Report to the Cabinet

Report reference: C-055-2016/17
Date of meeting: 2 February 2017

Epping Forest District Council

Portfolio: **Leader of Council**

Subject: **Transformation Programme – November and December 2016 Highlight Report**

Responsible Officer: **David Bailey**   **(01992 564105).**

Democratic Services: **Gary Woodhall**   **(01992 564470).**

Recommendations/Decisions Required:

(1)   That the Cabinet note the progress of Projects and Programmes for November and December 2016.

Executive Summary:

Regular highlight reports on the progress of the Transformation Programme are presented to the Cabinet. This is the highlight report for November and December 2016 and covers progress for all chartered projects of Medium and High Risk Potential, as well as key aspects of the Transformation Programme.

Overall, progress indicators for 'time' 'cost', 'delivery / outcomes / outputs' and 'benefits' are Green for this period, for a total of 268 actions.

Reasons for Proposed Decisions:

To inform Cabinet of progress on the Transformation Programme, including workstreams, programmes and projects.

Other Options for Action:

No other options are available. Failure to monitor and review progress of the Transformation Programme and to consider corrective action where necessary, could have negative implications for the Council's reputation, and may mean the opportunities for improvement were lost.

Report:

1.   This is the November and December 2016 Highlight Report for the Transformation Programme. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being taken.

2.   The report covers progress for the 36 chartered 'live' projects with Medium or High Risk Potential, as well as progress on key aspects of the Transformation Programme.

3.   The Cabinet is requested to review progress for November and December 2016,

alongside actions scheduled for the next period and any remedial actions being undertaken.

4.   The highlight report uses the RAG rating, based on Red, Amber and Green colours used in a traffic light system. The definitions of the RAG ratings are:

Light	Definition	Action
Red	There are significant issues with the project, programme or workstream. The project requires corrective action to meet business objectives. The issue cannot be handled solely by the project manager or project team. One or more aspects of project viability – time, cost, scope – exceed tolerances set by the Transformation Programme Board.	The matter should be escalated to the project sponsor and Transformation Programme Board immediately.
Amber	A problem has a negative effect on project performance but can be dealt with by the project manager or project delivery team. Action is taken to resolve the problem or a decision made to watch the situation. One or more aspect of project viability – time, cost, scope – is at risk. However, the deviation from plan is within tolerances assigned to the project manager.	The Transformation Programme Board should be notified using a progress report or scheduled briefing with the sponsor.
Green	The project is performing to plan. All aspects of project viability are within tolerance. However, the project may be late or forecast to overspend (within tolerance).	No action needed.

5.   Overall, progress indicators for 'time' 'cost', 'delivery / outcomes / outputs' and 'benefits' are Green for this period, from a total of 268 actions. Progress will be kept under review and it is anticipated that the status of the majority of these items will remain Green in the next report.

6.   Appendix 1 contains the highlight report for November and December 2016.

Resource Implications:

Resource requirements for actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board.

Safer, Cleaner and Greener Implications:

There are no implications arising from the recommendations of this report in respect of the

Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner and Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Consultation Undertaken:

Progress has been reviewed by the Transformation Programme Board.

Background Papers:

Progress submissions and relevant supporting documentation is held by the Programme Management Office (PMO).

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Transformation Programme Highlight Report

Report	Period
11-12	**November and December 2016**

Approval

Approved for submission to the Cabinet (Sponsoring Group), given by	Cabinet Agenda Planning Group	*Date*	10.01.2017

Distribution list

Name	*Job title*	*Directorate / Department*	*Organisation*
Membership	Transformation Programme Board	-	EFDC

Overall transformation programme progress and status

	RAG status		*Comment on overall progress and status and recommended actions*
	This period	*Last period*	
Time	**Green**	**Amber**	Total of 268 actions in progress
Cost	**Green**	**Green**	
Delivery / outcome / output	**Green**	**Green**	
Benefits	**Green**	**Green**	

Accountabilities and information flow: Project closures

Workstream / Project	Progress to report	Actions for next period	Due	Owner
Workstreams	TPB agreed project closures: P111 Council Housebuilding Programme Team (December) P128 Mobile Phone Contract (August)	TPB consider project closures: P006 Ageing Population Needs Assessment P045 Customer Self-Service Payment Kiosks P046 Propman Property Management System P118 Oakwood Hill Depot	Mar 2017	Chief Executive

Document control

Version	Date	Status (draft, approved)	Author	Change description
1.0	21.12.2016	December draft	David Bailey, Head of Transformation	Draft
2.0	10.01.2017	December draft	Cabinet Agenda Planning Group	Draft

*** End of Report ***