

Project Name	Project Description	Original Approved End Date	Expected Delivery Date	RAG Status	Performance Summary	Last updated	Service Area	Project Sponsors	Project Managers
CPP - Core Portal Project	Part of the Customer Portal Project - Delivers the ability to create integrated dynamic eForms to the council with supporting people, process and technology. Additionally delivered forms for Operations Streets, Waste, Grounds.	31-Mar-21	31-Mar-21	A	Integrated waste forms are now live, with integrated payments. Finalising the ongoing processes for managing the project as a live Business As Usual (BAU) capability and then transitioning into ongoing operations. The project will close in Q1 21/22.	Mar-21	Transformation	John Taylor	Tony Evans
CPP - Dynamics Replacement	Replaces the system uses in the Call Centre (Dynamics) with one that both customers and staff can use to increase self-service (IEG4 CsVu)	31-Mar-21	30-Jun-21	A	We went live with IEG4's CsVu product on 12th April. There are some outstanding issues that are being worked through and these will be dealt with as part of Business as Usual (BAU) work. The project will close in Q1 21/22.	Apr-21	Customer Services	John Taylor	Michelle Greet
CPP - eBilling	Delivers an eBilling capability that will allow residents to request online council tax bills, letters and benefits statements and letters.	30-Sep-22	30-Sep-22	G	February - supplier has been selected for new Hybrid Mail contract, but still some issues on finalising contract - and work will begin with them shortly but annual billing is the priority for the rest of Q4. March - no further action taken.	Mar-21	Revenues & Benefits	John Taylor	Amanda Burns
CPP - Data & Analytics	Creates a unified view of demand across digital and phone channels that will provide the basis for understanding demand for services and unit cost of interaction.	30-Sep-22	31-Mar-22	A	Proof of Concept (PoC) deployment being reviewed for lessons learnt prior to build of final solution. Digital elements largely built but need to review and rebuild the data storage tier and its interface based on input from security and IG. Working with 3C ICT to prioritise the work alongside the digital work.	Apr-21	Transformation	John Taylor	Tony Evans
Retail in our Town Centres - St Benedicts Court regeneration	Investigate opportunities for working with the owners of St Benedicts Court in Huntingdon as part of a wider redevelopment 'quarter' approach to regenerate that part of the town centre (M25)		31-Mar-22	A	Council needs to consider the scope of the regeneration programme for Huntingdon as part of the Towns Programme. Levels of occupancy are now lower and this is a key gateway route into the town centre, especially for people using public transport. Market Towns Programme Board meets monthly. Contracts agreed with CPCA and being signed off. masterplan tender brief has been prepared and with leader for sign off. Expressions of Interest anticipated w/c 10th May. Proposed contract start date 26th July, with a view to completing exercise by 31st March 22 (in accordance with CPCA spend parameters). This is part of the Market Towns Programme, listed separately.	May-21	Development	David Edwards	Clara Kerr
One Leisure Ramsey - 3G Artificial Pitch	3G Artificial Pitch (2018/19 Capital programme) (M10)	31-Dec-18	31-Mar-21	A	Works started 22nd March with all pre-meets held and traffic management/health and safety documents produced by contractor. Build time currently scheduled for 19 weeks and due to be completed by the end of July.	May-21	Leisure & Health	Jayne Wisely	Martin Grey

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New HR system	Full tender to replace the existing HR and Payroll system with a new, modern, cloud-based solution which better integrates with other systems (e.g. active directory, Tech1 etc.) Joint procurement with CCC and SCC, Procurement lead is CCC. Project Manager is external consultant.		01-May-21	G	<p>System now live and in use.</p> <p>Solutions to document extract from previous system has been secured and planned into project plan, along with legacy data solution. Data load and extraction was delayed and quality of data caused issues, delaying the phasing of implementation. HDC mitigated by delaying implementation, within our existing contract provision. This has moved our go live back one month to May 2021 (parallel runs now March and April), but allowed longer for user testing. The future phasing (Learning & Development, Recruitment) are currently being reworked to allow for focus on core HR and payroll initially. There have been issues on the supplier side, but we now have a new dedicated project support and trainer. Supplier has underestimated a multi-council build and our testing has identified a number of areas the supplier has not built to our blueprint, which are being rectified. An issue has been identified with security controls in line with organisation policy and steps have been taken to add additional controls, until Active Directory Single Sign-On is implemented - unknown impacts on setting up users for go live - but priority work on this.</p>	Apr-21	Corporate Services	Justin Andrews Fiona Bryant	Aileen Whatmore Randeep Singh (PM)
