

## 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 March 2022, incorporating capital and revenue projects is presented to the meeting of the Executive on 16 June 2022. 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

- (i) the report be received; and
- (ii) the project changes recorded in Appendix 1 to the report be approved.

### 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.

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## Monitoring Reports - Projects

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### 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 03<sup>rd</sup> February 2022 has been:
  - The Project Support Office has met with every project manager to discuss project progress and assess performance.
  - Project portfolio reports have been produced and presented to CLT as part of the quarterly Corporate Programme Board meetings.
  - Initial development is underway to move the SharePoint project monitoring system from on-premises to cloud hosted as part of the Microsoft Office 365 project.
  - Investment Programme items have been scrutinised against current active WBC projects.
- 2.2 The detailed project status is contained within the project monitoring report at Appendix 1. The key points to note from this schedule are:
  - There are 51 projects in delivery and at practical completion, of which:
    - 78% (40) projects are green.
    - 16% (8) projects are amber.
    - 6% (3) projects are red.
  - There is 1 project that has 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 there are project costs which exceed the original or approved revised budget by the greater of £10k or 5%.
- 3.2 Project No. 20209. Duke's Court Plaza. First time on the exception report at 21/01/22 Executive. The February Executive approved a new budget of £4,916,756 for the project setting out that reconciliation of the budget was being finalised. Following the completion of this process the forecast spend is £5,008,182, a further £91.5k variation. (1.9%, £4,916,756)

**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 Implications**

Finance and Risk

- 5.1 There are no financial implications arising from this report.

Equalities and Human Resources

- 5.2 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.
- 5.3 There are no equalities implications.

Legal

- 5.4 There are no legal implications arising from this report.

**6.0 Engagement and Consultation**

- 6.1 None.

REPORT ENDS