

Current Projects at December 2019 – Huntingdonshire District Council Services/Facilities only

Project Name	Project Description	Original End Date	Delivery Date	Status	Performance Summary	Last updated	Service Area	Project Sponsor	Project Manager
One Leisure Ramsey - 3G Artificial Pitch	3G Artificial Pitch (2018/19 Capital programme)	31-Dec-18	31-Mar-20	A	<p>An extension of time has been requested and accepted by the Football Foundation. The deadline is now set as 31st January 2020 to have the leases signed and a contract in place with a pitch supplier. No further extensions will be given.</p> <p>The leases have had issues around security of tenure after 30 years and there is also Education and Skills Funding Agency sign off required.</p> <p>Browne Jacobson are acting on behalf of HDC with Football Foundation solicitors also involved</p> <p>Football Foundation has approved a capital grant offer of 61% of the total project cost of £761,295, subject to a maximum payment of £461,295.</p> <p>A pre-meet will be scheduled to discuss build that cannot start until the lease is signed off.</p>	09-Jan-20	Leisure & Health	Jayne Wisely	Martin Grey
Commercial Estates – Health and Safety	Health and Safety (2018/19 Capital programme)	31-Mar-19	31-Mar-20	A	<p>Major planned work is done but minor items and payments to be attended to still. Current project expected to run through until 31/03/2020.</p>	02-Jan-20	Resources	TBC	Jackie Golby
Customer Portal	New Customer Portal	31-Oct-19	30-Jun-20	A	<p>Finalising Business As Usual (BAU) processes to enable services to request and develop future digital services.</p> <p>Creating needed BAU tools and capacity to support this.</p> <p>Delivery of Operations related forms waiting update from Yotta implementation project, Streets User Acceptance Testing scheduled for January.</p> <p>Design of Customer Relationship Management replacement solution ongoing but limited resource.</p> <p>Integration with Gov.UK Pay successful to enable payment handling in forms.</p> <p>Risks around eBilling alignment with new print tender.</p> <p>Analytics element waiting support from 3C ICT.</p>	01-Dec-19	Transformation	John Taylor	Tony Evans

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One Leisure St Ives - Outdoor Fitness Facility	Outdoor Fitness Facility (2018/19 Capital programme)	31-Jan-18	10-Feb-20	G	Construction element underway. Equipment and flooring ordered. On plan for soft opening 10.02.20. Marketing plan in progress. Prior to Xmas generation of noise around the new facility with pre-sales commencing after xmas	17-Dec-19	Leisure & Health	Jayne Wisely	Pete Corley
Alms Close, Huntingdon - Land development	Development of Land at Alms Close, Huntingdon	31-Oct-19	22-May-20	G	Senior Leadership Team approved scheme on the 20th August 2019 and again in September following a 2nd meeting. Approval from Stakeholder to be gained. Treasury and Capital Management Group approved Development 30.09.2019, Project could not progress further until this was approved which delayed start date. Contractor to be requested to confirm tender still stands and on acceptance a notice will be put on PROCONTRACT.	01-Oct-19	Resources	TBC	Carl Egonu
One Leisure Impressions - Equipment Refresh	Capital Refresh 2019/20 - Gym Equipment Refresh and Access Control	24-Dec-19	07-Dec-19	G	A separate management agreement has been drafted and will be sent to the college solicitors.	03-Jan-20	Leisure & Health	Jayne Wisely	Daniel Gammons
One Leisure St Ives Changing Rooms	Capital 2019/20	TBC	TBC	G		09-Jan-20	Leisure & Health	Jayne Wisely	Chris Keeble
Litter Innovation Fund	Introduce automated forms into business systems	TBC	TBC	G	Project is in the process of being initialised after Department for Environment, Food and Rural Affairs (DEFRA) funding received.	13-Dec-19	Operations	Neil Sloper	Kristie Wilson

Current Projects at December 2019 – 3C ICT Projects where Huntingdonshire District Council is a customer

