

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	30-Sep-21	A	Integrated waste forms have been put live, completing the initial release of all planned portal functionality. Work continues on updates to the integrated waste and streets forms to capitalise on this work and deliver further returns. Focus is on finalising the Business As Usual (BAU) processes and the transition to operations and shutting down of the project. Reporting of Amber is due to delays in delivery of digital components.	Jul-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-Sep-21	G	System live and in operation - handover of running and administration of the system proceeding. Updates to portal integrations with Gov.UK Pay completed. Final tasks around updating systems for issue reporting and subsequent processes are all that is left to complete handover to BAU teams. Weekly meetings in place, with resources in Customer Services now taking the lead.	Jul-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-21	31-Mar-22	A	Delay in contract with new printing provider (see Hybrid Print Project) will mean delays in this piece of work starting - unable to give timescales at the moment. Setting up of all bill and letter templates for daily work has to be completed before e-billing work can commence. At this stage the project remains on hold	Jul-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	Work commissioned with both 3C ICT infrastructure and digital teams to complete the delivery of the needed systems. Awaiting on delivery dates from 3C ICT to provide the needed solutions to progress the project, when delivery dates are detailed we can re-plan the project and recover to Green delivery.	Jul-21	Transformation	John Taylor	Tony Evans
One Leisure Ramsey - 3G Artificial Pitch	3G Artificial Pitch (2018/19 Capital programme) (M10)	31-Dec-18	30-Sep-21	Closed	3G pitch is complete and was handed over on 16th July 21. As in line with the funding agreement final payments will be held back until 12 months after completion to carry out necessary maintenance and for final sign off from contractors. Pitch is now in use and available for booking. Official opening event to be held in September.	Jul-21	Leisure & Health	Jayne Wisely	Martin Grey
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	A	HMRC error with integrations created couple of issues with June payroll, dealt with and processes in place to review. Issues with expenses and allowances claims process impacting operations staff are resolved, Payroll have continued to input for this month to ensure all issues are sorted. Blank work patterns across leisure and few snags on core HR are still to be resolved. Paid time has not been progressed due to payroll resource to test; HR teams are scoping and testing 5 further modules (Recruitment, Onboarding, Learning & Development, Performance Management, Case Management) - progress is slower as fitting around operational demands. Integrations with ICT systems (Active Directory (AD)) is still to be fully solutioned. Work on AD is required, ICT are involved in process. HR and Payroll team are meeting end of July to review further developments and processes. Priority next month on creating HR system admin resource; review of plan and further roll out of modules to forecast project close.	Jul-21	Corporate Services	Justin Andrews Fiona Bryant	Aileen Whatmore Randeep Singh (PM)

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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	Contract for design, planning and consultation awarded through framework, once contract in place (estimated end May 2021) a detailed project plan for HDC's Enterprise Programme Management Office will follow for gateway reviews. Temporary project manager assigned for two months to prepare project library and initial gateway reports. Recruitment of project manager, shared across three projects in order to manage project administration requirements, to progress in June. Contractor for design and build Construction (Design and Management) commissioned, initial project set up meeting 15/06/21. Remains Amber until Project Plan completed.	Jul-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	30-Sep-21	A	HDC continues to successfully use this system. Some issues remain with elements of the system, these issues are mainly for City & South Cambs DC. There is one issue concerning non-delivery of a component - the supplier has failed to provide a fully functioning Means Test calculator for Cambs Home Improvement Agency. This is the subject of a rectification plan and 3C Legal are involved in the resolution of this issue within the terms of the contract. A proof of concept is being carried out by the Digital Team on the online form functionality of the system, which will help us understand the work required to build online forms for customers to do more self-service. Project should move to closure in Q3.	Jul-21	3C Shared Services	John Taylor	David Pope
Outsourced Hybrid Mail & Printing Project	Outsourced Hybrid Mail & Printing Project	31-Dec-20	30-Sep-21	A	Latest update from Cambridge City is that the project is still in a standstill situation. Cambridge City, specialist external legal advice and Procurement resources are reviewing options available and HDC are awaiting outcomes. HDC project sponsor has raised the issues with relevant City representatives. Risks associated with essential Revenues & Benefits printing have been added to the corporate risk register and regular updates are being sought on the project	Jul-21	Customer Services	John Taylor	Andy Lusha
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	Configuration underway with new resources, progress being made. Project timescales re-baselined and documentation updated, reviewed by service with sponsor approval and acceptance by Yotta. 3C ICT starting to supply user accounts. Progress in line with revised delivery expectations - no financial or operational impact on revised delivery by Autumn 2021 for Grounds Maintenance.	Jul-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	Closed	This Project is now complete and de-snagging finished off. Changing Rooms are open and good feedback from customers. Final payments have been made with retention fee's held as per contract.	Jul-21	Leisure & Health	Jayne Wisely	Paul France

