construction of 25 units at Ladywell, Thomastown, Co Kilkenny. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Project Proposal Appraisal including CWMF P.R.01 Form and Site Map	Request to the Department of Housing, Planning and Local Government for approval in principle for the project	Yes
Funding Applications to the Department	Assess if funding was sanctioned	Yes
Report on tenders for Design Team	Assess procurement process	Yes
Report on tenders for the appointment of Contractor	Assess procurement process	Yes
Approval from An Bord Pleanala	Confirmation of approval to construct project	Yes
CE Orders	Ordering the appointment of Design Team & Contractor	Yes
Details of expenditure on project	Financial monitoring and compliance with budget	Yes
Need for housing in the area	Ensure housing need is met by the project	Yes

Data Availability and Proposed Next Steps

The necessary data is available on file to evaluate this project. The main objective of this project is to provide accommodation to people on the housing list and to develop a sustainable inclusive community. The documents and reports that were undertaken as part of the tender process for this project are available. The financial information is available from Agresso the financial management system.

There was a Project Appraisal prepared for this project. I would recommend that future project appraisals should also include the identified risks and constraints for the project.

The Post Project Review should take place as soon as practicable after the completion of the project. This review stage is critical in identifying lessons learned and driving the process of continuous improvement for projects of a similar nature into the future. This review should

be fed into sectoral and national guidance as appropriate.

Section B - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for the Construction of 25 Housing Units at Ladywell, Thomastown, Co Kilkenny 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 project is currently under construction, work to date on the appraisal and implementation stages of the project complies with the broad principles of the Public Spending Code.

The construction of 25 Social Housing units at Ladywell, Thomastown is in line with National Housing Policy. It is one of the key pillars of 'Rebuilding Ireland – Action Plan for Housing and Homelessness. As is the case nationally, the demand for Social Housing in Kilkenny is high with over 2052 approved applicants on the housing waiting list at.

In this case there is a viable need for housing in this area. There are 222 approved housing applicants with a housing preference for the Thomastown area. Financial sanction was sought and approval was received from the Department of Housing, Planning and Local Government. Proper procurement procedures were followed when tendering for an Architect Led Design Team and a main Contractor. Kilkenny County Council complied with the Social Housing Approval Process for this project and consulted with the Department at all Stages of the project lifecycle.

The critical tasks at implementation stage are being complied with, namely awarding of the contract, management and monitoring the project to ensure that it is executed satisfactorily, within budget, to standard and on time. It is imperative that Kilkenny County Council explore all further opportunities for cost reduction, mainly in relation to site works as instructed by the Department in its Stage 4 Approval. This is required to ensure that the project is on budget and complies 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?

The necessary data is on file including but not limited to the following to allow for a full evaluation;

- Funding Applications and Department Approval Letters
- Tender file and Tender Assessment Reports
- CE orders appointing Architects and Contractor
- An Bord Pleanála Approval

- Financial Expenditure on Agresso - financial management system
- Claim file and relevant reports

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

There was a formal project appraisal prepared for this development. It outlined the need for the development, it explored the options available and detailed the objective. The management of the project was also addressed. I would recommend that future project appraisals should also include the identified risks and constraints for the project. Risk identification

should begin early in the project when uncertainty and risk exposure is greatest. Identifying risks early allow Kilkenny County Council to act when the risks are easier to address.

Section: In-Depth Check Summary

The following section presents a summary of the findings of this In-Depth Check on the Construction of 25 Housing Units at Ladywell, Thomastown, Co Kilkenny.

Summary of In-Depth Check

Overall, I find this project complies with the broad principles of the Public Spending Code. The project is currently at implementation stage therefore the Internal Audit Unit cannot evaluate compliance with the post implementation stage of the Public Spending Code. The required data is available in the files in an orderly manner which will allow for evaluation at a later date if required.

I would recommend that future project appraisals should also include the identified risks and constraints for the project. The Post Project Review should take place within a specific time frame following project completion. Its purpose should evaluate whether the objectives for the project were met, determine how effectively the project was run, did the project come in on time, within budget and to the required standard.

Quality Assurance – In Depth Check

Section A: Introduction

This introductory section details the headline information on the operation of Library Services in County Kilkenny.

Programme or Project Information	
Name	Operation of Library Service
Detail	Kilkenny County Council's Library Service provides for the informational, cultural, educational, social and learning needs of the County
Responsible Body	Kilkenny County Council
Current Status	Revenue expenditure being incurred annually
Start Date	Ongoing Annual Budget
End Date	Ongoing Annual Budget
Overall Cost	€3.1 million per annum

Project Description

The operation of the Library Service is managed by the Library Section of Kilkenny County Council. The total expenditure for the service in 2021 was €3,116,846.

The core purpose of the Kilkenny Library Service is to provide for the informational, cultural, educational, social and learning needs of Kilkenny citizens. The service aims to provide safe, trusted and democratic spaces at the heart of the local community which are accessible to everyone and enable engagement and participation.

