



Wirral Council  
**Playbuilder**  
Project Plan  
2009-2011



## 1) Overview of Project

- 1.1 Wirral's has a strong strategic commitment to play, with an already established cohesive play infrastructure. The Wirral Play Strategy and the five year Implementation Plan 2008-2012, sets out Wirral's key strategic aims and objectives to deliver its vision for play.

### **Wirral Council's vision statement for Play:**

"Wirral Council recognises that every child has the right to play, and that play is essential to a child's life and vital to its development."

By Working with local communities, public agencies and voluntary agencies, it is committed to working towards providing and maintaining play opportunities sufficient in quantity, quality and range to meet the needs of children in Wirral.

- 1.2 Wirral has an extensive stock of existing equipped play areas, spread across the Borough. However, a large proportion of these play areas are now out-dated and no longer suited to the needs of children and young people today.

The PlayBuilder programme will revitalise children's access to local play provision through borough wide improvements to outdoor play spaces. It will target those areas of Wirral with current poor provision, as highlighted in the Wirral Play Strategy and the Asset Review.

The PlayBuilder programme and the BIG Lottery programme will be strategically linked through the process of community engagement and a planned approach adopted to ensure better and more improved play opportunities are delivered.

## 2) Which Fair Play aspirations are you seeking to achieve and how

The Fair Play Themes fit in with Wirral's strategic play objectives project and will have a major impact on improving the quality of outdoor play provision on Wirral.

1. Increase the number of opportunities for children and young people to engage in free play activities in areas of identified need.

2. Enable more children and young people to participate in a range of inclusive and accessible play experiences.
3. Improve children and young people's personal safety and reduce the fear of playing beyond the confines of their home environment. i.e. Parks and Open Spaces.
4. Consult with more children, young people and the Community, in the design, planning and delivery of play provision.
5. Improve the quality and the play value of local equipped play areas to include more varied and challenging equipment, which allow children to test their boundaries and take risks.

Overall, the programme will enable children to have more choice, where they want to play and decide what they want to do when they are there. It will raise the profile of play in local communities; creating more and better informal safe play opportunities and better outcomes for children and young people. It will seek to further embed play within local priorities and provide a cohesive framework for Playwork delivery which local and national performance indicators.

### **3) How will you work across service departments within the authority?**

Wirral Play Partnership is the key mechanism for cross-service and departmental working in the development and promotion of play in Wirral. The Play Partnership includes representatives from a wide range of departments within the authority and also local voluntary and community organisations, including representation from three Councillors.

A Councillor has been appointed as the Play Champion and the Wirral Play Partnership has evolved through cross-sector representation from the voluntary and statutory sectors. These have enhanced the profile and importance of play within Wirral communities and across service departments. The Play Partnership and the development of the play strategy has also brought together agencies to strategically plan, analyse, prioritise and identify gaps in the delivery of play. Children and young people were also involved in this process of planning and delivery and are consulted about their play need and preferences.

The development of the Wirral Play Partnership and the formulation of the integrated delivery of Children's services have served to support and embed play in local infrastructure. It is open to any agency or local group committed to supporting the development of children's play in Wirral.

Play Partnership meetings are used to monitor the progress of the Play Strategy and as a forum to discuss issues that effect young people's access to play. The group can then decide whether any other service providers need to be invited to future meetings to see how these issues can be alleviated.

<p><b>Wirral Play Partnership Membership:</b>          Chair of YAPSAC, Children's Service &amp; Lifelong Learning Overview Scrutiny Committee          Children &amp; Young People's Dept, Wirral MBC, Head of Participation &amp; Inclusion Link Forum- Voluntary and Community Sector Rep.          Friends Of Parks          Wirral Play Council          Councillor Representatives          Youth &amp; Play Service          Early Years/Surestart/Children's Centres          Wirral Children's Fund          Heads of Schools          Parks &amp; Countryside          Extended Schools          Community Service          Sports Development          Culture-Libraries          Health &amp; Safety          Aiming Higher For Disability</p>	<p>Play Champion          Groundwork          PE Advisory Sport          Youth Offending Service          Community Safety          Mersey Travel          BME Groups          WIRED          Looked After Children          Health          Transport          Housing- Riverside          Wirral Partnership Homes          Child Protection          Anti-Social Behaviour Team          Community Safety          Police          Fire Service          Road Safety          Forward Planning          Woodcraft Folk</p>
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### **Voluntary Sector Play**

Since 1974, play in Wirral has been firmly established within the voluntary play sector. This has provided a solid foundation on which to build play provision which has evolved directly from community engagement and local voluntary support. Wirral Council works in partnership with the voluntary play sector to strategically develop play and support mechanisms to help embed play in local provision. The development of other plans, strategies and proposals for services is crucial to an effective sustainable policy. In particular the development of Play Strategy and joined-up thinking has led to new approaches towards the provision of appropriate, inspiring, challenging, inclusive and sustainable play.