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Data Centre Migration	Data Centre Migration from Shire Hall to Peterborough (interim hosting)		31-Mar-21	Closed	Project complete and closure report has been circulated. Project completion date was 30th January 2021 when the move was completed. Follow on tasks have been agreed by the board as part of the closure report approved by Senior Leadership Team.	Jul-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	Project started as planned, with the piling and construction of a coffer dam. Two submerged obstruction were encountered, however additional equipment was brought in and the obstructions cleared, with piling work then continuing. Piling rig and 150 tonne crane now off site. Having weekly site meetings/catchups and the next phase is due to start w/c 19 July which will see concrete bases being constructed in preparation for the larinier section of the fish pass. In delivery, one issue regarding shoring up walls - funding options being discussed by EA, A14 Legacy and CIL - £60 funding pressure split amongst partners (joint project fund £0.5m, HDC £200k CIL so far).	Jul-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	Visioning & Briefing Papers (for St Ives, Huntingdon and Ramsey) shared with respective Town Councils. Masterplanning and Business Case Development procurement - 5 tenders returned by deadline 30/6/21 - the evaluation process is now underway. Grant Agreement & Memorandum of Understanding for Future High Streets Fund (FHSF) signed by Managing Director on 30/6/21. Project Planning for FHSF Transport Projects underway with CCC - initial assessment shows funding gap from original feasibility studies - discussions taking place with Highways England to provide funding. Playdell Smithyman have produced draft Communications and Stakeholder Engagement Plan for FHSF. Instructed legal to provide quotes for specialist Compulsory Purchase Order (CPO) firm to provide advice and undertake CPO on behalf of HDC to be twin-tracked with negotiations with owner. Key risks to programme are resourcing (FHSF and Masterplanning work) and onerous legal restrictions on titles in connection with Priory Quarter project FHSF.	Jul-21	Strategic Planning	Clara Kerr	Emma Taylor
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	Most of the projects approved by Cambridgeshire and Peterborough Combined Authority (CPCA) Board in January are in delivery or about to start. The majority of funding agreements have now been signed/sealed by HDC and are with the CPCA. Apart from the Smarter Towns project, the revenue and capital implications have been reviewed by finance and have been signed off. Decision required on whether Smarter Towns project is capital and then it can progress or be cancelled. There are 2 projects that are considered high risk: Upgrade /Replacement of public toilets - a change of wording to the contract is being discussed in order to progress the project. The other project is that approved for Ramsey (Civic Hub) which requires business case development (to access viability of the Hub) and a series of legal agreements to be put in place. The other project approved for Ramsey - pedestrianisation - has several options being explored with the Town Council and a dialogue being opened with CCC. The Accelerated Programme Delivery Board has been established and first meeting held on 19 May 2021. All projects now completing highlight reports.	Jul-21	Development	Clara Kerr	Seamus Cleary

