



CPR.07 16/17

Corporate Policy and Resources
Committee

12 May 2016

**Subject: Progress and Delivery Report – Projects – 4th Period Report –
January to March 2016**

Report by:

Director of Resources

Contact Officer:

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Purpose / Summary:

This report deals with the progress and delivery of projects which are aimed at the delivery of the corporate plan. This report highlights those projects that have entered the delivery stage and are either off track or at risk of not delivering.

RECOMMENDATION(S):

- 1) That the Committee examine the report and assure themselves that the arrangements in place to oversee Programme and Project development across the Council are effective.

IMPLICATIONS

Legal: None arising from this report

Financial : FIN23/17 None

Staffing : None arising from this report

Equality and Diversity including Human Rights: None arising from this report.

Risk Assessment : None arising from this report

Climate Related Risks and Opportunities : None arising from this report

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1.0 Background

1.1 Councillors have received progress and delivery reports since 2012. The Leadership team has sought to give councillors information on how the council is performing through its services, project delivery and finances. Members are asked to :

- Identify and recognise achievements and success
- Seek assurance on remedial actions where appropriate
- Make recommendations for any changes to policy or request for strategic reviews

1.2 This report is about the projects the council is delivering in order to meet the objectives it has set itself in the corporate plan.

1.3 For clarity and in order to comply with the council's project management requirements only those projects which are in the "delivery stage" will be reported through this mechanism.

1.4 In addition from time to time projects are rescoped and their timelines altered during the delivery phase. That can mean that their status can change. Where this happens, when a project was red in a previous progress and delivery report (at significant risk of not delivering either to the timetable or within budget) this will be reported to members through this mechanism, together with an explanation of why the project has been rescoped and new time lines set.

2.0 Programme/Projects Overview

2.1 To oversee programme/project development and delivery the Council has established three 'themed' Boards – Transformation; Commercial and Growth. Each Board oversees projects relating to their particular theme and seeks assurance from project managers that where issues are identified rectifications are in place.

2.2 A fourth Board is in existence; The Entrepreneurial Board, which has an overall view of programme/project delivery with each of the three Boards report to it and highlight successes or areas/issues to be addressed. By having an overarching view, the Entrepreneurial Board plays a key role in resource allocation and prioritisation of work.

3.0 The Report

3.1 This report covers the period from January to March 2015. It is a report "by exception" which contains information on those programmes/projects that are current during the reporting period and are at risk of not delivering their outcomes and/or may not be completed within prescribed timescales or costs.

3.2 As requested at the last meeting of Corporate Policy and Resources a full list of projects is attached as appendix A

4.0 Programmes/Projects by Exception

- 4.1 The following programmes/projects are considered to be at risk of delivery within agreed timescales and/or costs, or the intended outcomes are at risk of being realised. Recommendations and/or rectifications have been offered by the relevant project managers and have been considered by both the respective Board and the Entrepreneurial Board.

Fraud Investigation Services - AMBER

Following the creation of the Single Fraud Investigation Service (SFIS) and the subsequent transfer of Housing Benefit investigation responsibilities to the Department for Work and Pensions, many local authorities took the decision to transfer on block their investigatory staffing resource. West Lindsey District Council recognised the need to retain investigatory resource to protect the integrity of its systems and processes and to explore potential commercial opportunities. A new business case has been approved and this project will no longer be amber in future reports.

Hemswell Masterplan - Amber

The masterplan is not completed at this time. It is anticipated that a revised completion date of June is achievable. However, capacity to deliver the subsequent action plan continues to be a concern.

5.0 Movement Since the Previous Report

- 5.1 There is one update on a project that was previously Amber.

5.2 Gainsborough South West Ward Programme - Green

The South West Ward is a priority area and has a number of issues associated with high levels of deprivation. A multi-agency Strategic Groups has been developed to tackle the issues and the causes. Additional resources have been provided to tackle environmental and ASB issues. The partners engaged in this programme are now developing their own tactical plans for the area.

6. Conclusion

- 6.1 Across the Council there is a significant volume of programme/project associated work underway. The Boards are playing a key role in ensuring that business cases are effectively scrutinised and where projects are initiated progress is maintained. Any potential issues affecting progress or the delivery of projects are assessed and remedial actions are applied.

6.2 From the report provided, Members can be assured that the current position of programme/project development is as stated and that this represents a positive position.

Current list of WLDC projects		
Transformation Board		
Project Name	Project Manager	Stage
CBL Software review	Michelle Howard	1
Define Customer First Ethos	Michelle Carrington	1
Unified Communications and Integrated Solutions	Michelle Carrington	1
Upgrade to SharePoint 2016	Jeannette Anderson	1
Customer Service Centre and JCP Re-configuration	Michelle Carrington	2
Depot Facilities	Ady Selby	2
Development Management Improvement Group (ICT system)	Michelle Carrington	2
Re-organisation of Local Land Charges	Rachael Hughes	2
Social Media Evaluation and Pilots	Michelle Carrington	2
Committee Admin system	Emma Redwood	3
Customer Care Training	Michelle Carrington	3
Implementation of the Records Management Policy	Tom Hamilton	3
Installations of the TVs	Julie Heath	3
Learning Platform	Michelle Thompson	3
New Bank Reconciliation System	Tracey Bircumshaw	3
Replacement CMS	Jeannette Anderson	3
Demand Management and Service Improvements	James O'Shuaghnessy	<i>Currently on hold</i>
Growth Board		
Project Name	Project Manager	Stage
Lea Road School Development	Elaine Poon	1
5-7 Market Place	Sarah Troman	2
Gainsborough Growth and Housing Zone	Eve Fawcett-Moralee	2
Gainsborough Townscape Heritage Initiative	Graeme Moore	2
Hemswell Cliff Masterplan	Marina Di Salvatore	2
Mayflower 400	Karen Whitfield	2
Rural Transport	Grant White	2
Selective Licensing	Andy Gray	2
Skills- Employer Mentoring for Apprentices	Amanda Bouttell	2
Skills- My Helpful Place	Amanda Bouttell	2
Central Lincolnshire Local Plan	Oliver Fytche-Taylor	3
Community Engagement Strategy	Grant White	3
Food and Farming LDO	Marina Di Salvatore	3
Gainsborough and Housing Zone PR and Marketing	Di Krochmal	3
Gainsborough Growth Fund	Marina Di Salvatore	3
Gainsborough Place Marketing	Eve Fawcett-Moralee	3
Gainsborough South West Ward	Eve Fawcett-Moralee	3
Gainsborough Town Centre and Management and Markets	Joanna Walker	3
GIP - Trinity Street	Diane Leslie	3
Housing Strategy	Sarah Troman	3
Riverside Gateway LDO	Elaine Poon	3
Skills- Gainsborough Mentoring	Amanda Bouttell	3
Skills- West Lindsey Employment and Skills Partnership	Amanda Bouttell	3
Upgrade of CCTV	Grant White	3
Commercial Board		
Project Name	Project Manager	Stage
CP-011	Julia Dennis	1
CP-012	Grant White	1
CP1-001	Sarah Troman	2
CP1-002	Angela Matthews	3
CP1-003	Ady Selby	3
CP1-004	Colin Taylor	3
CP1-007	Emma Redwood	2
CP1-008	John Leney	3
CP1-010	Colin Taylor	2
CP3-001	Gary Reeve	1
CP3-003	Nick Ethelstone	1
CP3-004	Sarah Troman	3
CP3-007	Elaine Poon	1
CP4-004	Karen Whitfield	2
CP4-005	Lyn Marlow	3
CP4-006	Sarah Troman	2
CP4-007	Julie Heath	1