

**OVERVIEW & SCRUTINY COMMITTEE
19 SEPTEMBER 2017**

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

12

TITLE OF REPORT: FIRST QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2017-18

REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET MANAGEMENT

EXECUTIVE MEMBER - COUNCILLOR RAY SHAKESPEARE- SMITH

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

1. EXECUTIVE SUMMARY

This monitoring report provides a first quarter update on the delivery of the key projects for 17/18, first identified to the Committee in March 2017.

2. RECOMMENDATIONS

2.1 That delivery against the key projects for 17/18 be noted and commented on by the Overview & Scrutiny Committee

3. REASONS FOR RECOMMENDATIONS

3.1 To enable achievements against the key projects for 2017/18 to be considered.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 There are not alternative options as this is a monitoring report.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS





5.1 No external consultation has been undertaken in the preparation of this report as it is a monitoring report. Members will, however, be aware that a report setting out the key projects was brought to this Committee on 21 March 2017.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 This report provides details on the status of the key projects for 17/18. It does not include any projects initiated after the document was agreed and is not a full report on all the projects that the Council is undertaking.
- 7.2 This report summarises the status of each of the key projects. Overall, where the delivery has been solely down to the Council good progress has been made. The following symbols have been used to summarise progress.

Status key	
	Project Halted / funding not available.
	Project behind original due date/ unlikely to hit original due date.
	Project not due for completion in 2017/18 or has not reached due date
	Project Completed.

8. RELEVANT CONSIDERATIONS

- 8.1 At the Overview & Scrutiny committee meeting in July 2016, it was agreed that monitoring progress against key projects would take place on a more frequent basis and be reported quarterly.
- 8.2 The 1st Quarter monitoring report against key projects for 2017/18 is included in Appendix A.
- 8.3 Appendix A includes the original milestones for reporting progress which were reported to this Committee in March 2017 and progress made against those actions. In addition, updates may have been provided to Executive Members and where relevant through the Members Information Service. Progress against some, will also have been monitored through the Capital monitoring reports to the Finance Audit and Risk Committee and to Cabinet.
- 8.4 At the Overview & Scrutiny committee meeting in June 2017 it was agreed that the report should include reference as to whether Projects were Prince II. Therefore Appendix A shows whether the project is classified as Prince II, and includes, the date of the last Project Board meeting and whether any exception reports have been produced since the last monitoring report.

9. LEGAL IMPLICATIONS

- 9.1 No direct legal implications arise from this report. Legal implications for the projects listed in Appendix A are considered as part of those projects and will include (but are not limited to) governance, property, planning and contractual issues. Under the Local Government Act 2000 there is a legal requirement for Councils operating Executive arrangements to appoint an overview and scrutiny committee with remit to review decisions and other actions.
- 9.2 Overview and Scrutiny's terms of reference include at paragraph 6.2.7(s) of the Constitution "to review performance against the Council's agreed priorities and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or service areas". This report gives the Committee an opportunity to comment on progress made against the projects that have been identified for delivery against the Council's objectives.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no specific revenue implications.
- 10.2 The actions identified were resourced through the corporate business planning process cycle for 2017/18 that was undertaken in 2016/17. A number of these projects formed part of the Council's capital programme for 2017/2018..
- 10.3 The Council continues to face difficult spending decisions in view of the reduction in government support in future years and the availability of funding continues to impact on the projects that can be undertaken.

11. RISK IMPLICATIONS

- 11.1 The Lead Officer for each project is responsible for identifying any risks to the successful delivery of the Project.
- 11.2 Some of these major projects have been identified as Top Risks for the Council and these are monitored quarterly by the Finance, Audit & Risk Committee. These include:
- Local Plan
 - Hitchin Town Hall
 - Office Accommodation
 - Asset Management
 - Waste and Street Cleansing Contract Renewal

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 By reporting delivery against the key projects for 2017/18 this provides a means to monitor whether the council are meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriate services to the community to meet different people's needs. This assists the Council to fulfil a number of its obligations arising from the Public Sector Equality Duty.

13. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and "go local" policy do not apply to this report.

14. HUMAN RESOURCE IMPLICATIONS

14.1 There are no additional human resource implications arising from this monitoring report. The resources needed to deliver projects should be considered through the Corporate Business Planning process.

15. APPENDICES

15.1 Appendix A – First Quarter Monitoring against Key Projects for 2017/18

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

17.1 None