

REPORT TO THE MEETING OF THE EXECUTIVE 3 MARCH 2021

PORTFOLIO: ENTERPRISE

REPORT FROM: STRATEGIC DIRECTOR

**SUBJECT: COUNCIL PROJECTS PROGRAMME MANAGEMENT
OFFICE**

1 DECISION BEING RECOMMENDED

- 1.1 To note the update on the Asset Delivery Programme (ADP) and the Connect Programme.

2 REASONS FOR RECOMMENDATION

- 2.1 The Programme Management Office has oversight of three projects that report to meetings of the Executive: the Connect Programme and the Asset Delivery Programme (both GOLD projects) and the Beagle Event project (a SILVER project).

3 SALIENT INFORMATION

Connect Programme

- 3.1 The Transformation Programme Manager presented a draft programme plan to the Leadership Team for agreement in early October.
- 3.2 Leadership Team has met with East of England Consultant to agree the approach to the Business Analysis Work. Outcomes to be aligned with the Council's Business Plan.
- 3.3 Key Change Champions Terms of Reference agreed, and meeting arranged for 22 January 2021. Outputs from the Key Change Champions Business Analysis work to be reported to the Executive in July 2021.
- 3.4 A Programme update was presented to the Executive on 3 February 2021.
- 3.5 All workstreams remain on target.
- 3.6 Planning has started for the Staff Development Programme which will equip staff with the skills they need to operate as '21st Century Public Servants' and serve the Council's residents in an agile and responsive way.

Asset Delivery Programme

- 3.7 As reported at a meeting of Council in September 2020, two 'stop / go' decision points were included within the ADP contractual arrangements with gb partnerships.

- 3.8 It is at these 'stop / go' decisions that, following completion of various site surveys and when the outcome of the planning applications are known, the Council will be able to make an informed view of the likely overall financial exposure across the whole Programme and it has the opportunity to move ahead with the Programme at this point or not.
- 3.9 The Council remains on programme to take the first of these stop / go points in October 2021 (for the South Street sites, the Freight House and the Civic Suite site), with the second 'stop / go' decision for the Mill Arts & Events Centre site to be taken in February 2022.
- 3.10 In preparation for the stop / go decision planned for October the Council is making arrangements to ensure that, subject to the decision, the Council's partners, gb partnerships, are able to begin development works immediately in order that the new facilities can be brought forward as quickly as possible.
- 3.11 To aid this Officers have developed a Decant Subgroup of the ADP and a decant programme plan setting out the key tasks to ensure transfer of the assets for development works to commence, subject to the above decision of Council. Due to it being closed to staff currently, Number 19 South Street is being prioritised for decant preparation works followed by the Civic Suite and the Freight House.
- 3.12 It must be stressed that the Council has offered the Freight House as a potential COVID-19 vaccination centre, but the decant plans will not impact on this and the site remains available for use if needed by the NHS.
- 3.13 Work to prepare for decant include:
- Clearing the offices of surplus paper, with due regard to the Council's Retention Policy.
 - Disposing of damaged furniture.
 - Working with the local charitable sector to identify opportunities to donate surplus office furniture.
 - Working with local history groups to identify items of historical interest in order that they can be properly catalogued and options for future display or storage developed.
 - Continuing to work closely with our partners, Fusion Lifestyle, to ensure the Freight House is ready for handover.

Beagle Project

- 3.14 Following a report to the Executive on 2 December 2020, the Portfolio Holder with responsibility for Tourism is due to host a discussion with other elected Members and the Acting Managing Director to agree a suitable

commemoration in place of the planned Beagle Event. An update will be provided in the next quarterly PMO report.

4 RISK IMPLICATIONS

- 4.1 The risks identified in PMO projects will be reviewed as they evolve. PMO will monitor the risks of each project individually for impact on its own project and all other PMO identified projects, as well as impacts on the Business Plan and Medium-Term Financial Strategy.

5 RESOURCE IMPLICATIONS

- 5.1 The Connect Programme is being delivered within the resources previously agreed by the Executive on 8 July 2020. The Transformation Project Manager resource will be reviewed In July 2021 following the completion of the Business Analysis work, as further project support may be required.
- 5.2 The Asset Delivery Project is being delivered within the resources previously agreed by Council in October 2020. A further detailed update will be provided at the first Stop/Go point in October 2021.

6 LEGAL IMPLICATIONS

- 6.1 There are none arising out of the contents of this report.

7 EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 There are none arising from this report.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

LT Lead Officer Signature: _____



Acting Managing Director

Background Papers: -

None.

For further information please contact Angela Hutchings (Acting Managing Director)

Phone: 01702 318169

Email: [angela.hutchings @rochford.gov.uk](mailto:angela.hutchings@rochford.gov.uk)

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