

PMO Project Closure Report

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|--|--|-----------------|--|-------------|
| 1. Project title | Pandemic Flu Plan | | 5. Reference | P139 |
| 2. Managed By | Peter Charman, Emergency Planning Officer (NEP01) | | 6. Creation Date | 30-Mar-2017 |
| 3. Sponsored By | Derek Macnab, Acting Chief Executive | | 7. Last Modified Date | 23-Nov-2017 |
| 4. Corporate Plan link | 3.b.2016 <i>To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access</i> | | | |
| 8. | | Baseline | Actual | |
| Start Dates | | 27-Sep-2016 | 27-Sep-2016 | |
| End Dates | | 31-Jul-2017 | 31-Oct-2017 | |
| Budget | | Nil | Nil | |
| 9. Timeline | | | | |
| 31-Oct-2016 | Charter Approval | | | |
| 31-Oct-2016 | Establishment of a small working group to develop the Pandemic Flu Plan | | | |
| 30-Jun-2017 | Delivery of a Pandemic Flu Plan | | | |
| 30-Jun-2017 | Submit the Pandemic Flu Plan to the Home Office | | | |
| 31-Oct-2017 | Awareness raising programme to be developed in draft. | | | |
| 10. Executive Summary | | | 11. Recommendations | |
| What was the project? Completion of statutory Pandemic Flu plan. What did you do? Following a period of research and consultation with various internal and external partners, the Pandemic Flu plan was completed. Why was it established? Statutory requirement under the Civil Contingencies Act 2004. It is to ensure long term/significant staff absence is managed and critical service delivery maintained in the event of pandemic flu. The overview plan will be published on the intranet following approval from the Home Office. | | | Formally close the project | |
| 12. Benefits | | | | |
| <input type="checkbox"/> Meet the requirements of the Civil Contingencies Act 2004 <input type="checkbox"/> Provide assurance to the public, staff, Members and partners that critical services will continue to operate | | | | |
| 13. Projects and/or programmes of work that are affected by this project | | | | |
| Pandemic flu plan is a statutory requirement of Civil Contingencies Act 2004. | | | | |
| 14. What went well? | | | 15. Areas to be improved? | |
| Availability of guidance material from central and tier 1 local authorities was available easily. | | | There was insufficient internal resource available to complete the work within the original timeframe. Internal consultees were approached however most were overstretched and therefore had limited time available to assist. | |
| 16. Findings | | | | |

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| Subject to approval from the Home/Cabinet Office Civil Contingencies Secretariat, the Pandemic Flu plan will be published internally. |
| 17. Data |
| Pandemic Flu Plan submitted to Home Office |
| 18. Project Members |
| EFDC01 - All internal staff |
| 19. Workstream |
| WS7 Closed Projects and Programmes |