**4) Provide an overview of your authority's strategic approach to play and how it links to local spatial planning frameworks, and relevant strategies on community safety and transport (this should be reflected in both your Children and Young People's Plan & Sustainable Community Strategy).**

4.1 In April 2006, Wirral Council created a Children's and Young People's Department for the borough. The authority works closely with other statutory and third sector agencies and to provide key quality services for children, co-ordinated through a Children and Young People's Partnership Board. Play sits within the Youth & Play service in the Children's and Young People's Department. The Wirral Play Strategy 2007-2012 (see link below) contributes to meeting Wirral's specific outcomes as outlined in the Children and Young People's plan and has a number of key priorities which strategically link with other plans including transport and community safety

[http://active.admin.ad.wirral.gov.uk/LGCL/100003/200104/content\\_0000349.html](http://active.admin.ad.wirral.gov.uk/LGCL/100003/200104/content_0000349.html)

**Priority 1**

**Enable greater access to freely chosen play and a wide range of quality play opportunities**

- Transport and accessibility
- Localised play provision
- School
- Health
- Safety and Risk

**Priority 2**

**Develop quality play environments and standards for play**

- Local standards for play
- Enriching play environments

**Priority 3**

**Promote community involvement, engagement and mediation**

- Community engagement
- Community involvement

**Priority 4**

**Establish and effective delivery mechanism for play**

- Information and advice
- Network support
- Raising profile and importance of play
- Monitoring and evaluation
- Play training and professional development

### **Priority 5**

#### **Enable children and young people to express their views and opinions about the development of play**

- Consultation and involvement

## **4.2 Wirral Children & Young People's Plan 2008-2011**

Wirral Council produced a single strategic Children and Young People's Plan 2008-2011 for all services affecting children and young people, including play and leisure.

[http://www.wirral.gov.uk/LGCL/100005/content\\_0002189.html](http://www.wirral.gov.uk/LGCL/100005/content_0002189.html))

Wirral's plan covers all services provided for children and young people in the borough and brings together all plans to improve their lives and enable them to achieve their potential. It sets out a vision for children and young people and details the key priorities and actions for delivering the plan. Play contributes to meeting Wirral's specific outcomes is a key component of the plan with its own priority for improvement in the *Positive Contribution* outcome.

### **'Children and young people have access to a range of appropriate play opportunities which meet their needs'**

Play features significantly in the Wirral's children and young peoples plan, which shows an on-going commitment to play and a strategic approach in sustainability and the delivery of child-centred services. Play is an important factor in a number of national indicators and local priorities.

- NI 57 Children and young people's participation in high quality PE and sport
- NI 48 Children killed or seriously injured in road traffic accidents
- NI 56 Obesity among primary school age children in Year 6
- NI 199 Children and young people's satisfaction with play areas

### **4.3 More Equal, More Prosperous - A Sustainable Community Strategy for Wirral**

Currently, a public consultation process is now underway with regard to Wirral's draft Sustainable Community Strategy - *Wirral 2025 – More Prosperous, More Equal*. The draft strategy has been produced by Wirral's Local Strategic Partnership. The document sets out a number of key challenges which Play can have a positive impact. Wirral in partnership will plan and take action together to deliver:

- **A strong local economy** for Wirral;
- **Safer, stronger communities** in all parts of the borough
- The best possible **health and well-being** for all families and individuals
- Excellent **life chances for children and young people**
- A high quality **living and working environment**
- **Sustainable, appropriate housing** for all

### **4.4 Wirral's corporate priorities**

Play also has a key input into a number of Wirral's corporate priorities:-

#### **Providing Educational and Cultural Opportunities for all Extending Learning Opportunities**

- Supporting the work of Sure Start and encouraging play groups, holiday
- activities, outreach and childcare opportunities
- Ensuring that activities for young people are accessible and reflect their needs and
- Aspirations

#### **Improving the Health of Wirral People Encouraging Healthy Lifestyles**

- Increasing the number and quality of play areas
- Improving access and use of recreational facilities and services

