Administrative Committee

Date of meeting 8 February 2024

Title	*Project Update*
Purpose of the report	To note
Report Author	*Daniel Dredge Sandy Muirhead*
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	*n/a*
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	For noting project activity and status and ongoing development of the project management site. For noting Shared Prosperity Fund Project Status
Reason for Recommendation	*Not applicable*

1. Summary of the report

1.1 This report provides an update on the active projects across Spelthorne. The report covers a wide range of projects, including technical infrastructure development, community programmes, and environmental initiatives. The report details the progress made on each project, the resources allocated, and the expected completion dates.

The report highlights the successful completion of a number of projects, including the launch of the new user portal, launch of an improved communication platform, FOI system and the procurement of waste and street cleansing vehicles. We're demonstrating value for money for residents by ensuring that resources are being used effectively and efficiently to deliver high-quality projects.

The report also discusses the challenges encountered in some of the ongoing projects, specifically 3rd Party delays.

1.2 Any further information on the projects listed should be requested directly from the project manager or sponsor.

1.3 The dashboard is intended to provide a comprehensive overview of Spelthorne's project portfolio, demonstrating the organisation's commitment to enhancing the well-

being of the community and the environment while ensuring that taxpayer money is being used responsibly.

1.4 Additional focus has been given to projects which have been initiated through the Shared Prosperity Fund (SPF) initiative.

2. Key issues

2.1 The dashboard indicates there are currently 66 active projects in progress. Not including Asset projects or transformation activities the team are undertaking to improve process efficiency.

2.2 Background and update on Shared Prosperity Fund projects has been included **Appendix A**

2.3 Several projects were initiated by the projects team, as a result of the Continuous Service Improvement (CSI) work carried out across all services. This suggests that the team is proactively identifying areas where improvements or new initiatives are needed.

2.4 There are eight projects being driven by the Shared Prosperity Funds grant from DLHUC. Investing in economic development projects has the potential to benefit the local community.

Total active projects by service
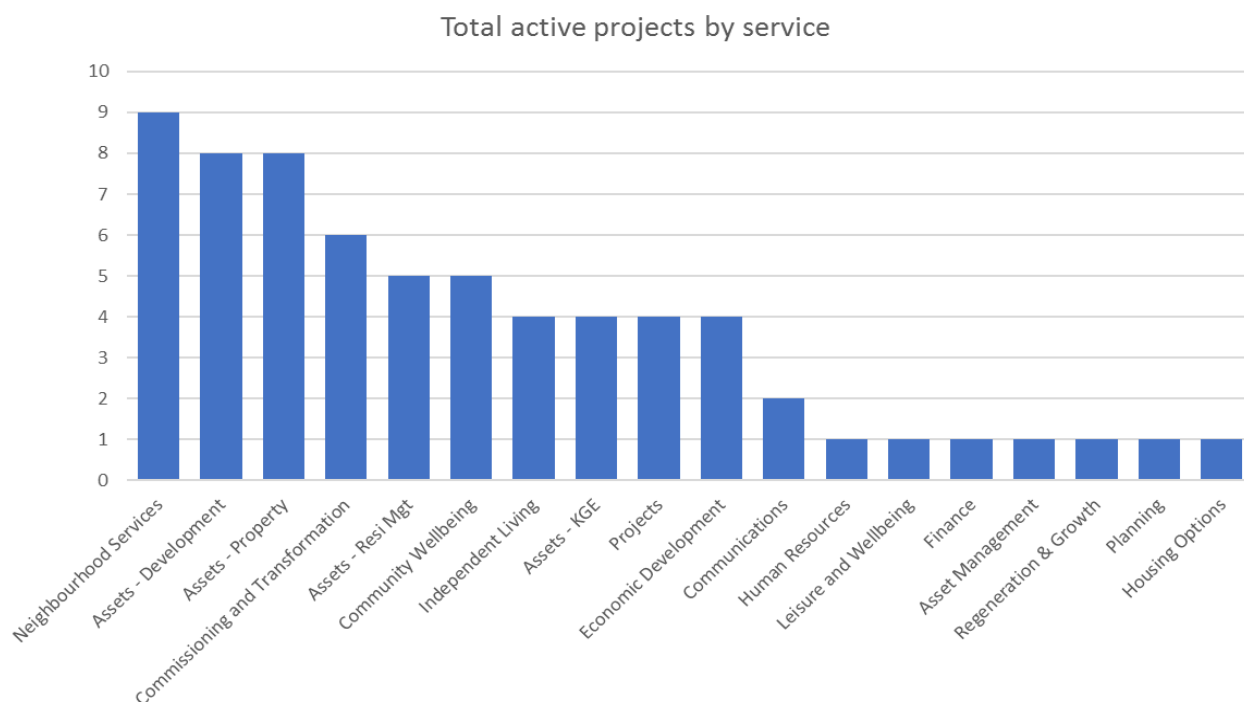
2.5 Of the active projects, 95% are proceeding with a Green RAG indicator, representing that they are progressing as planned and are on track to meet their objectives.

