HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Programmes and Projects, including Facing the Future
Meeting/Date:	O&S Social Well-being, 2 June 2015 O&S Economic Well-being, 4 June 2015 O&S Environmental Well-being, 9 June 2015
Executive Portfolio:	Executive Leader and all other relevant Portfolio Holders
Report by:	Programme and Project Manager
Ward(s) affected:	All

Executive Summary:

The purpose of this report is to brief Members on progress of Huntingdonshire District Council's Corporate Programme.

There are currently 21 open or pending approval projects logged on the HDC SharePoint site across various programmes –

Corporate Programmes		Service Specific Programmes	
Cross-Cutting	4	Community	2
Facing the Future	8	Customer Services	3
Shared Services	3	Leisure & Health	1

The Corporate Plan's strategic themes have been allocated to Overview and Scrutiny Panels as follows:

Social Well-being	1. Working with our communities
Economic Well-being	1. A strong local economy 2. Ensuring we are a customer focused and service-led Council
Environmental Well-being	1. Enable sustainable growth

Each project has been aligned with a strategic theme and therefore will be reported to the relevant Panel. However, as this is the first report, all projects are being reported to all Panels.

They are allocated as follows:

	Working with our communities	A strong local economy	Customer focused and service-led Council	Enable sustainable growth
Cross-Cutting			4	
Facing the Future		3	3	2
Shared Services		2	1	
Community	1			1
Customer Services			2	1
Leisure & Health		1		

Recommendation(s):

Members are recommended to consider the current projects being undertaken at HDC as well as those awaiting approval as outlined in Appendix A and comment on the process for project initiation going forward as detailed in Appendices B and C.

1. PURPOSE

1.1   The purpose of this report is to brief Members on progress of Huntingdonshire District Council's corporate programme of projects.

2. BACKGROUND

2.1   The Council appointed a Programme and Project Manager in January 2015 to manage the Council's corporate programme.

2.2   The Facing the Future Programme was well established, but needed rationalising. Other projects needed to be categorised in order to better monitor progress.

2.3   A mechanism for initiating projects needed to be established to avoid resource being committed to projects that did not realise benefits in relation to the Council's priorities and objectives.

3. PROGRAMME AND PROJECT MANAGEMENT

3.1   In February Overview and Scrutiny held a Select Committee on Project Management. There was a recommendation that the Programme and Project Manager attend Overview and Scrutiny Panels to explain her new role and this meeting will give the opportunity to ask questions.

As a result of the Select Committee, a root and branch review was undertaken by the Programme and Project Manager and several changes have been made.

Projects are now categorised by Corporate or Service Programme. There are only three corporate programmes for Projects –

Cross-cutting   - If more than one service area is responsible for delivery
Facing the Future   - Projects initiated as a result of Facing the Future
Shared services   - Projects concerning the delivery of a Shared Service

By restricting the Programmes that are available for projects to fall within, it is easier for projects to be tracked and scrutinised.

In April, the new framework for project management was launched, which largely follows previous practice, but with the additional requirement that all projects are managed through SharePoint and the requirement to complete a Pre-Project Proposition form.

In order to ensure we allocate resources according to the priorities and objectives we have as a Council, a pre-project proposition form has been introduced. This form will enable any officer proposing a project to consider how it fits within the overall aims of the Council and clearly identify both financial and resource requirements. It also requires Heads of Service to confirm they agree with the principles of the Project and whether they believe it should be submitted to CMT or the appropriate Executive Member for approval.

By submitting this form to the Programme Office at an early stage it ensures
- we keep track of the direction projects are taking
- we don't waste resources on creating business cases for projects that will not meet with approval due to non-alignment with priorities or the level of investment required
- we ensure governance of projects as all propositions are stored within the corporate environment (SharePoint)

3.2   Members of the Overview & Scrutiny Panels have an important role in the Council's Programme and Project Management. It is intended that Members should concentrate

their monitoring on the strategic direction of projects and their alignment with HDC's objectives to enable them to adopt a strategic overview while building confidence that the Council's priorities are being achieved.

3.3   Overview and Scrutiny Panels each receive separate quarterly performance reports, ordered by strategic theme. As this is the first report to the Panels, all projects have been included on this occasion to enable Members to see all projects that are currently being undertaken.

Going forward, Cabinet will receive a quarterly report covering all of the Council's current and pending projects as part of the performance reporting against the Corporate Plan.

4.   RECOMMENDATION

4.1   Members are recommended to consider and comment on the current projects   being undertaken at HDC and comment on the process for project initiation going forward as summarised in Appendix A and detailed in Appendices B and C.

CONTACT OFFICER

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