#### **Making Wirral Safer**

##### **Reducing Crime and the Fear of Crime**

##### **Reducing Anti-Social Behavior**

- Improving safety in parks
- Actively working through the Youth Service and other agencies to engage young people, to listen to them and to provide positive forms of recreation and activity
- Supporting and encouraging play schemes, holiday activities and outreach programmes for young people

**5) Briefly outline how this project fits strategically to Lottery Play projects.**

The PlayBuilder programme and the BIG Lottery projects are intrinsically linked in terms of strategic approach and final delivery which will ultimately benefit children and young people's access to improved and better play opportunities. The Wirral Play Strategy and Implementation Plan contextualises the overall objectives, actions and targets we will meet as part of a comprehensive delivery plan for Play.

A number of the key recommendations of Wirral's Play Strategy fit with the ambitions of the Play Builder programme. In particular:-

***1.0 - Enable greater access to freely chosen play and a wide range of quality play opportunities***

**Objective 1.6** - Enhance local areas for play to increase play value

**Objective 1.7** – Increase and improve available facilities for children and young people in areas of most need

***2.0 - Develop quality play environments***

**Objective 2.5** – Incorporate more natural features into local play spaces

***3.0 - Promote community involvement and mediation***

**Objective 3.2** – Support the role of local community groups in the role stewardship and involvement to enhance and develop local play provision

**Objective 3.4** –Promote opportunities to develop play opportunities with Friends of Parks

***5.0 - Enable children and young people to express their views and opinions about the development of play***

**Objective 5.1** - Provide opportunities for children and young people to be involved and consulted in the development and delivery of play provision

These key findings informed the main priorities of the Play Strategy and Implementation Plan 2007-2012 and were also translated into ideas for the BIG lottery funded portfolio of projects and the PlayBuilder Programme. The Playbuilder programme and projects it delivers will compliment and enhance those projects being delivered through the Big Lottery

- Safer routes to play and feeling safe
- More opportunities for informal supervised play in parks/open spaces
- More risk and challenge in equipped play areas
- Access to natural play environments
- Presence of trained community play workers
- More inclusive play opportunities
- Use of schools after hours for community play activities
- Formal supervised play provision e.g. open access play scheme all year round

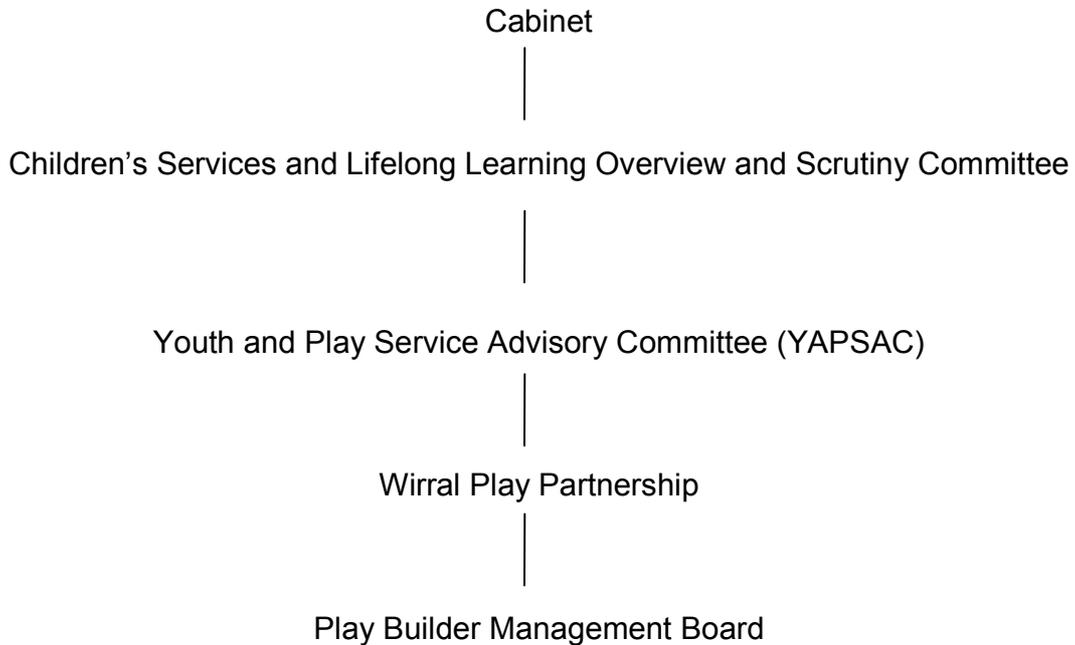
#### **6) Briefly outline local governance arrangements**

The responsibility for the DSCF PlayBuilder Programme and reporting to Cabinet sits with the Children and Young People's Department, Participation and Inclusion Branch. The Head of Branch has overall responsibility for ensuring the success of the project. (see appendix A).