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Council Anywhere	Council Anywhere	29-Jan-19	31-Mar-20	R	<p>Board Meeting took place 25/09/2019/ Overview of items requiring board decisions: Council Anywhere Training – Decision by board, for 3C ICT to continue to support councils for next 2/3 months as transformation teams put plan in place to take training forward long term.</p> <p>Funding and Device Upgrades – Decision by board, Upgrade for full costs of devices from service budgets. Councils have agreed to share pool of desktops that are being reimaged and repurposed. 3C ICT to maintain database of how many repurposed devices have been distributed across the 3 Councils to maintain fairness and equality.</p> <p>RAG Status set to Red as timescales are tight and dependent on external supplier.</p>	30-Sep-19	3C Shared Services	Oliver Morley	Paul Ashbridge
Operations Back Office System - Yotta	Streets/Grounds/Recycling and Waste Services: Phase 1: Streets April 2019 / Phase 2: Grounds Sept 2019 / Phase 3: Waste Services May 2020 / 3C project across the three authorities.	14-Mar-19 (Phase 1)	31-Mar-20	R	<p>The supplier (IEG4) have timetabled the return of the eforms outside of the allotted timescales. There is a risk to the project as integrated forms are critical for go-live, project has needed to change its timescales to accommodate and development has not started. Will continue to press for release dates, plan from IEG4. Any further delays risk implementation being delayed.</p> <p>The soft roll out for Street Cleansing started in December. As the system is live development of a new product with the supplier, a number of challenges have been experienced in getting things right. Full internal interoperability with the customer portal has been tested and proven.</p>	07-Jan-20	3C Shared Services	Joel Carre (Cambridge City)	Tony Allen

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					<p>Significant product development/deployment issues when deploying the product in the field have been escalated to the Product Director by the shared Cambridge City/South Cambridgeshire and HDC project board with an action plan and significant change in approach being put in place by the supplier. We are now re-assessing the priority of deployment as an implementation in Recycling and Waste management, based on the learning and templates from the deployment in the Greater Cambridgeshire (Cambridge City and South Cambridgeshire Districts) Waste Service, will be more beneficial for our residents and organisation. This assessment is being concluded in January. If agreed the board will decide to defer grounds until after the peak grounds season which now runs February through to September. A phased roll out of Recycling and Waste management if confirmed, will commence after Easter, the second major peak in service and service disruption due to bank holiday collections.</p> <p>A performance management report was delivered to overview and Scrutiny on the Performance of Grounds Maintenance, on 12th September which highlighted excellent performance with 94% of works completed to specification, 94% of service requests responded to within 5 days, cost per household has fallen from £6.20 in 17/18 to £4.46 in 19/20. This highlights how we need the IT system to be correct to not damage good service performance, hence the decision to delay until it is effective and can assist us with more service data, information and enhance existing service.</p>				

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Payment Card Industry Data Security Standards (PCIDSS)	Following recommendation from NCC Group who were invited to analyse what the 3 authorities need to do to become PCI DSS compliant, this project was implemented. This is phase 1 of the project where we will focus on becoming PCI DSS P2PE* compliant at the 3 authorities by updating PED (Chip and Pin).	31-Dec-18	30-Nov-19	A	<p>Communication and ICT Security Policy has now been published Revised Process and Procedures documents have been distributed to staff.</p> <p>* P2PE = Point-to-point encryption</p>	30-Sep-19	3C Shared Services	Nigel Brown	Caroline Huggon
Consolidate Server Rooms	To consolidate the three council's server rooms which will in turn improve flexibility and growth options, mitigate the current risks of out of support and aging hardware, leverage financial benefits and improve operation services.	12-Dec-17	30-Nov-19	G	Project complete.	06-Jan-20	3C Shared Services	Fiona Bryant (Cambridge City)	Peter Holmes

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Eastnet MLL Migration	Eastnet MLL Migration	-	31-Mar-20	G	<p>The project scope can be broken down into 2 separate areas:</p> <ul style="list-style-type: none"> • The core: In the past 3 months we've migrated the management of all WiFi access points, Public Service Network (PSN) connections for all 3 councils, DNS hosting & management for all .gov and non .gov domains owned by the 3 councils. We've also migrated all 5 corporate firewalls and global protect remote working solutions for all 3 councils and council anywhere. • The edge: In the past 3 months we've got connections into around 40 sites across the 3 councils and cut over 28 that we've got ceases in with Virgin Media Business. We have around 20 sites still to get connected where we've encountered wayleave, civils or just sheer volume of connections going in across the partners of Eastnet. Extensions and unceases have been successfully put in place for the remaining 30 sites which will now need to be cutover by 30th June 2020 although we are planning to make sure this is completed by 1st April 2020. <p>A great deal of progress has been made in the past 3 months and everyone connected to the project should be very proud of what has been accomplished in such a compressed timescale. There will be a renewed focus on the remaining 30 sites in January 2020.</p>	31-Jan-20	3C Shared Services	Oliver Morley	Peter Holmes
Aruba ClearPass - Council Anywhere	Aruba ClearPass (Council Anywhere)	31-Dec-19	31-Jan-20	G	Project timetable now 100% dictated by Eastnet/MLL rollout to complete remaining sites.	06-Jan-20	3C Shared Services	Council Anywhere	Tony Allen