Strategic programming of events and activities, working in partnership with community groups, cultural organisations, statutory organisations and other groups, as well as the provision of user focused services ensures the Library Service meet the varied and changing needs of the community.

The Kilkenny Library Service operates through a branch network of 8 libraries. It is supported by the administrative functions at Library Headquarters, which also provides the Local Studies Service. The Mobile Library provides a vital rural service and serves over 50 rural areas over a three-week schedule. The Library Service is open over 280 hours per week including late night and Saturday opening. A broad and varied range of digital services are also provided 24 hours a day, 7 days a week via the Library's website.

2021	
Expenditure - Operation of Library Services	
Description	€
Payroll	1,410,770
Miscellaneous	707,553
Stock Purchase	179,829
Overhead Allocation	818,694
Total	3,116,846

Section B - Step 1: Logic Model Mapping

As part of this In-Depth Check, Kilkenny County Council’s Internal Audit Unit have completed a Programme Logic Model (PLM) for the operation of Library Services, 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
<p>Kilkenny County Council Library Service provides for the informational, cultural, educational, social and learning needs of the County</p>	<p>Budget of €3.1 million in 2021</p> <p>39 staff</p> <p>8 branch Libraries</p> <p>Mobile Library</p> <p>Local Studies Service</p> <p>ICT equipment including: 3D printers</p> <p>Self-service machines</p> <p>PC’s</p> <p>Photocopiers</p> <p>My Open Library</p> <p>Stock in all formats including: Books</p> <p>Audio Books</p> <p>Specialised collections</p> <p>Local history material</p> <p>CD’s & DVD’s</p>	<p>Reading materials in all formats</p> <p>Events on site – Book clubs, language circles and school visits</p> <p>Digital Supports and services</p> <p>Family History Workshops</p> <p>On line programming: Art Workshops Virtual Book Clubs</p> <p>Podcasts</p> <p>Strategic programming: Right to Read Work Matters</p> <p>Healthy Ireland Creative Ireland</p> <p>Mobile Library service for older people, nursing homes and early learning centres</p>	<p>The provision of a range of Library Services based on the needs of each community served both via branches and online</p>	<p>The Library contributes to: Increased reading and literacy</p> <p>Improved digital access</p> <p>Improved health and wellbeing</p> <p>Fostering social inclusion and creating stronger more resilient communities</p> <p>The Library Service has expanded its offer and makes a valuable contribution to the community and its citizens</p>

Description of Programme Logic Model

Objectives:

Kilkenny County Council Library Service provides for the informational, cultural, educational, social and learning needs of the County.

Inputs:

The countywide service is provided by a network of 8 branch Libraries, a Mobile Library Service and a Local Studies Service. 39 staff members provide the teams that are needed to deliver the Library service.

Activities:

Kilkenny Library Service provides an extensive range of high-quality Library Programming and services which are community focused and cross-sectorial. Working in partnership with community groups and other stakeholders the Library ensures that they meet the varied and changing needs of the communities.

Outputs:

To provide a range of Library Services based on the needs of each community served both by branch Libraries and an online programme.

Outcomes:

The Library contributes to increased reading and literacy and improved digital access for service users. It fosters social inclusion and creates stronger more resilient communities.

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

The following section tracks the operation of Kilkenny County Council Library Services.

2021 The Library Service is an ongoing service provided by Kilkenny County Council. Funding for providing the service is included in the Annual Budget in the amount of €3.1 million.

Section B - Step 3: Analysis of Key Documents

The following section reviews the key documentation relating to appraisal, analysis and operation of Kilkenny County Council Library Service.

Project/Programme Key Documents	
Title	Details
Kilkenny County Council Annual Budget 2021	The budget allocation for the operation of the Library Service
Our Public Libraries 2022 Strategy – Inspiring, Connecting and Empowering Communities	National Strategy for the development of Library Service
County Kilkenny Cultural Strategy Arts, Heritage and Libraries 2018-2022	The Strategy is an integrated approach to cultural services and cultural management in Kilkenny County Council
Agresso Financial Management System	Financial details on the expenditure and income for the operation of the Library Service

Key Document 1: Kilkenny County Council Adopted Budget 2021

‘Kilkenny County Council’s Adopted Budget 2021’ details the expenditure and expected income for all service areas including the operation of the Library for 2021.

Key Document 2: Our Public Libraries 2022 – Inspiring, Connecting and Empowering Communities

This document details the National Strategy for the development of the public Library service. Building on technological and service innovations of recent years, it focuses on improving access, use and visibility of the public library and establishing it as the go-to place for a range of sustainable, integrated public services.

Key Document 3: County Kilkenny Cultural Strategy Arts, Heritage and Libraries 2018-2022

The County Kilkenny Cultural Strategy presents an integrated approach to cultural services and cultural management in County Kilkenny. It replaces separate plans for Arts, Heritage and Libraries services.