An identified Senior Project Manager will be appointed to manage the delivery of the PlayBuilder programme reporting to the Wirral Play Partnership and PlayBuilder Management Board.

The Playbuilder programme will reported to elected members through the following reporting mechanism.

## Reporting Mechanism



### 7) **Briefly outline project management arrangements for this project.**

The PlayBuilder programme will be commissioned to the Parks & Countryside service and managed by the Senior Project manager and who will provide quarterly reports to the Strategic Lead for Play in the Youth & Play Service. This will be reported to the Wirral Play Partnership and the Youth and Play Service Advisory Committee (YAPSAC). The Strategic Lead for Play will report quarterly to elected members through YAPSAC and the Children's Services and Lifelong Learning Overview and Scrutiny Committee on the progress of the delivery of the PlayBuilder programme. Where appropriate Cabinet update reports will be submitted.

There will be quarterly monitoring to agreed milestones which reports to the Departmental Management Team which identifies areas when there is need to provide additional support. The key milestones will have specific deadlines monitored using the Performance Information Management System.

The budget for the project will be monitored through monthly financial statements by the Senior Project manager and the Finance section of the Children and Young People's Department. This will monitor actual spend against projected budget to ensure cost effective management of the portfolio and delivery of the projects within the designated timescales.

The Wirral Play Partnership will provide support for the projects led by Senior Project manager. Individual monitoring meetings will be scheduled, to progress milestones, monitor outcomes, provide supervisory support (where appropriate), and to act as a sounding board to support the development of the project.

Regular written reports will be provided on the projects and strategies to improve practice will be discussed and disseminated. Observing the delivery project in action and involving children and young people in accessing quality of provision against set standards.

The programme will be delivered using Prince 2 methodology or similar.

#### **8) Provide details of the staffing arrangements for this Project**

A project team has been set up, and an implementation and reporting framework is being developed for Wirral's PlayBuilder programme.

Wirral will identify a Senior Project manager to ensure the success of the project within the 2 year timescale of the programme.

The Playbuilder Management Board will link directly and report to the Wirral Play Partnership. This includes the following representatives:

Head of Branch, Participation & Culture, C & YP Dept. (Peter Edmondson)  
Strategic Lead on Play (Deputy Head Youth & Play Service, Steve Chan)  
Head of Parks and Countryside (Dave Cowling)  
Principal Officer, Parks and Countryside (Roger Calvert)  
Senior Landscape Architect (Jackie Smallwood)  
Senior Project Manager (tbc)  
Elected member (tbc)  
Principal Manager - Finance  
Play England Representative

The group will be tasked to:-

- ensure the project meets its aims and objectives, approve project briefs and recommend project expenditure.
- report to the Wirral Play Partnership and brief elected members.
- monitor and evaluate project progress.
- recommend sign off individual projects.
- advise on design brief and specification.

## **9) Continued engagement**

There will be continued engagement with the local community, children and young people throughout project development and construction. The findings and consultation methodology of the Play Strategy will form the basis for continued community engagement. Children and young people from local feeder primary schools and play facilities will participate in on-site design and development of the play areas. This will take the form of regular update meetings, correspondence, bulletins and possible hands on involvement on site through planting or the installation of artwork etc., whichever is appropriate for each project.

Each new or improved play space will have to fit in strategically with local play area plans and local community groups, friends of parks, will be involved in the process.

## **10) Details on development of play areas**

Once the first years site selection has been agreed, relevant schools, community and user groups will be contacted to develop a design for the proposed site.

The Parks and Countryside Service Landscape Team within the Council's Regeneration Department will implement the project, including the design development and procurement of the construction contract.

Wirral has already carried out a comprehensive play audit. The level of need and analysis was determined through a comprehensive public consultation and play audit, a number of surveys were undertaken including a children and young people's, schools play audit, public playground survey and six focused neighbourhood studies.

The views of stakeholders and children and young people informed how play provision could be improved and targeted to those areas of most need. This led to the production of the Wirral Play Strategy which set out a framework of Wirral's understanding of play and its commitment to ensure all children and young people living within the Wirral area have access to quality play provision.

