MONITORING REPORTS - PROJECTS

Executive Summary

The Executive receives regular reports on the progress of projects in the interests of financial prudence and to ensure open and transparent corporate governance.

This report provides an update of progress on developments to the Council's project management methodology, assurance, processes and reporting.

A report detailing the status of projects as at the end of September 2021, incorporating capital and revenue projects is presented to the meeting of the Executive on 18th November 2021. The report incorporates developments highlighted in this progress report.

There are no specific areas for concern or action by the Executive.

Recommendations

The Executive is requested to:

RESOLVE That

the report be received.

Reasons for Decision

Reason: To monitor progress on development to the Council's project
           management approach.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

Reporting Person: Julie Fisher, Chief Executive
                           Email: julie.fisher@woking.gov.uk, Extn: 3333

Contact Person: Pino Mastromarco, Home Independence Manager
                         Email: pino.mastromarco@woking.gov.uk, Extn: 3464

                         Dawn George, Business Improvement Officer
                         Email: dawn.george@woking.gov.uk, Extn: 3407

Portfolio Holder: Councillor Ayesha Azad
                               Email: cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder: Councillor Ann-Marie Barker
                               Email: cllrann-marie.barker@woking.gov.uk

Date Published: 10 November 2021

1.0 Introduction

1.1 The undertaking of projects is an integral part of Woking Borough Council (WBC) business delivery, and a significant amount of Council resources are allocated to their successful completion. Project management processes have therefore been developed and maintained to bring consistency to how projects are managed, and to aid the project manager in delivering projects on time, to budget and to the desired standard.

1.2 The process has been structured to be flexible and user friendly so it can meet the specific needs of the Council. It has been designed to add value to officers who are leading on projects and support the development of a common standard and capability; its primary objective is to complement the WBC can do culture, not compromise it.

1.3 Every WBC project, regardless of size or type, is required to follow the WBC project management method which is based on the principles of PRINCE2 project management methodology, which is regarded as the best practice approach when implementing projects.

1.4 In response to the Corporate Plan priority Effective Use of Resources, the developing Medium Term Financial Strategy and in response to peer reports and learning from best practice, we are developing our project management practices so that we continually improve, use resources wisely and drive out benefits from our investment into project activity.

2.0 Progress Update

2.1 The key activity since the last report to the Executive of 09th September 2021 on monitoring projects has been:

- Project Support Office have continued to undertake additional assurance reviews of all projects.

- Consolidation of all projects onto the Council's project management method managed through the SharePoint platform.

- Administered the closure of 4 projects.

- Reviewed the project management process to:

  o Capture the alignment of projects to Corporate Plan priorities;

  o Capture any third party engagement;

  o Capture any confidentiality and disclosure requirements;

  o Capture any officer interests.

- Developed scope for bespoke project management training – commissioning of training is subject to review of costs and budget provision.

- Delivered the second Quarterly portfolio report to the Corporate Leadership Team.

2.2 The assurance on projects is detailed in the project schedule at Appendix 1. The key points to note from this schedule are:

There are 44 projects in delivery and at practical completion, of which:

61% (27) projects are green

23% (10) projects are amber (1) of these include forecasted budget overspends which are reported as exception items in point 3. below

5% (2) projects are red

11% (5) projects are in the process of a more detailed reconciliation

There are 4 projects that have been closed in the period. Projects that have been closed during the period are not RAG (Red: Amber: Green) rated as this rating relates to projects in delivery. For projects that have been closed the report highlights with a blue shading where the project has exceeded the end date and / or where actual project costs exceeded planned project costs.

3.0 Exception items

3.1 In accordance with Financial Regulations, the following projects are being reported to the Executive because project costs exceed the original or approved revised budget by the greater of £10k or 5% or have forecasted budget overspends.

3.2 Project No. 20172. Open Housing. First time on the exception report at 09/09/21 Executive (£854,264: > £10k).

3.3 Project No. 20221. Microsoft Office 365 Implementation. First time on the exception report at 18/11/21 Executive (Forecasted).

4.0 Corporate Strategy

4.1 The review of project management is in support of the corporate plan priority of Effective Use of Resources.

5.0 Engagement and Consultation

5.1 There are no engagement and consultation implications arising from this review as it relates to internal management processes.

6.0 Next Steps

6.1 A report detailing the status of projects as at the end of December 2021, incorporating capital and revenue projects is presented to the meeting of the Executive on 03 February 2022. The report incorporates developments highlighted in this progress report.

7.0 Implications

Finance and Risk

7.1 There are no financial implications arising from this report.

Equalities and Human Resources

7.2 No specific Human Resource or Training and Development implications arising from this report. Additional project management training is being scoped and assessed and will be considered subject to costs and budget provision.

7.3   There are no equalities implications.

Legal

7.4   There are no legal implications arising from this report.

REPORT ENDS