

# **Report to Neighbourhoods Select Committee**

**Date of meeting: 26 June 2018**



**Portfolio:** Leader of the Council

**Subject:** Transformation Programme – Project Dossier –  
Neighbourhoods Directorate

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## **Recommendations/Decisions Required:**

**(1) That the Committee reviews the updated Project Dossier for the Transformation Programme – Neighbourhoods Directorate.**

### **Reason for decision:**

The Overview and Scrutiny Committee requested the progress of projects and programmes within the Transformation Programme – known as the Project Dossier – be reported to regular meetings of the Committee for review.

### **Options considered and rejected:**

None.

### **Report:**

#### **Introduction:**

1. The Corporate Plan provides a framework to demonstrate how the work of the Council fits together at a strategic level. It provides a focus to establish a set of corporate priorities, describing how the organisation will deliver positive change.

2. An annual Corporate Specification details how the Corporate Plan will be delivered through a set of operational objectives for that year. Operational objectives can concern Business As Usual (BAU) or business transformation.

3. Business transformation is delivered through change projects and programmes. A project is a temporary activity to create something unique – a thing, a service or a product – that:

- Leads to change;
- Has a defined start and end;
- Has limited resources;
- Has specific objectives; and
- Enables benefits to be realised.

5. Here is a simple example which illustrates the difference between Business As Usual and business transformation.

If you build a car in your garage – it's a project. Whereas if you are a car manufacturer, building hundreds of cars a day, it's a production line and simply business as usual, i.e. it isn't unique. However, parts of a larger process can be considered projects, e.g. designing the car. So by their very nature, the delivery of any change involves project management.

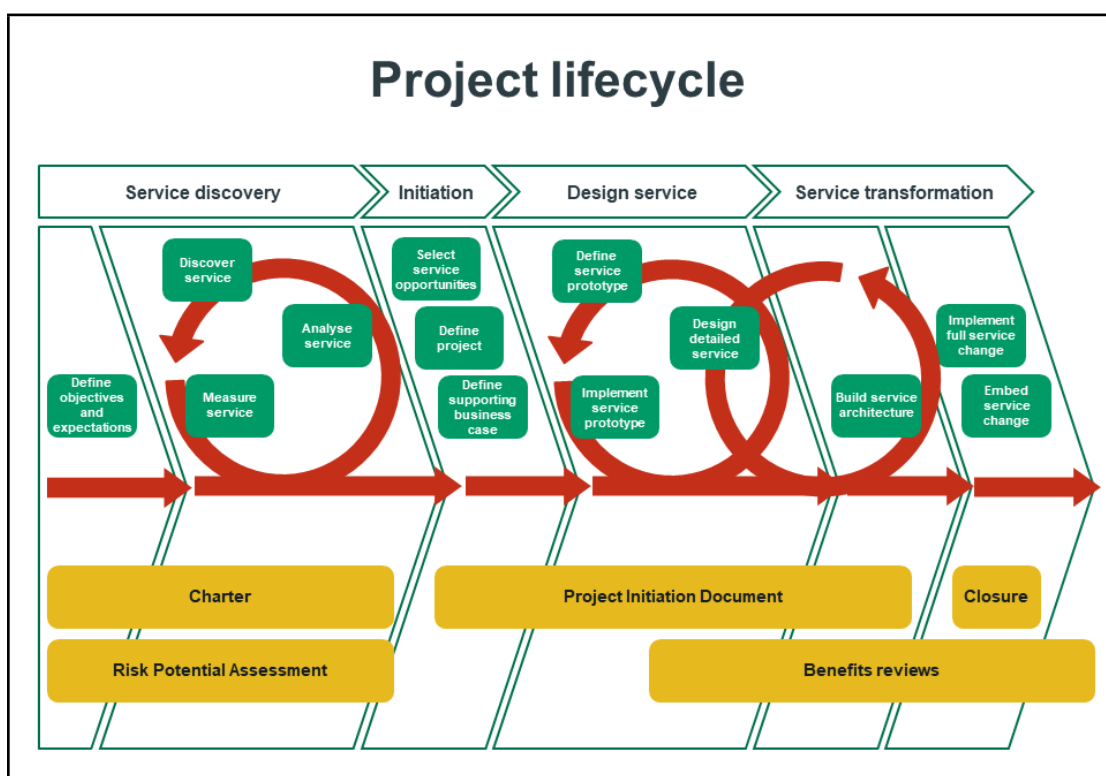
6. The Council established its Transformation Programme in early 2016, grouping change projects from the Corporate Plan into four workstreams:

- Customer Experience;
- Business Culture;
- Resources, Accommodation and Technology; and
- Major Projects.