Partnership work with the Play service will enable further neighbourhood consultation to be carried out with children and young people, particularly on individual play area location.

In addition to this work carried out for the Play Strategy, Wirral has since had a comprehensive Green space asset review which also evaluated existing play facilities. The findings of this review will also be used as part of the site selection process and can also provide baseline information on which to measure the improvements after project completion.

The PlayBuilder programme will deliver the following projects in 2009-10:

1. Meols Rec. Play Area
2. Harrison Park
3. Ashton Park
4. Tower Grounds
5. Woodlands
6. Newferry Park
7. Irby Park
8. Birkenhead Park
9. Newton Park
10. Victoria Park
11. Bromborough rec.

The selected projects will have detailed individual project plans. Play spaces/areas chosen to benefit from PlayBuilder will be located within Parks and Open Spaces. One scheme (Birkenhead Park) will require planning permission in the first year of the programme. The involvement and consultation of local residents, user groups and Friends groups in the development of the project should raise any problems early in the programme, and also aid the planning process.

Projects to be delivered in the second year will be chosen using a selection process agreed by the Wirral Play Partnership. The following rationale and range of factors will be used:

- Geographical Location
- Identified area of deprivation
- Child obesity levels
- Child population levels within ward boundary
- Strategic findings of the Play Strategy
- Involvement of children and young people
- Quantity of play areas (Play Strategy and Green space asset data)
- Quality of play areas (Green space asset data)
- Support and link with play projects ( BIG Lottery projects)
- Level of community support and stewardship
- Accessibility and Safety
- Maintenance cost
- Potential additional match funding to enhance project brief

Key targets, milestones, charts and timelines using various project management tools to be produced on project approval.

## **11) Innovation**

Innovation in terms of the design of the play areas will be linked to local needs and interests and will be tailored to each site location.

It is one of Wirral's play priorities to provide challenging equipped play areas that allow children to test boundaries and explore risk.

A number of improvements will be made to play areas, with more risk and challenging play features built into the design. This template for design of play areas will provide a benchmark and a more innovative approach to the design and delivery of fixed play areas. Children and young people's views and involvement in the design, planning and delivery will be intrinsic to the development of the improved play areas.

In areas of identified need and in partnership with user groups and friends of Parks groups increase the value of the existing play provision through the inclusion of more varied and challenging equipment, which will allow children to test boundaries and explore risk. These facilities will endeavour to be fully inclusive, and will be developed through direct engagement with young people, with particular emphasis on the 8-13 year old target group.

Site visits to view similar projects in other areas will be arranged to share good practice and investigate the possibilities to be included in the local design brief. This will include trips for children and young people who will have opportunity to share views and ideas with their peers.

Community Play Rangers through the BIG Lottery children's play programme will support children's access and safety to encourage the use play areas, and generate interest and involvement from the local community by promoting the benefits of play.

## **12) Engagement**

Wirral has a history of working in partnership with local residents, community groups, Friends groups and other stakeholders, and also has experience of developing schemes with young people using various funding streams including Lottery Fair Share/Big, Neighbourhood Renewal Fund, Youth Opportunities funding and council own Capital funds. An example of this was young people applied for Youth Opportunity funding (YOF) consulted with local residents and an area forum to gain wider support and credibility for the scheme. The group were awarded funding through the YOF, which is made up of a panel of Young people, and the scheme was implemented providing a new play area for younger children and specific facilities for young people which met their needs.

The views and input of children, parents and the wider community will be captured through the use of questionnaires, focus groups and Play days.

## **13) Best practice**

Wirral will use its existing regional and national links to share good practice with other neighbouring partners. Wirral projects have been used on a number of occasions as case studies. This includes the National Play Strategy Children Now, and Play England, North West publications. Wirral employees and voluntary play agencies regularly conferences and seminars to seek to learn from other authorities and share good practice.

The Parks & Countryside Service are members of Greenspace North West, which is part of a national network. The primary function of this forum is to share ideas and best practice. We will be able to share our PlayBuilder experiences through the forum which will be circulated to the Network both regionally and nationally.

## **14&15) Access & Safety**

The selection of the 22 Play sites to benefit from the PlayBuilder will be based on the Play audit, assessment of local need and ongoing consultation.

Wirral's BIG Lottery Fund portfolio 'Play in the Peninsular' will be intrinsically linked with the Play Pathfinder proposal. It will support children's access to outdoor play space through Community Play Rangers and a 'provision together' approach enabling vulnerable children and young people to access local play provision and engage with their peers.