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Cycle Route Improvements	Management of work with county on deliver cycling routes. 120 submitted to CCC.		31-Mar-22	A	Council's response to the draft Local Cycling and Walking Infrastructure Plan (LCWIP), which sets out cycling and walking route improvements needed by priority for each district, has been submitted. Area Connectivity (Recovery Project) £25,000 budget agreed for the mapping of walking and cycling routes in the District, working towards a Walking and Cycling Strategy for the District. CCC has reviewed the Tranche 2 schemes and an update has been provided setting out which may go forward.	Aug-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	G	Contract for design, planning and consultation awarded through framework, once contract in place (estimated end May 2021) a detailed project plan for HDC's Enterprise Programme Management Office will follow for gateway reviews. Temporary project manager assigned for two months to prepare project library and initial gateway reports. Recruitment of project manager shared across three projects in order to manage project administration requirements to progress in June.	May-21	Operations	Neil Sloper	Judith Arnold
Programme of COVID-19 related work	Package of projects that will be undertaken as the recovery work for the Council.		31-Mar-22	A	8 new projects being delivered to support residents and businesses to build back resilience as a result of COVID; 2 projects for Good Start, 1 project for Good health, 3 projects for Good place, 2 projects for Good Work. Medium and longer term objectives being scoped to ensure HDC service and the wider Huntingdonshire community can meet the emerging demands post-COVID. Key deliverables for the forthcoming period are a communications plan, a refreshed Impact Assessment and a comprehensive reporting dashboard. Assistant Director Recovery now in post. Actions to return to green: assessment of capacity to deliver all projects within the timeframes, with options to find resource, defer or de-scope activities to be agreed.	Jul-21	Recovery	Neil Sloper	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	31-Mar-21	Closed	Project completed in March 2021. The project resulted in improved outbound contact scripts and messages that were proven to be more effective. We also tested our initial risk assessment models by interviewing residents and determined that, whilst it was a good first pass, more work was needed to be able to predict crisis and future demand on our services. A subsequent bid put into MHCLG for a second phase of the project was awarded funding and forms part of our Recovery Programme.	Jul-21	Transformation	Oliver Morley	Claudia Deeth

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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	Aiming for exchange of contracts by the end of July 2021. A total of 11 sites were submitted for pre-app advice, of which two sites were considered not suitable for development resulting in only nine sites being taken forward. Planning applications will be submitted by September 2021, with a start on site expected early in 2022/2023 financial year.	Jul-21	Development	Jo Lancaster	Pamela Scott
Oak Tree Centre Remediation Work	The remediation of the existing Oak Tree Centre building to make it a sustainable building.		10-Dec-21	G	The building works are to commence 31st August 2021, with completion 10th December 2021. Estimated project costs £1,000,000.	Jul-21	Corporate Services	Justin Andrews	Carl Egonu
Wyton (North Huntingdon One Public Estate project)	Wyton (One Public Estate) To explore scale of growth potential of land north of Huntingdon, inc delivery of former Wyton Airfield, and the necessary infrastructure requirements and fiscal / legal mechanisms to ensure coordinated delivery.		TBC	R	Successful meeting with One Public Estate (OPE) team 12/08/2021 to investigate alternative approaches focusing around a growth strategy, with independent input to avoid prejudicing future consideration of options. A scoping paper has been developed and shared with OPE and Homes England with feedback expected first week in September.	Aug-21	CLT	Jo Lancaster	Natalie Elworthy
Pathfinder House De-carbonisation Project (Funded via Salix - BEIS Section 31 grant)	Implementation of energy and sustainability measures to reduce carbon usage.	30-Sep-21	31-Dec-21	G	Project management services procured, cost of works have been confirmed as within budget and contracts are currently being drawn up to be sent to 3C Legal for approval. Completion date extended due to plant and equipment manufacturing lead in times because of COVID implications. Project passed gateway 0, 1, & 2 (08/07/21).	Jul-21	Corporate Services	Justin Andrews	Matthew Raby
OL Ramsey De-carbonisation Project (Funded via Salix - BEIS Section 31 grant)	Implementation of energy and sustainability measures to reduce carbon usage.	30-Sep-21	31-Mar-22	G	Project management services procured, cost of works have been confirmed as within budget and contracts are currently being drawn up to be sent to 3C Legal for approval. Completion date has been extended to allow for archaeological survey and planning permission timescales to be included. Minor hiccup in June with regards to change request bureaucracy at SALIX has required additional administration - but believed now largely 'in hand'. Completion date extended due to plant and equipment manufacturing lead in times because of COVID implications. Project passed gateway 0, 1, & 2 (08/07/21).	Jul-21	One Leisure	Justin Andrews	Matthew Raby
De-criminalisation of Parking within Huntingdonshire	The Council will be undertaking the process to decriminalise parking. With the enforcement of on-street parking offences currently falling within the remit of the Police as a criminal offence, this process enables a Local Authority to undertake enforcement covering several common on-street offences under civil powers (Civil Parking Enforcement).	01-Jul-21	01-Jul-23	G	Project gateways 0 to 3 passed, formal summary to HDC's Enterprise Programme Management Office detailing these gateways in May. Note £217k capital, £135 revenue project budgets	Jun-21	Operations	Neil Sloper	George McDowell