Overview and Scrutiny Committee

10 July 2018

SPELTHORNE
MEANS BUSINESS

Title	Corporate Project Management Report		
Purpose of the report	To note		
Report Author	Sandy Muirhead Group Head Commissioning and Transformation		
Cabinet Member	Councillor John Boughtflower	**Confidential**	No
Corporate Priority	Financial Sustainability		
Recommendations	**To note the report**		
Reason for Recommendation	**To allow Members to be updated on progress of projects and their outcomes across the Council**		

1.   Key issues

1.1   This report highlights the work of the Council on projects.

1.2   The Corporate Project Dashboard attached (Appendix 1) tracks progress of projects and work streams to fall in line with the Groups in place since May 2016 (Commissioning and Transformation / Community Well Being / Neighbourhood Services / Regeneration and Growth / Finance and Customer Relations), with the inclusion of those projects falling under a Corporate and/or 'miscellaneous' heading.

1.3   The councils' focus continues on property acquisitions and housing projects, with the property acquisition portfolio being managed, controlled and reported through the 'Development and Investment Group' – with the property project names, and high-level information being captured as part of the "Corporate Project Register" and "Corporate Project Dashboard" documents.

1.4   Moving forward the Group and Deputy Group Head Commissioning and Transformation (CTG) will continue to meet with all Group Heads to obtain their views on current and future needs in relation to projects and procurement.

With the appointment of the Procurement and Contracts Manager there has been greater support available on this aspect of projects. CTG will also focus on performance to ensure that all aspects of project work are captured to enable the Council to clearly demonstrate its achievements.

1.5   Projects also need to ensure they continue to take account of the General Data Protection Regulations (GDPR), Equality and Diversity impacts and

where appropriate Privacy Impact Assessments, so as to comply with the necessary Governmental legislations.

1.6 The corporate project officers continue to meet and discuss individual projects in more detail particularly those with a red or amber status. Highlight reports continue to be produced on a regular basis by the majority of managers.

2. Corporate Projects

2.1 The projects being delivered across the Council continue to move Spelthorne forward on various areas to support delivery of the corporate priorities.

2.2 The project documentation is currently being modified to ensure projects at initiation have a clear business case and highlight procurement, legal, ICT and GDPR requirements that will need supporting during the course of the project. This will assist with workload planning where projects cross several different services.

3. Financial implications

3.1 Projects should not be initiated unless there is a clear business case and funding streams, plus necessary resources to manage the project are in place. These should be indicated at the project planning stage and it is hoped there will be continuing support given for all the initial business case documentation to be completed thus allowing projects to be effectively reported on and monitored.

4. Other considerations

4.1 Projects will need to address equality and diversity issues together with those of sustainability, financial, social and environmental.

4.2 The introduction of a Project Steering Group (PSG) will seek to further support each project by way of adherence to the current SBC project principles, recommended practices and processes. All of these shall serve to ensure that projects are managed in an effective, efficient and controlled manner. Risks and issues shall continue to alert the PSG of where additional consideration and support shall become necessary to review and address project priorities with those of corporate direction and needs.

5. Timetable for implementation

5.1 Project governance will seek the consideration and direction of the PSG and continue to be reported to MAT, Cabinet Briefing and Overview and Scrutiny every quarter.

5.2 The corporate project team will continue to meet and discuss individual projects in more detail particularly those with a red or amber status. Highlight reports underpin the project report hierarchy and will continue to be produced monthly by project managers.

5.3 It is envisaged that as the Groups provide greater support for this corporate requirement the content and timing of the data input will continue to become more efficient thereby ensuring that the overall process, and its own requirements' provide enhanced benefits.

5.4 However, it is also appreciated that the current sourcing mechanisms (Highlight Reports) for obtaining Dashboard information from the Groups/Project Managers need reviewing.

5.5   This issue is being addressed by the Project Team and it is envisaged that a revised and more effective layout of the required information shall be implemented in the near future and prior to the next quarterly O&S cycle (September 2018).

Background papers:

Appendices:

Appendix 1: Corporate Project Dashboard