The new and improved play areas will encourage and enable physically active play; which are attractive to 8-13 year olds; and which more children, including disabled children, can access safely. They will be open access, free of charge and with children generally free to independently come and go as they please. They will increase the range of play opportunities in fixed play areas, provide opportunities for children to experience risk, be challenged and stimulate children's abilities and development. We will actively engage with children and young people at an early stage to get them involved in the design development of play sites. Location and entry access points will be considered in the overall design brief to encompass children's patterns of usage and improve access and safety to play areas.

A full risk assessment will be carried out for each individual PlayBuilder project.

Community Play rangers will monitor usage and enhance the use of the play areas by supporting children in their play and increasing their 'feel safe factor'.

Ensuring Parental Confidence – address parental concerns for children's safety, through working closely with local schools, community groups and local parents to promote the "Play Safe" campaign.

On-going dialogue through the Play partnership with Road Safety will look at establishing safer routes to play through educational awareness programmes and location of 20 mph zones around improved play areas with high level usage.

**16) How will you ensure the sustainability of this project?**

Misuse of green spaces is a complex issue, and community engagement/ownership, positive activities, quality spaces and good design all have a part to play in the sustainability and usability of the space.

The design quality and future maintenance implications of each proposed site will be assessed to ensure sustainability. A risk assessment in relation to potential vandalism will be carried out for the play sites, and this will influence the final design specification. Wirral will encourage and support local community groups to have ownership of their local play space, in terms of sustainability and stewardship.

The Parks and Countryside service within the Regeneration Department is responsible for providing and managing Wirral's fixed play provision. The maintenance of Play Areas is undertaken by two Playground Maintenance teams, who carry out weekly recorded condition inspections. These teams will also be involved with the design and delivery of the Playbuilder programme, which will ensure that they are aware of any changes to maintenance regimes and emphasis.

**Sustainable Development**

Wirral Council has a commitment to sustainable development, or "a better quality of life for everyone, now and for future generations". This commitment is part of our response to the global action plan for sustainable development Agenda 21. It numbers us amongst thousands of local authorities throughout the world all playing their part. The Council's general commitment is expressed through a corporate policy for sustainable development.

Wirral Council is a major consumer of goods and services. We recognise that the goods and services we purchase have an impact on the environment and human development both locally and globally. We aim to reflect our commitment to sustainable development and equality through the goods and services we purchase.

Wirral's' policy is Sustainable procurement should meet normal procurement imperatives (Best Value) but not by: -

- Exploiting labour, working conditions and pay.
- Undermining local cultures, values, practices and legal requirements.
- Damaging future economic and social prosperity of the individual community, country, and future generations.
- Exhausting or damaging natural resources, wildlife, habitat and bio-diversity.

- Polluting air, land and water.

The purpose of this policy is to help minimise impact on the environment by providing staff with information and practical help to assist them to buy or specify products that cause the least environmental damage.

## 17) **Detail of design brief agreements**

The design brief for each site will be drawn up in partnership with user groups and the project board.

The design brief for each project will show:

- Clear objectives
- Scope
- Timescales
- Costs

The development of the brief will consider the following local factors and the ten key principles outlined in the 'Design for Play' document produced by Play England and the Free Play Network for the DCSF.

- This would include information on historical background, a map of current site and surrounding area.
- The idea would be an inspirational design brief different from existing play areas. Each play area would consider its current location and how the design brief would fit in context with its environmental surroundings and meet the needs of the community.
- Each quality play area to include opportunities for play with the natural habitat, natural landscaping, vegetation i.e. boulders, low level flat stone slabs to climb on (for younger children). Also opportunities for challenging and adventurous play as identified by children and young people in the Wirral Play Strategy neighbourhood audit and consultation.
- Play areas to be accessible to disabled and non-disabled children
- A minimum of straight lines, lots of curves and organic shapes, a varied topography
- Make use of natural mounds and slopes, avoiding uniformity
- Access to some elemental play (water, earth and air)

- Shelter from the elements, or possibly children can temporarily add materials to form shelters which can be removed later
- Informal seating areas (use of natural logs, tree stumps) and enough quantity to encourage parental involvement
- Fencing - appropriate fencing sympathetic with area and environment.
- Surfacing – use of grass mats were possible, limit black safety surfacing to minimum requirements. Use areas of sand if possible to increase play value.
- Incorporating surrounding area into design to enhance play value of the overall site.
- Involve children and young people in the planning, design and delivery of provision i.e. preferred play equipment; incorporate their design ideas and features.
- Target age for play areas, and consideration of other ages in wider strategic play development.