Bridge Place car park reprovision	Completion of property sale, reprovision of parking at alternative site (long stay car park serving Huntingdon). This will also involve setting up of a park alongside the car park.	30-Jun-21	31-Mar-22	A	<p>Application has gone into Fields in Trust. We are currently in consultation for a change request. We are in discussions with 3rd party planning application to progress. Plans for alternative site (Riverside Huntingdon) underway with application to Fields in Trust for permission to allow planning design and consultation to be progressed. Draft requirements document in production for Design/Planning/Construction Design and Management (CDM) and Project Delivery in consultation with procurement and estates. Timeline is tight to match requirements of RGE sale. Critical path identified with built by date being July 2021. Progress impacted by COVID and recovery work, Design and Build Contract required. Tender for design, planning and clerk of works delayed due to COVID CPCA funding decision change at HDC, now due out 17th February to achieve build by end of year. Initial Request For Quotation (RFQ) for design, planning and CDM did not draw any bids, responses indicated a lack of capacity to undertake the works. Bid document reviewed and was re-issued 1st March with closing date 14th March.</p>	Mar-21	Operations	Neil Sloper	Matt Chudley (site) George McDowell (Car Park works)
Environmental Health System Procurement / Implementation	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-21	A	<p>HDC and Cambridgeshire Home Improvement Agency went live on 22nd March 2021. There are a number of issues with the data migration which are being addressed by the supplier, however the necessary supplier resources to deal with these issues have not been available to their Project Manager, which has resulted in our Project Sponsor having to escalate this to Director level with Idox to ensure these issues are reviewed and rectified.</p> <p>A Gap Analysis has been submitted to the supplier highlighting the areas that we believe have not been delivered by them in the required time frame and we are awaiting a meeting with them to rectify these issues.</p> <p>A review of the additional work required, such as integration with other systems, is taking place this month to plan the second phase of the project.</p>	Apr-21	3C Shared Services	John Taylor	David Pope
Outsourced Hybrid Mail & Printing Project	Outsourced Hybrid Mail & Printing Project	31-Dec-20	30-Jun-21	A	<p>Implementation discussions with new suppliers will commence as soon as contracts have been returned from the solicitors and signed. We are still waiting for Cambridge City to confirm when this is likely to happen. In the meantime, printing is still being fulfilled by emergency fulfilment contractors and limited in-house Document Centre facilities. Any further delays with the contacts may impact on full implementation dates, currently forecast during Q1 FY 2021-22.</p>	Apr-21	Customer Services	John Taylor	Andy Lusha

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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.	07-May-19	31-Dec-21	A	<p>Super User training complete. Configuration underway. Burndown list produced to track configuration.</p> <p>Configuration affected by key resource Josh completing integration testing with IEG4 forms and at risk due to Josh going down to 2 days per week. Sponsor decision to accept risk, configuration will take longer and look to involve Yotta in build. Workshop build process with Yotta agreed based on successes of Waste Implementation. Project definition implementation for back office (service) only does not include sprints or connectivity with IEG4, this will be a follow on project if justified - Yotta design will however include mapping and open Application Programming Interfaces (APIs) ready for this potential project in the future. Project also looking at separating instances of City and HDC for simplicity and ease moving forward.</p>	Apr-21	3C Shared Services	Joel Carre (CCC) Neil Sloper	Tony Allen
One Leisure St Ives Changing Rooms	Capital 2019/20	31-Mar-21	30-Jun-21	G	April 2021: Work onsite ongoing. Programme indicating small delay (week) due to floor substrate works and drying times. Communications going out to customers ready for re-opening to set expectations.	Apr-21	Leisure & Health	Jayne Wisely	Paul France
Data Centre Migration	Data Centre Migration from Shire Hall to Peterborough (interim hosting)		31-Mar-21	G	Move from Shire Hall completed January 29th. Follow up tasks now being discussed with the board. Discussions taking place with the Intelligent Clients around a couple of failover tests, project closure report in draft pending timing of follow up tasks. Project closure report is in the process of being completed.	Apr-21	3C Shared Services	Oliver Morley	Peter Holmes
