

Overview and Scrutiny Committee

17 January 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 Colin Barnard	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	Overview and Scrutiny Committee is asked to note the progress being made with corporate projects and the work of the Corporate Project Team		

1. Key issues

- 1.1 This report provides an update to the Overview and Scrutiny Committee on the progress of the Council's key projects and programmes. Detailed reporting of all projects continues through Internal Project Boards. This report also highlights the work of the corporate project team and how the team is evolving to ensure it meet the needs of the new structure.
- 1.2 The way in which dashboards and project maps to track progress of projects and work streams are reported has been changed to full in line with the four individual officer project groups. ((1)Assets (2)IT (3) Procurement and (4) Housing Groups) **Corporate dashboard Appendix 1** and **Project Map Appendix 2**. The terms of reference of the individual Groups are being reviewed.
- 1.3 The structural review has progressed with some Deputy Group Heads being appointed in Commissioning and Transformation, Community Wellbeing and an interim appointment in Finance and Customer Relations. The remaining appointments are currently on hold whilst the Group Heads consider the best structure for their teams.
- 1.4 The Group Head and Deputy Group Head of Commissioning and Transformation have met with all other 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.
- 1.5 The councils' focus continues on property acquisitions and housing projects therefore 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.

2. Corporate Project Office

- 2.1 The Group Head is currently reviewing the roles of the Corporate Project Team to see how the roles of the TaSF Project Officer, the Project Assurance Officer and the Project Manager can be improved to support the council as a whole under the new structure. This includes incorporating procurement and information Governance within the team. An Information Governance officer has been appointed and will join the team in the New Year.
- 2.2 In support of these changes a Sustainable Commissioning and Procurement Strategy together with an action plan is being developed. This revised strategy follows the National Procurement strategy guidelines and incorporates the sustainability and social value and Equality and Diversity elements now required. Effective procurement will not only enable us to make savings but can deliver better for our communities.
- 2.3 All Group Heads and Project Managers have meet with the trainer for Equality and Diversity to ensure that an equality impact assessment can be undertake on all flagship and community based projects. To test whether the form was robust and sufficient to meet our requirements the TaSF Support Officer completed the form for the Supporting Spelthorne's Secondary Shopping areas and it proved successful.
- 2.4 The Corporate Project Manager is currently supporting Group Heads in developing service projects as well as continuing with the Agile working which will develop and map out current and future office space requirements for each service.
- 2.5 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.
- 2.6 The Staines-upon-Thames Business Improvement District (BID) project is also progressing well. The majority of businesses in Staines-upon-Thames have supported plans to set up a Staines-upon-Thames Improvement District to improve visitors experience, increase footfall and enhance business performance. The 5 year term will formally commence on 1 April 2017.

3. Corporate Project dashboard and Map update

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

Officer Group	Current Projects	Pipeline Projects	Projects Closed
Assets	3	2	3
ICTSIG	4	4	1
Procurement	5	2	2
Housing	4	1	0

3.2 Since the last progress report the number of projects completed is 6 and includes the DCLG difficult properties project which was completed on time and within budget. A number of new service projects have been identified and include installing adult fitness equipment in Hengrove Recreation Ground and replacement of play equipment in Cedars Recreation Ground.

3.3 The corporate project officers and officer Boards continue to meet and discuss individual projects in more detail, particularly those with a red or amber status. Highlight reports continue to be produced monthly by the majority of project managers. The Boards continue to be a good vehicle to identifying any new projects coming forward.

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 are clear funding streams and necessary officer support 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 Management Team and Cabinet which will help ensure that projects meet the council's 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 Overview and Scrutiny Committee every quarter. Internal Groups 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

Appendix 2 – Project Map