
COUNCIL PROJECTS PROGRAMME MANAGEMENT OFFICE

1 PURPOSE OF REPORT

- 1.1 To present an up to date version of the Council Projects Programme Management Office (PMO) Dashboard to the Investment Board.

2 INTRODUCTION

- 2.1 As previously agreed by the Board, the PMO operates to the terms of reference set out in Appendix 1. The PMO produces a Dashboard as part of its assurance work for GOLD, SILVER and BRONZE projects. The PMO Dashboard is also provided to the Executive for projects reported to that forum.
- 2.2 The PMO Dashboard for the Asset Strategy and Asset Delivery Programme is set out at exempt Appendix 2.

3 KEY POINTS TO NOTE

- 3.1 Amendments to the PMO Dashboard milestones are captured in the change control record set out at exempt Appendix 3.
- 3.2 The PMO Dashboard reflects the key deliverables for the Asset Strategy and Asset Delivery Programme. The Asset Strategy is being presented to the Investment Board in a separate report on the agenda for this meeting. The decision of the Investment Board on the Asset Strategy will mean that the data contained within the PMO Dashboard will be revised to reflect next steps and future actions.
- 4 Progress has been made on milestone 2 in that planning permission for No. 19 South Street, Rochford was considered by the Development Committee on 28 June 2018.
- 4.1 The planning application for No. 57 South Street, Rochford is currently being assessed by planning officers. There are outstanding matters relating to design and flood risk that have delayed the progress of the application. The Local Planning Authority is continuing to work with the applicant to address these matters but, as at the publication of this report, there is no firm date for resolution.

5 RISK IMPLICATIONS

- 4.1 The risks identified in the PMO Dashboard are considered to be fully mitigated at present, with the exception of issues relating to No. 57 South Street as referenced above. As the PMO Dashboard is recast following the Investment Board's decision relating to the Asset Strategy this risk will also be reconsidered.

6 CRIME AND DISORDER IMPLICATIONS

6.1 None

7 ENVIRONMENTAL IMPLICATIONS

7.1 None

8 RESOURCE IMPLICATIONS

8.1 The project budget set out in the exempt Appendix 2 has already been agreed by the relevant Boards. The project is currently on track to deliver its milestones within the latest agreed budget but, should this change, this will be raised with Members at the earliest opportunity in a subsequent report. Additional budget will be required to produce a full Asset Delivery Programme, as set out in the separate report on the Asset Strategy, and to deliver any programme of agreed works.

8.2 PMO work is carried out within existing officer resources; this therefore represents an opportunity cost rather than an additional cost to the Council.

9 LEGAL IMPLICATIONS

9.1 None arising directly out of this report.

10 PARISH IMPLICATIONS

10.1 None.

11 EQUALITY AND DIVERSITY IMPLICATIONS

11.1 An Equality Impact Assessment has not been completed as no decision is being made.

12 RECOMMENDATION

12.1 It is proposed that the Investment Board **RESOLVES** to note the contents of the PMO Dashboard.



Angela Hutchings

Strategic Director

Background Papers:-

None.

For further information please contact Angela Hutchings on:-

Phone: 01702 318169

Email: Angela.hutchings@rochford.gov.uk

If you would like this report in large print, Braille or another language please contact 01702 318111.

**Rochford District Council
Programme Management Office Group (PMO)
Terms of Reference**

The Terms of Reference for the PMO are set out in this document. These Terms of Reference will be reviewed by the Strategic Director on at least an annual basis.

Purpose

1. To oversee delivery of the business plan projects and report progress on the 'Gold' projects to the Investment Board and Executive via the Project Dashboard, with 'Silver' and 'Bronze' projects being reported on an exception basis.
2. To monitor progress within projects, ensuring leads seek support to deliver the savings and benefits identified.
3. To identify slippage/bottlenecks in the progress of projects and agree plans to bring back into line with projected timescales.
4. To ensure that accountability and responsibility for delivering projects are clear within the organisation.
5. To ensure that the actions and outputs from PMO meetings are communicated and cascaded appropriately.

Outcomes

1. To ensure that the delivery of projects are undertaken in a timely and effective way.
2. To ensure that all schemes are supported by a detailed, evidence-based Project Initiation Document (PID) and progress is monitored and any slippage addressed.
3. To ensure that all schemes are appropriately assessed for the potential impact on the Council's Business Plan.
4. To facilitate the effective communication of the impact of the Council's projects.
5. To ensure that any issues arising are included in the project Risk Register, as appropriate.

Methods

The PMO will provide support and mentoring for the Council's projects to ensure they follow best project practices and are able to deliver the proposed benefits, which ultimately deliver the Business Plan priorities and address the Medium Term Financial Strategy.

Accordingly, the PMO will invite project leaders to update the PMO on progress, as necessary, setting out the challenges and opportunities within the project. (This would predominantly apply where material projects were slipping or not delivering to plan.)

The Project Dashboard will be reported to the Strategic Director and the Leadership Team on a monthly basis; on a quarterly basis to each Investment Board (or Executive or elsewhere as appropriate) and Council. This will allow overview of performance against all project plans using the Project Dashboard and the development of actions plans to address slippage or under performance.

Membership

The core membership of the group will be as follows:

- Strategic Director
- Overview & Scrutiny Officer
- Principal Performance Business Support Officer

21/02/18