Godmanchester Sluice	Funding of repair/renovation to sluice structures, Mill Steps site, and potential additional fish/eel passage. None of this is HDC money.	30-Nov-20	31-Dec-21	G	April 07 update- The project is now entering the construction phase, the principle contractor (Breheny Civil Engineering) has been appointed and contracts have been signed by both parties. A principle designer has also been appointed who will also take responsibility of the CDM roles. The project equipment will be on site by the end of April with piling and construction starting in the first week of May 2021. There is a communication plan in place.	Apr-21	Operations	Neil Sloper	Andrew Rogan
Market Towns Programme	Programme to Regenerate St Neots, St Ives, Ramsey and Huntingdon. Building on the work of Prospectuses of Growth (St Ives, Ramsey and Huntingdon) and Masterplanning work undertaken for St Neots.		31-Mar-35	A	Update April 21 - Market Towns Programme is being developed to capture Portfolio for Growth ambitions into one programme, including on street WiFi and Covid-19 walking/cycling and Smart Towns as well as the Towns Accelerated Programme (see project below). The Programme also includes the St Neots Future High Streets Fund which received final approval from MHCLG on 3 April. Officers are now starting to draft the Delivery Plan and Communications, Marketing and Stakeholder engagement Plan. The Market Towns Programme governance arrangements are being established and Programme Board meetings are held monthly. Procurement Strategy for multi-disciplinary agency to undertake masterplanning and business case work for St Ives, Huntingdon and Ramsey has been agreed. A Visioning Exercise to inform the tender brief has been undertaken involving workshops (held in March) with the Town Councils, Ward Councillors and Leadership Team. The draft vision statements have been received and are being considered. A Programme Resource Plan has been prepared - resourcing requirements have been identified and are being discussed with the Chief Responsible Officer and Programme Sponsor. Resourcing is a key risk for the Programme.	Apr-21	Strategic Planning	Clara Kerr	Emma Taylor

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COVID 19 Accelerated Programme	A programme of short-term interventions to support market towns of St Ives, Huntingdon and Ramsey respond to challenges associated with COVID 19.		31-Mar-21	A	Update April 21 - A bid for £1.8M value of projects was submitted to the CPCA on 18 December 2020. These have been accessed and all were approved by the CPCA Board on 27 January 2021. Draft funding agreements have been received from the CPCA and are being finalised. Discussions have taken place around addressing the unequal split across the market towns and potentially making a project substitution. Two bids for Ramsey were submitted to the CPCA and approved by the Board on 26 March for evaluation. Project Management arrangements are now in place and a workshop was delivered to all Project Sponsors and Project Managers on 8 April. Focus is now on delivery and identifying/developing bids for the remaining CPCA funds.	Apr-21	Development	Nigel McCurdy	Seamus Cleary
Cycle Route Improvements	Management of work with county on deliver cycling routes. 120 submitted to CCC.		31-Mar-22	A	<p>Consultation on the draft Local Cycling and Walking Infrastructure Plan (LCWIP), which sets out cycling and walking route improvements needed by priority for each district, is due to commence on 14th May 2021. Cabinet is due to consider the Council's response at its June meeting.</p> <p>Covid-19 measures have either been delivered, ruled as unfeasible, or moved to Tranche 2. Tranche 2 is now to be delivered by end of March 2022. Funding has been confirmed by Government under its Active Travel Fund, however Cambridgeshire did not secure the full amount it applied for. CCC has appointed contractors to assist with the detailed project work to ensure it can deliver schemes in this timescale. The initial list of scheme concepts has been analysed to assess deliverability challenges and sorted based on how challenging they are. All schemes for Huntingdonshire now fall into either the medium or most challenging categories. Further design work on these will take place between May - July 2021. Stakeholder engagement is to take place mid-May-end of June. Delivery of feasible schemes will be either in Oct-Dec 2021 or in first quarter 2022.</p>	May-21	Strategic Planning	Clara Kerr	Melissa Reynolds
