

## ***Report to Task and Finish Panel***

***Date of meeting: 11 September 2017***

**Subject: Progress of Projects by Select Committees**

**Officer contact for further information: David Bailey, Head of Transformation**

**Committee Secretary:** Adrian Hendry, Senior Democratic Services Officer

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### **Recommendations/Decisions Required:**

- (1) The Panel considers the progress of projects and programmes by Select Committees, as in the Appendix.**
- (2) That the Panel considers the proposal to include additional information on the regular Cabinet Transformation Highlight Report.**

### **Report:**

1. The progress of projects and programmes by Select Committee is given in the Appendix. The information, structured by Workstream, includes:
  - a. Workstream;
  - b. Project reference number and title;
  - c. Current project lifecycle stage;
  - d. Risk Potential Assessment – High / Medium;
  - e. Start and due dates;
  - f. Select Committee for scrutiny;
  - g. Level of completion (as percentage); and
  - h. Project Sponsor and Project Manager.
2. The Cabinet receive regular Highlight Reports on the Council's Transformation Programme, which contain updates by exception. Broadly the report gives the following information:
  - a. The number of high and medium complexity projects, alongside a summary of how such projects are managed;
  - b. Overall progress indicators for 'time', 'cost', 'delivery / outcomes / outputs' and 'benefits' for the period, given as a Red / Amber / Green alongside actual numbers;
  - c. Actions – the number of actions in progress during the period;
  - d. Project closures – the projects closed during the period; and any
  - e. Overdue actions for the period and remedial actions for the next period.
3. An example of the existing Highlight Report from January 2017 is given in the Appendix (C-065-2016/17).
4. To support the scrutiny of projects within the Transformation Programme, it is proposed to include information on projects that have been chartered, initiated and closed within the existing Highlight Report. This will effectively highlight the decisions of the Transformation Programme Board to charter, initiate and close

individual projects and programmes. Table 1 and Table 2 below give examples of the current and proposed structure of this information.

**Reason for decision:**

The Task and Finish Panel requested the progress of projects and programmes within the Transformation Programme. A proposal for additional information to be included on the Cabinet Transformation Programme Highlight Report, to support the ongoing scrutiny of the programme is also given.

**Options considered and rejected:**

Publication of the full progress report, which is overseen by the Transformation Programme Board, was considered and rejected. This format was originally taken as a report to Cabinet, but the presentation of the larger amount of information did not support the Cabinet's aim to focus on 'management by exception'.

**Resource implications:**

Within existing resources.

**Legal and Governance Implications:**

There are no constitutional implications of this proposal.

**Safer, Cleaner Greener Implications:**

There are no safer, Cleaner or Greener implications.

**Consultation Undertaken:**

No formal consultation was undertaken in the preparation of this report.

**Background Papers:**

Reports to previous meetings of the Task and Finish panel.

**Impact Assessments:****Risk Management:**

There are no Risk Management implications.

**Equality:**

There are no Equality Impact implications.

# Equality analysis report

## Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Progress of Projects by Select Committees
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Report is for consideration
Relationship with other policies / projects:	<b>Transformation Programme</b>
Name of senior manager for the policy / project:	Glen Chipp, Chief Executive
Name of policy / project manager:	David Bailey, Head of Transformation

## Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	If yes, state which protected groups:
	<p>If no, state reasons for your decision:</p> <p>No. Any equalities impact assessment for individual projects or programmes will be detailed in the respective reports.</p>

Name and job title of officer completing this analysis:	David Bailey, Head of Transformation
Date of completion:	03.09.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	David Bailey, Head of Transformation
Date of authorisation:	03.09.2017
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	03.09.2017

**Table 1**

*Example from June / July 2017 Highlight Report showing project status updates being presented to Cabinet:*

**Accountabilities and information flow: Project closures**

<i>Workstream / Project</i>	<i>Progress to report</i>	<i>Actions for next period</i>	<i>Due</i>	<i>Owner</i>
P046 Propman Property Management System	Project closed 21-Jun-2017	-	-	Chief Estates Officer
P125 NEPP Off-Street Parking Review	Project closed 05-Jul-2017	-	-	Assistant Director, Technical

**Table 2**

*Proposed information for future Highlight Reports, example given is for September 2017:*

### **Accountabilities and information flow:**

#### **Project charters**

<i>Workstream</i>	<i>Project</i>	<i>Scrutiny committee</i>	<i>RPA</i>	<i>Project Manager &amp; sponsor</i>
2: Business Culture	P171 Corporate Business Support Team Review, within P106 People Strategy programme	Resources	High	Paula Maginnis, Assistant Director – Human Resources Glen Chip, Chief Executive
2: Business Culture	P172 Corporate ICT Team Review, within P106 People Strategy programme	Resources	High	Paula Maginnis, Assistant Director– Human Resources Glen Chip, Chief Executive

#### **Project initiations**

<i>Workstream</i>	<i>Project</i>	<i>Scrutiny committee</i>	<i>RPA</i>	<i>Project Manager &amp; sponsor</i>
3: Resources, Accommodation and Technology	P166 Relocate Pyrles Lane Nursery, within P160 Service Accommodation programme	Neighbourhoods	High	Philip Hawkins, General Manager Kim Durrani, Assistant Director - Technical
2: Business Culture	P170 Establish a Common Operating Model, within P106 People Strategy programme	Resources	High	Paula Maginnis, Assistant Director – Human Resources Glen Chip, Chief Executive

#### **Project closures**

<i>Workstream</i>	<i>Project</i>	<i>Scrutiny committee</i>	<i>RPA</i>	<i>Project Manager &amp; sponsor</i>
2: Business Culture	P013 Maximising Corporate Debt Collection	Resources	High	Rob Pavey, Assistant Director – Revenues Glen Chipp, Chief Executive
3: Resources, Accommodation and Technology	P033 Printer Migration	Resources	High	David Newton, Assistant Director – ICT and FM Glen Chipp, Chief Executive

<i>Workstream</i>	<i>Project</i>	<i>Scrutiny committee</i>	<i>RPA</i>	<i>Project Manager &amp; sponsor</i>
3: Resources, Accommodation and Technology	P116 HRA Financial Plan Review	Communities	High	Alan Hall, Director of Communities Glen Chipp, Chief Executive
3: Resources, Accommodation and Technology	P118 Oakwood Hill Depot	Neighbourhoods	High	Chris Pasterfield, Consultant Derek Macnab, Deputy Chief Executive, Director of Neighbourhoods
4: Major Projects	P136 Hillhouse Development	Communities	High	Alan Hall, Director of Communities Glen Chipp, Chief Executive

*Note: RPA = Risk Potential Assessment.*