

Overview and Scrutiny Committee

11 July 2017



Title	Corporate Project Management progress report		
Purpose of the report	To note		
Report Author	Sandy Muirhead – Group Head for Commissioning and Transformation		
Cabinet Member	Councillor Tony Mitchell	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	To receive the report.		
Reason for Recommendation	Not applicable		

1. Key issues

- 1.1 This report provides an update on the progress of the Council's key projects. This report also highlights the work of the corporate project team and how the team is evolving to ensure it meets the needs of the new structure.
- 1.2 The way in which dashboards to track progress of projects and work streams are reported has been changed to fall in line with the Group Heads appointed under the new structure (Commissioning and Transformation / Community Well Being / Neighbourhood Services / Regeneration and Growth / Finance and Customer Relations). Please see attached corporate dashboard Appendix 1.
- 1.3 The structure review has been completed in a number of sections with Deputy Group Heads being appointed in Commissioning and Transformation, Community Well Being and Neighbourhood Services. An interim Deputy Group Head has been appointed in Customer Relations. The Group Head and Deputy Group Head of Commissioning and Transformation will continue to meet with all Group Heads to obtain their views on their current and future needs in relation to projects and procurement. The outcome of the meetings is being mapped to ensure that they have sufficient project and procurement support.
- 1.4 The councils' focus continues on property acquisitions and housing projects. Some of the previous priority/flagship projects have either been put on hold, delayed or have closed early but if need be can be resurrected due to current circumstances. Appendix 1 includes details of these projects.

2. Corporate Project Office

- 2.1 The Group Head has reviewed the roles of the team to ensure the service is fit for purpose to support the council as a whole under the new structure. This includes incorporating Procurement, Performance and Policy and Information Governance within the team. An Information Governance officer joined the team in January 2017. With the introduction of the General Data Protection regulations in May 2018 projects and the organisation as a whole will need to ensure its procedures and policies are in line with these regulations. Not to do so could result in significant fines by the Information Commissioner.
- 2.2 Work on the roll out of the EDMS (Electronic Document Management System) across the council is being progressed in anticipation of future consolidation of space the Council occupies.

3. Corporate Project dashboard and Map update

- 3.1 The number of projects and under the different Group Heads is set out below. Further details for projects are attached at appendix 1.

Group Head	Current Projects	Pipeline Projects	Projects Closed
Commissioning and Transformation	6	0	1
Community Well Being	4	0	1
Neighbourhood Services	4	2	1
Regeneration and Growth	12	0	6
Customer Relations	0	0	0

- 3.2 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 project managers.

4. Financial implications

- 4.1 Funding and approval for new projects still needs to be carefully considered by all parties. Projects should not be initiated unless there is a clear business case and funding streams plus necessary officer support is available to manage the project. These should be identified at the project planning stage. it is hoped that support will be given for all initial documentation for initiating a project will first go through the corporate project team prior to going to MAT and Cabinet which will help ensure that the project meets the councils priorities and that sufficient resources are available to take the project forward.

5. Timetable for implementation

- 5.1 Project progress will continue to be reported to MAT, Cabinet Briefing and Overview and Scrutiny Committee every quarter. 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 reporting hierarchy and will continue to be produced monthly by each project manager.

Background papers: There are none

Appendices: Appendix 1 – Dashboard