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Environmental Health System Procurement	Project has been broken down into two phases. Selection and Implementation. The Selection project is for the three Councils to choose a single supplier to replace current environmental health systems with a single system. SCDC is leading on the project on behalf of the three Councils.	31-Mar-20	31-Mar-20	G	Kickoff – 8th January More contract discussions with Tascomi. Advised they need to re-submit, Tascomi resubmitted schedules. Tony and Sean met to review, which raised concerns, which were raised back with Tascomi. Sean has had a subsequent conversation with Idox. A further revision of the schedule has been received and reviewed with the contentious issues now removed. These are now accepted, just finalising one payment detail with the board. Contract – terms now accepted.	06-Jan-20	3C Shared Services	Trevor Nicoll (SCDC)	Tony Allen
Windows Server 2008 Migration	There are a number of servers running Windows Server 2008 across the 3 councils. Windows Server 2008 currently due to fall out of support in January 2020. Services and applications hosted on these platforms will need to be migrated to a new platform and tested.	-	28-Feb-20	G	There are approximately 150 servers running Windows Server 2008 across the 3 councils. Services and applications hosted on these platforms will need to be migrated to a new platform and tested. An extension of Windows server support has been agreed. This reduces the urgency on some of the system migrations and allows extra time for replacement projects to come online. Digital team applications web servers “websrv5” and “websrv7” will need an extended support agreement. Northgate have been lined up to upgrade the HDC revs and bens servers to Windows 2016. Programme Office: Lifted from Weekly Highlight Report W/E 30/08/19 – Full Highlight Report not on Bitrix.	30-Sep-19	3C Shared Services	Alex Young	Peter Holmes

Current Projects at December 2019 – Other Shared Service Projects where Huntingdonshire DC is a customer

Project Name	Project Description	Original End Date	Delivery Date	Status	Performance Summary	Last updated	Service Area	Project Sponsor	Project Manager
CCTV upgrade	CCTV Control Room, Camera and Network Upgrade	03-May-19	31-Mar-20	A	<p>All but 2 cameras in Huntingdon have been replaced , remaining require BT ethernet conversion to links ready that has been ordered. 11 more BT analogue circuits are now cancelled for St Neots that will save on future revenue costs for the service now Huntingdon almost completed. additional power ordered for other towns due to network design changes with utility company though may be issues with some locations if used for Xmas decorations and that may affect further rollout of some cameras and is being investigated.</p> <p>Programme Office: PM reports that project still Amber until digital camera rollout completed to allow assessment if existing targets can be met or need to be reviewed. Issues on roll out of Cambridge cameras continue due to complexity of permissions of listed buildings and associated negotiations. Huntingdon Complete, some issues in connecting up St Ives due to network provision organised by contractor which was escalated this week. Service is now connected to external internet to progress new system set up. Secondment established to achieve this by end March 2020. Difficulties in business continuity during network change over with work arounds in place. Legacy systems will be de-commissioned once new digital system set up. Service Planning of stabilised service underway.</p>	13-Dec-19	Operations	Neil Sloper	Eddy Gardner
Outsourced Hybrid Mail & Printing Project	Outsourced Hybrid Mail & Printing Project	TBC	30-Aug-20	A	<p>Progress has been made. Plans to outsource printing are now moving at pace. HDC is partnering with Cambs City and our requirements have been produced. Decisions concerning TUPE transfer of a member of staff have been resolved and we expect responses to the contract to be received in March.</p>	10-Jan-20	Operations	John Taylor	Andy Lusha