#### **18) Detail of Council approval process**

A committee report will be produced detailing the draft action plan and site selection process. The Wirral Cabinet will then confirm final approval process and areas of delegated responsibility.

#### **19&20 Evaluation**

Wirral has a track record of delivering community based schemes on time and within budget. The sustainability of the sites after completion is ensured through the inclusion of the sites into the Councils inspection and maintenance programme.

As part of the Play strategy a comprehensive annual play review will be conducted to determine the overall progress of the BIG Lottery portfolio and the Play strategy Implementation Plan. An annual event will celebrate the success of the projects, and promote the importance of play across Wirral. Given the close links with the Pathfinder programme this will automatically be incorporated into this review, which includes mechanisms to involve children and young people and the local community in the monitoring of the plan.

A quantitative and qualitative analysis and evaluation of the portfolio will be conducted. Project milestones will be linked to portfolio outcomes through monitoring on a quarterly basis to measure performance of the portfolio. For example, the number of children, number of play sessions, impact of the projects to enable children to feel safer in their play space.

The Local Authority management evaluation tool kit - PIMS (Performance Information Management System) will be used to measure the success of the portfolio. Projects will have milestones to meet and will be measured against performance indicators using the traffic light system (red, amber and green). These will contribute to achieving the overall portfolio outcomes procedures.]

User satisfaction surveys and focus groups with children, young people and adults will be conducted to ascertain the success of the portfolio and improve future practice. Observations will be carried out to monitor play equipment usage and attendance at new and improved play sites. Robust monitoring and evaluation mechanisms with delivery agents will ensure targets are being met and play provision is being effectively delivered locally. Below is an example of the monitoring and evaluation process.

Input	Output	Outcomes	Impact
Play areas x 4 districts New fixed play equipment	No. of children using play areas	20% more children feel safer playing out beyond confines of home	Increased physical activity contributes to the reduction of child obesity levels
Milestones: Design play areas, C & YP focus groups Collate baseline data Identify outdoor locations Deliver supervised outdoor play sessions			Help children manage acceptable risk Contributes to Play Strategy plan, local CYPP + ECM outcomes
Monitoring process		Evaluation process	

## **21& 22) Brief details of procurement & construction time lines in place**

### **Project Planning**

Once the grant has been awarded, a programme of works will be developed for each project. This will provide key target dates for the

implementation of each of the projects, from consultation and design development through to detailed design, tender process and construction period.

### **Design development and procurement**

The landscape team will be responsible for the design development, specification and tendering for the project. They will be providing drawings and specifications for the equipment and materials to be used, and will then issue tender documents and contracts will be awarded, all in accordance with the Councils procedures for Landscape works.

A detailed two year procurement programme has not yet been produced, once the grant conditions and approval of the first year spend have been received this will be produced. However, an initial draft programme for Year 1 has been included.

### **Delivery and Involvement**

The Parks and Countryside Service - Landscape Team within the Council will implement the project, including the design development, specification and procurement of the construction contract.

Parks and Countryside Service's Professional Landscape Team has a wealth of previous experience in delivering similar projects. They have implemented numerous grant aided projects, and accounted for outputs and financial results for Lottery funding including Big Lottery, Heritage Lottery and other funding bodies such as NWDA and SRB, Objective 1 ERDF, ESF, as well as smaller community led projects.

## **23) Opening date agreed**

No precise opening dates have been set, but these will be planned once the first years schedule has been agreed, and consultation has started with the user groups, children and young people etc.

WORK PROGRAMME - YEAR 1

Month	April	May	June	July	August	September	October	November	December	January	February	March
<b>Works</b>												
<b>Community Consultation &amp; Design Development</b>	2	2						2		2		
		3		3	6	6	6		6		6	
		8	8	5	5	5		5		5		5
					7	7	7		7			
	4	4	4		4		4					
						9	9		9			
		10	10			10					11	
			11	11		11						
<b>Planning</b>							5	5	5			
<b>Tender/Procurement</b>												
Tender Preparation Tender Period	1		4	4								
		3	3		2	2		6	6			
			8			7	7					
				10				9	9			
								11	11	5	5	
<b>Construction</b>												
Contract period/On site Construction		1	1					1				
				3				2	2			
				8	10	10					5	5
								7	7	6	6	
							4	4		9	9	
											11	11
<b>Opening Event</b> (Indication only date to be agreed with Community)												
			1		3							
					8							