Key Document 4: Agresso - Financial Management System

Reports can be generated from Agresso detailing the level of expenditure across the Library service. It includes payroll costs, miscellaneous costs, book purchase payments and overhead allocations. This allows management to monitor budget adherence during the year.

Section B - Step 4: Data Audit

The following section details the data audit that was carried out for the operation of Kilkenny County Council Library Services. It evaluates whether appropriate data is available for the future evaluation of the project/programme.

Data Required	Use	Availability
Financial Reports	To ensure adherence with budget	Yes
Procurement data for purchasing	To ensure compliance with procurement procedures	Yes
Number of Library visits, issues, registered members, cost per capita for operating the library and per capita expenditure on collections	Required for NOAC - Local Authority Performance Indicators Report	Yes
Monthly metrics collated on: Opening hours PC sessions Wi-Fi usage Usage of 10 online platforms Social media usage Website usage My Open Library usage Self Service Usage	The metrics reflect engagement with service users and allows for management to monitor, evaluate and adjust the operation of the service if needed	Yes

Data Availability and Proposed Next Steps

The necessary data is available to evaluate the operation of Kilkenny County Council Library Service. The availability of monthly detailed statistics allows management to ensure optimal operation of the Library Service.

While examining the breakdown of expenditure on Agresso it was noted in a small number of transactions that some of the 'Product Codes' used for raising 'Purchase Orders' were linked incorrectly in the background to the incorrect 'Account Element'. This resulted in 'non-book purchases' being coded incorrectly to 'library book purchases'. Following consultation with the Library Staff and Staff in the Finance Section in Kilkenny County Council I recommend that a review of the 'Product Codes' for the Library Service be undertaken to rectify this issue.

Agresso the Financial Management System gives management up to date financial information to allow for ongoing budget monitoring and to ensure adherence to the Annual Budget.

The Library Services used the National Tender Framework for purchasing of stock. The Library avails of all opportunities to apply for additional funding and were successful in receiving grant funding from Creative Ireland and Dormant Account funding in the amount of €20k from each fund in 2021.

During the Covid19 Pandemic Kilkenny County Council Library Service adapted and mobilised staff quickly to sustain a level of service and support national Covid measures. Online platforms were promoted and invested in to allow customers to access the Library 24/7 from home. A door to door service was developed where stock was delivered by the Mobile Library directly to those who were cocooning and over 70 years as well as nursing homes. As events onsite were restricted the service moved quickly to provide a range of events online. The Library Service managed and staffed the Community Call Helpline based in Loughboy Library.

Kilkenny Library Service is part of the Directorate of Housing, Social, Community and Cultural Services in Kilkenny County Council. The Library Service report to the Strategic Policy Committee for Planning and Development, Heritage, Community, Arts and Culture. Regular reports on the operation of the Library Service are presented to Management in Kilkenny County Council.

Section B - Step 5: Key Evaluation Questions

The following section looks at the key evaluation questions for the operation of Kilkenny County Council Library Service 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 Library Services broadly complies with the standards set out in The Public Spending Code. 'The County Kilkenny Cultural Strategy' forms the basis for the work of the Arts, Heritage and Libraries services for the period 2018-2022. The Library Service drafts a Work Programme/Service Delivery Plan on an annual basis, based on the contents of the County Kilkenny Cultural Strategy. Once the Annual Budget is confirmed, the Work Programme/Service Delivery Plan is determined providing further details on projects proposed, the project partners, timeframes and individuals and organisations responsible for delivery. This Service Delivery Plan is adopted by the Elected Members each year.

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

The necessary data is available to allow for a full evaluation if required.

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

Kilkenny County Council Library Services endeavour to provide and sustain a vibrant

sustainable modern public Library Service for the people of Kilkenny. I note further investment in two new capital projects namely the new Mayfair City Library and the Thomastown Library and this will further develop additional capacity. In addition, the potential to relocate Callan library to a bigger and more suitable space will add to the physical infrastructure of the service is in plan. I recommend that these new Libraries are adequately staffed and funded accordingly to ensure that Kilkenny Library Services continue to deliver a high-quality library programme and services which are community focused and cross sectorial.

Section: In-Depth Check Summary

The following section presents a summary of the findings of this In-Depth Check on the operation of Library Services in Co Kilkenny.

Summary of In-Depth Check

Overall, I find the operation of Library Services in County Kilkenny complies with the broad principles of the Public Spending Code. I recommend a review and amendment of the Library 'Product Codes'/'Account Elements' is undertaken in Agresso to rectify the incorrect coding of a small number of purchase orders as detailed above.

Kilkenny County Council operates through a branch network of 8 Libraries. It is supported by the administration functions of Library Headquarters which also provides the Local Studies Service.

The Mobile Library provides a vital rural service and serves over 50 rural areas. A broad and varied range of digital services are also provided. It is essential that Management ensure adequate staffing and appropriate funding is in place to enable the Library Service to deliver a high-quality library programme into the future.