Hinchingbrooke Country Park	Business Plan investment to return site to non-subsidy. Subject to agreement of long lease with County Council.		31-Mar-23	A	Lease to be written and agreed by CCC. Timeline for individual stages of the project created, starting with improvements to lakeside and footpaths, then play opportunities. Research currently being undertaken. Initial projects being scoped on timeline for end of Q3 so investment can be seen in 2021 season. Parking design and consultation next step. Due to Great Crested Newts build considerations on car park, earliest is Autumn 2021 depending upon survey work and advice underway. Draft Planning Consultant Document for Design/Application and Build underway. Possible CPCA project for key play which is 'shovel ready' in consultation with Mark Thompson to accelerate delivery for 2021 season. Combined Environment Agency (EA) and HDC project to re-invigorate fishing underway ready for 2021. Options being discussed with canoe club. Feature play being commissioned as part of recovery work to be in place for Summer 2021. Included speculatively in CPCA bids. Design and Build contract required. No progress due to concentration on other Recovery priorities. Small element on fishing enhancement with EA and Angling Club underway and also enhancement project for Canoe Club almost agreed. Plan and procurement for play element being progressed to achieve installation Q2. RFQ for design, planning and CDM out on 4th March, closing date 26th March.	Mar-21	Operations	Neil Sloper	Judith Arnold

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Programme of COVID-19 related work	Package of projects that will be undertaken as the recovery work for the Council.		31-Mar-22	A	New Programme Manager appointed, due to start week commencing 19 April - current project manager to provide handover. Assistant Director Recovery appointment still to be confirmed, Oliver Morley covering in the meantime. Recovery group last met on 24 March - updated on Job Clubs and this is to be formalised with documented plan (Manjit Pope following up). Group were supportive of mapping walking / cycling routes to formalise our approach to a strategy - awaiting confirmation on funding options for this work. Group also supportive of work around digital connectivity and agreed project work / staffing in this area - again awaiting confirmation on funding options. Metrics ongoing. Business Customer Relationship Management (CRM) project being revised - contractor not carrying work as planned so likely that this will halt and be rescheduled. Initial risk register and issue log prepared - will need to be reviewed at the next Recovery Group meeting at end April.	Apr-21	Strategic Planning	David Edwards	Liz Smith
MHCLG data driven Covid-19 project	4 month project to test impact of proactive outbound contact with residents on basis of known risk factors. Project includes build of outbound digital communications.		31-Mar-21	G	April 21 Update: 6 day sprint with Unboxed completed that considered examples of proactive outbound contact and resulted in a mock up being tested as part of user research. We will now commence a test with 70 residents identified as vulnerable who will receive the email contact that has been developed. We will assess effectiveness/ impact of email by follow up communication. Work is underway to stabilise the structure and posts for the vulnerable team to continue this work.	Apr-21	Transformation	Oliver Morley	Claudia Deeth
Recovery Programme - Affordable Housing Delivery Project- 13 sites	Yr1: Review of 42 sites, establishing package of sites for affordable housing and competition to find delivery partner. Cabinet approved sale of 13 sites to Longhurst Group. Exchange of contracts target date Jan 2021. Project brief to come to WP Board on 15 December. Yr2: Longhurst to obtain planning permissions, complete land purchase of viable sites and start on site. Land value could be used for Private Rented homes. Yr3&4 Developments to be completed by March 2023.		31-Mar-23	G	Feb 21 Update: Heads of Terms signed by both parties. Signing of Exclusivity Agreement on course for end February 2021. Negotiation of stage two Conditional Land Sale Contract underway with exchange targeted for end of March 2021 or soon after. Tidying up licences, adverse possession risks and registering unregistered title being worked on, so that HDC can provide vacant possession of land to be sold. As previously reported: Cabinet approved sale of 13 sites for development of new Affordable Housing to Longhurst Group with option for HDC to receive Private Rented homes in lieu of capital receipt for land. HDC sales costs of circa £200,000 expected to be recouped from land sale. Total budget for development circa £20,000,000 to be funded by Longhurst and Homes England grant. Stage 1: Establishing package of sites, securing a delivery partner and Cabinet approval completed. Stage 2: Exchange of land contracts - Target January 2021. Stage 3: Obtaining planning applications, determining which of 13 sites are viable and completing land sales - Target Phase 1 December 2021 & Phase 2 September 2022. Stage 4: Completion of new homes - Target March 2023. Preliminary enquiries are with DM for consideration	May-21	Development	David Edwards	Adrian Davey