<b>1</b> Meols Rec	<b>4</b> Newferry Park	<b>7</b> Irby Park	<b>10</b> Victoria Park
<b>2</b> Harrison Park	<b>5</b> Birkenhead Park	<b>8</b> Newton Park	<b>11</b> Bromborough Rec.
<b>3</b> Ashton Park	<b>6</b> Woodlands	<b>9</b> Tower Grounds	

## 24) Risks & Contingency plans

The following details the Wirral's procedure and processes, in terms of risk.

### Identifying Risks

The following risks have been identified for this project:

Failure to secure funding  
Delays to the timing of the project

### Impact Assessment

In order for the overall likely effect of the identified risks to be addressed, the anticipated impact for each risk must be chartered against the likelihood of that risk occurring. The table below shows a probability/impact Matrix. Once the probability and impact have been identified for each risk, an overall risk factor can be derived, ranging from low, through medium to high and very high.

### **Probability/Impact Matrix**

		Impact		
		Low Minor impact on project schedule or cost; no impact on benefits	Medium Major impact on project schedule or cost; minor impact on benefits	High Major impact on project schedule or cost; major impact on benefits
Probability	Low Unlikely <15%	L	L	M
	Medium Fairly Likely >15%-<85%	L	M	H
	High Very Likely >85%	M	H	VH

The following table applies the Matrix to each risk identified in order to assess their impact.

<b>RISK</b>	<b>DESCRIP.</b>	<b>IMPACT</b>	<b>PROBA-BILITY</b>	<b>OVERALL RISK</b>	<b>REASONING</b>
Failure to secure funding	Failure to secure funding from the DCSF	High	Low	Medium	<p>Funding is sought from the DCSF</p> <p>The application has been invited; therefore, the probability of the funding source not being forthcoming is low.</p> <p>The impact of no funding for this project would be high, both in terms of the schedule, and of the proposed benefits, as the scheme would not proceed at all at the present time.</p>
Delays to the timing of the project	Delays in statutory approval of the scheme or appointment of the contractor or securing funding	High	Low	Medium	<p>Delays to the timing of the project could occur for a number of different reasons. Those suggested here include, appointment of the contractor, failure to secure funding within the proposed timescales and weather conditions during the construction phase. The impact of such delays on the project would be high, The probability of such delays occurring is assumed to be low since Wirral Council is experienced in managing such projects and has already put in place the necessary mechanisms which will allow for the project to progress smoothly.</p>

## **Results**

The results of the impact assessment have clarified the risks. All risks have been identified as having a potentially significant impact on the project. Therefore, it is important to investigate ways of minimising the risks by identifying steps which can be taken to mitigate against them, or if this is not possible, to suggest contingency plans which could be put into place.

<b>RISK</b>	<b>MITIGATION MEASURE</b>
Failure to secure funding	Feedback to date has been very positive. Failure to secure the funding would result in the scheme would not proceeding.
Delays to the timing of the project	On receipt of funding approval a programme timetable will be developed to deliver the projects within the desired timescales

## **25) Financial forecast**

Sites subject to grant conditions and project agreement. However, a first year expenditure programme for 2008-2009 would look like this.

<b><u>No.</u></b>	<b><u>Location</u></b>	<b><u>Expenditure</u></b>
1.	Meols Rec. Play Area	£10k
2.	Harrison Park	£30k
3.	Ashton Park	£50K
4.	New Ferry Park	£30k
5.	Birkenhead Park	£81k
6.	Woodlands play area	£50k
7.	Irby Park	£70k
8.	Newton Park	£50K
9.	Tower Grounds	£60k
10.	Victoria Park	£50k
11.	Bromborough Recreation Ground	£50k
	Total	531K

Year 2: Possible Project list:-

<b><u>No.</u></b>	<b><u>Location</u></b>	<b><u>Expenditure</u></b>
12.	Central Park	£60k
13.	Whiteheath Park	£80k
14.	Lingham Park	£40k
15.	Upton Park	£50k
16.	Ilchester Square	£49k
17.	Arrowe Park	£120k
18.	Coronation Park	£40k
19.	Whitfield Common	£10k
20.	Higher Beb. Rec.	£80k
21.	Port Causeway	£10k
22.	Torr Park	£60k
	<b>Total</b>	<b>599K</b>