7. A corporate methodology for managing projects was established in June 2016. All projects are registered with the Programme Management Office (PMO), overseen by the Head of Transformation. Projects are managed differently, depending on an assessment of their scale or complexity. This assessment is completed using the Risk Potential Assessment tool (RPA).

<i>RPA</i>	<i>Qualities</i>	<i>Project management</i>	<i>Processes</i>	<i>PMO support</i>
High	Transformative project – requires authority wide co-ordination	Overseen by the Transformation Programme Board	Charter, initiation document and evaluation are required and approved by TPB. Other documents may be required	PMO actively engaged in supporting the project
Medium	Project management best practice	Managed within a single directorate	Charter, PID and evaluation are required and logged with PMO	Support provided by PMO
Low	Minimal need for project management	Managed within a single service area	Charter, PID and evaluation are encouraged	Support available from PMO on request

8. High and Medium complexity projects follow a project life cycle (see diagram below).



### Project Dossier:

9. The Committee are asked to consider and review the list of active High and Medium complexity projects, known formally as the Project Dossier. This is given in the Appendix. The information, structured by Workstream, includes:

- Workstream;
- Project reference number and title;
- Current project lifecycle stage, i.e.
  - Discovery (chartered),
  - Initiation (Project Initiation Document, PID / Programme Definition Document, PDD),
  - Prototype (design service),
  - Implementation (transformation),
  - Closure;
- Risk Potential Assessment (RPA), i.e.
  - Medium or
  - High complexity;
- Start and due dates;
- RAG = Current project status as Red, Amber, Green (RAG);
- Select Committee for scrutiny, i.e.
  - O&S – Overview & Scrutiny,
  - CSC – Communities,
  - GSC – Governance,
  - NSC – Neighbourhoods,
  - RSC – Resources,
- Level of completion (as percentage); and
- Project Sponsor and Project Manager.

**Resource Implications:**

None.

**Legal and Governance Implications:**

There are no governance implications from this report.

**Safer, Cleaner and 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:**

Regular Transformation Programme Highlight Reports to the Cabinet.

**Risk Management:**

There are no Risk Management implications.

**Equality:**

There are no Equality Impact implications.

## Appendix - Project Dossier Neighbourhoods Directorate

Key:

Current project lifecycle stage, i.e. Discovery (chartered), Initiation (Project Initiation Document, PID / Programme Definition Document, PDD), Prototype (design service), Implementation (transformation), Closure.

Risk Potential Assessment (RPA), i.e. Medium or High complexity.

RAG = Current project status as Red, Amber, Green (RAG).

Select Committee for scrutiny, i.e. O&S – Overview & Scrutiny, CSC – Communities, GSC – Governance, NSC – Neighbourhoods, RSC – Resources.

Generated on: 13 June 2018

### Workstream 2 Business Culture



Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
<b>P107 Estates Service Review</b>	Implement	Medium	05-Apr-2015	31-Jul-2018		79%	NSC	Chief Estates Officer (NEV01)	

### Workstream 3 Resources, Accommodation and Technology

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
<b>P162 Staff Transport Plan</b>	Discovery	High	04-Oct-2017	31-Mar-2023		6%	NSC	Assistant Director - Technical (NTS01)	
<b>P166 Relocate Pyrles Lane Nursery</b>	Implement	High	11-May-2017	30-Jan-2019		70%	NSC	Assistant Director - Technical (NTS01) .	
<b>P165 Major Tree Works Procurement</b>	Implement	High	24-Jul-2017	01-Aug-2018		98%	NSC	Assistant Director - Technical (NTS01)	

### Workstream 4 Major Projects

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
<b>P114 St John's Road Development</b>	Implement	High	20-May-2015	31-Mar-2018		90%	NSC	Acting Chief Executive	Project manager to provided update on final actions.

<i>Code &amp; Title</i>	<i>Stage</i>	<i>RPA</i>	<i>Start date</i>	<i>Due date</i>	<i>RAG</i>	<i>Progress</i>	<i>Scrutiny</i>	<i>Manager</i>	<i>Latest note</i>
<b>P115 Local Plan Programme</b>	Implement	High	17-May-2016	01-Apr-2019		41%	NSC	Interim Assistant Director (NFP502) .	
<b>P135 New Leisure Management Contract Programme</b>	Implement	High	20-May-2015	31-Mar-2023		22%	NSC	Emergency Planning Officer (NEP01)	