

MONITORING REPORTS - PROJECT

Executive Summary

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

This report details the status of projects as at the end of April 2018, incorporating capital and revenue projects, and is attached at Appendix 1.

As requested by the Executive the attached list includes only active projects and those closed during this reporting period. The agreed reporting protocol stipulates that projects overdue against the published end date will be classified as amber if the over-run is less than 25% of total project time and red if above this level.

The project management methodology includes a formal approval process to extend project timescales, where there are clear practical and business reasons. Appendix 1 includes a column showing revised end date, reflecting application of the approval process. For completeness the original end date is retained on the 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 the position of active projects on SharePoint.

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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Date Published: 4 July 2018

1.0 Introduction

- 1.1 Attached at Appendix 1 is the report on projects at the end of April 2018 (produced from the SharePoint system).
- 1.2 All active projects continue to be included in the report for completeness. Members will note a number of projects are listed as showing delays in project being closed. This is to reflect the requirement that evaluation and closure of the project is necessary after it has been completed (normally after the defect period, which may be some time from completion of the actual delivery).
- 1.3 Projects completed during the period are included at the end of Appendix 1. These projects will be removed from the schedule next time it is published, as no further reporting is required as they are within the spend parameters of financial regulations.

2.0 Exceptional items

- 2.1 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%.
- 2.2 Project No. 10680. Horsell Village Improvements- Implementation Stage. No change since the exception report at 13/07/17 Executive.
- 2.3 Project No. 10785. Leisure Management Contract Investment Scheme. No change since the exception report at 20/11/2014 Executive.
- 2.4 Project No. 10801. Wolsey Place Town Square Extension. No change since exception the report at 20/11/2014 Executive.
- 2.5 Project No. 10897. Redevelopment of Unit 21 – 27 Commercial Way. No change since the exception report at 5/02/2015 Executive.
- 2.6 Project No. 10906. Sheerwater Link Road. No change since the exception report at the 21/07/2016 Executive.
- 2.7 Project No. 10911. Goldwater Lodge Fire Reinstatement Works. No change since the exception report at the 21/07/2016 Executive.
- 2.8 Project No. 10929. Muslim Burial Ground Peace Garden (Phase 2). No change since first on the exception report at 10/09/2015 Executive.
- 2.9 Project No. 10930. Goldsworth Park Rec Public Toilets. No change since first on the exception report at 4/02/2016 Executive.
- 2.10 Project No. 20139. 18-19 High Street Refurbishments. No change since first on the exception report at 13/07/17 Executive.
- 2.11 Project No. 20152. Leisure Centre External Doors and Windows Rear Balcony. No change since first on the exception report at 01/20/2018 Executive.
- 2.12 Project No. 20158. Celebrate Woking 2017-18. The project is over budget due to the purchase of a Food Festival online booking system and promotional banners.

3.0 Implications

Financial

- 3.1 The project listing includes costs related to each project.

Human Resource/Training and Development

- 3.2 Work continues to develop the right skills sets to act as project managers and incorporate into learning plans.

Community Safety

- 3.3 Other than those projects with a community safety aspect there are no issues.

Risk Management

- 3.4 The SharePoint environment enables risks to be captured and managed by the project manager for each project.

Sustainability

- 3.5 The Project Workbook contains a sustainability assessment related to the project and as all of the information relating to a project is held electronically the need for paper records is reduced.

Equalities

- 3.6 The Project Workbook contains an equalities assessment related to the project. Other than those specific projects with an equalities element there are no equality issues.

Safeguarding

- 3.7 Other than those projects with a safeguarding aspect there are no issues.

4.0 Consultations

- 4.1 The report has been compiled in consultation with Project Managers.

REPORT ENDS