2.6 3% of projects are proceeding with amber warnings, largely due to delays in 3rd party SLAs. This indicates that they are largely being impacted by external factors beyond the council's control.

2.7 The project with the red warning is: "GDPR – steps to compliance" The status of this project is driven by the following factors:

- Of the 66 Information Asset Registers (IARs) - which document the various services processing of personal data - most are overdue for

review, and many have outstanding actions that need to be actioned by their owners.

- There are many contracts/SLAs/MoUs/Data sharing agreements which are not compliant with requirements of the UK GDPR,

- Many services are not complying with their retention schedules,

- In June 2023 only 78% of staff were up to date with their yearly mandatory data protection training.

    The lack of compliance with this legislation has resulted in a compensation claim of £15,000.

- Actions taken to address this were: Verbal Report given at the 10 October 2023 meeting regarding Mandatory Data Protection Training. Group Heads were asked to ensure that all staff completed their WorkRite training. Community Wellbeing have since reported that 96.6% of staff had completed the training with plans in place for the last 3 FTEs to complete. No information has since been provided from other Group Heads.

2.8   One member of the project team has received PRINCE2 project management accreditations since the last update. This is a positive development, as having accredited project managers on the team will help ensure that projects are managed effectively and efficiently.

The Project manager accreditations were earned through a certification programme which provided training and testing on project management skills and knowledge. Upon passing this assessment they are now recognised as certified project practitioners.

There are now 3 accredited project managers within the team.

Overall, this is a positive development for the council's project management capabilities and may lead to better outcomes for the projects being managed.

Two remaining members of the project team without this accreditation have been booked to attend training within the next 6 months.

2.9   Members are invited to scrutinise projects at their convenience through access to the Project Dashboard, which is accessible to anyone with a '@spelthorne.gov.uk' email address, through this link: Project Dashboard or by scanning this code on a Spelthorne issued phone or tablet.

2.10   Asset projects are currently reported through the 'Development and Investment Group' (DIG) and the Corporate Policy and Resources Committee. The Council has strengthened its governance arrangements to ensure that acquisitions are scrutinized, and development projects are monitored effectively.

3.   Options analysis and proposal

3.1 n/a

4. Financial implications

4.1 Projects should not be initiated unless there is a clear business case and funding stream in place. These should be indicated at the project planning stage.

4.2 Project business cases include the procurement business case document as appropriate.

5. Risk considerations

5.1 n/a

6. Procurement considerations

6.1 Consultations with the Procurement team (procurement@spelthorne.gov.uk) occur regularly via joint team meetings, and any procurement considerations in projects are fully considered where appropriate.

7. Legal considerations

7.1 Many projects have some legal element especially if SLAs or contracts are required so consultation is required with the Legal team.

8. Other considerations

8.1 In order to ensure successful delivery of projects, it is imperative to allocate resources with the same level of attention as financial needs. This involves carefully considering relevant departments and services and making sure that the necessary skills are available to meet delivery deadlines.

8.2 Effective prioritisation of workloads is essential to engage key members of the delivery team and ensure deadlines are met within the current structure and working practices of the Council.

8.3 If resource availability poses a risk and threatens to impede the agreed delivery date, it is vital to escalate the issue and produce a revised implementation timetable to mitigate the potential impact.

9. Equality and Diversity

9.1 n/a

10. Sustainability/Climate Change Implications

10.1 A sustainability and social responsibility assessment tool has been created. **Appendix B**

10.2 The purpose of the Impact Assessment Tool is to consider the wide range of possible impacts that a proposed project/policy could have on environmental criteria but also encourage review to explore opportunities to mitigate and reduce impacts if possible.

10.3 Completing this assessment as early as possible will help to design-in environmental considerations from the outset, improving efficiency and demonstrating climate accountability.

10.4 It is not expected that all projects will have a Green RAG rating, only that all opportunities to reduce impacts are considered.

10.5 By using this tool, we can work collectively to ensure projects and policies are meeting Council commitments to meet net zero targets as well as cross cutting corporate objectives.

10.6 This tool will be digitalised.

11. Timetable for implementation

n/a

12. Contact

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Background papers: There are none.

Appendices:

Appendix A - SPF
Projects.docx

Appendix B -
Sustain and Social V