

DECISION-MAKER:	Governance Committee
SUBJECT:	Corporate Plan and projects governance overview
DATE OF DECISION:	14 th February 2022
REPORT OF:	Head of Intelligence, Innovation and Change

<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY

BRIEF SUMMARY

This paper provides an update on the continued refinement of the council’s project management governance approach. It also provides progress of the key programmes and initiatives in the 2021-25 Corporate Plan that was approved at full council on 21st July 2021. The plan set out the key projects for the period as understood at that time.

A copy of the 2021-25 Corporate Plan is attached as an appendix.

A copy of the progress on the Corporate Plan is attached as an appendix.

RECOMMENDATIONS:

	(i)	Report to be noted.
	(ii)	

REASONS FOR REPORT RECOMMENDATIONS

1.	In order to update the Governance Committee on the continued development of project and programme governance and reporting.
2.	

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3.	Not to update the committee, not considered to be an appropriate option.

DETAIL (Including consultation carried out)

4.	The Association of Project Management (APM) methodology was adopted as the recognised approach for managing projects and programmes in 2020.
5.	Updates are reported to the relevant project or programme board and to the Change Authority Board (CAB) which meets every two months, as well as to Cabinet Member Briefings and other update meetings as appropriate.

6.	The programme board (chaired by the Senior Responsible Officer (SRO)) is responsible for driving the programme forward, and oversight to ensure outcomes and benefits are delivered. Programme boards generally meet monthly, although may meet more frequently depending on the stage of delivery.
7.	The Change Authority Board (CAB) is an Executive Management meeting that reviews progress, provides independent challenge, and acts as a gateway for progression through the project lifecycle. CAB will also discuss new opportunities, prioritisation where appropriate
8.	Governance of projects and programmes that do not form part of the Corporate Plan are also managed using the APM methodology and monitored through the council's Change Authority Board.
9.	Where initiatives in the Corporate Plan are 'business as usual' rather than defined as a project or programme, their progress is be monitored through the standard council governance processes including Business Plan reviews and Cabinet Member Briefings.
10.	Each initiative on the Corporate Plan has a red/amber/green (RAG) where <ul style="list-style-type: none"> • Red – delivery is going to be later than the planned Corporate Plan date • Amber – the planned date/target is at risk • Green – on track Progress commentary is also provided
11.	Where 'red' or 'amber' status is identified, appropriate recovery plans are expected to bring the RAG back to green. In some instances, this may require a re-baselining of the delivery plan which will change the target date. To re-baseline appropriate governance must be followed.
12.	For some areas (including the Corporate Plan), project/programme planning, monitoring and reporting is now completed through Project Online, our project management system, which allows for real time updates to be accessed and viewed through Power BI (an online reporting tool). This is being rolled out further across the organisation.
13.	Project Online is continuing to be developed and refined to support better reporting, pipeline and resource planning.
14.	Work is underway to develop and embed a rigorous corporate benefits management framework for projects. This will be linked to Project Online to support 'one stop' reporting capabilities and directly align assessment/achievement of benefits with project milestone achievements allowing for appropriate actions to be undertaken in a timely way.
15.	Where appropriate, detailed reports on specific projects are submitted to Overview and Scrutiny Management Committee for more detailed review.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
16.	All resource implications should be considered as part of the project/programme business case and managed through project governance.
<u>Property/Other</u>	

17.	All resource implications should be considered as part of the project/programme business case and managed through project governance.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
18.	S.1 Localism Act 2011, S.111 Local Government Act 1972.
<u>Other Legal Implications:</u>	
19.	None
RISK MANAGEMENT IMPLICATIONS	
20.	All projects and programmes will have risk registers included as part of their project management governance arrangements. These include mitigating actions and timelines for implementation. The Executive Management Team review escalated and joint risks as part of the Change Authority Board to ensure a risk management overview at a corporate level.
POLICY FRAMEWORK IMPLICATIONS	
21.	The projects identified are part of the council's approved Corporate Plan 2021-25.

KEY DECISION?	Yes/No
WARDS/COMMUNITIES AFFECTED:	
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Southampton Corporate Plan 2021-25
2.	SCC Corporate Plan progress report (January 2022)
Documents In Members' Rooms	
1.	
2.	
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	Yes/No
Data Protection Impact Assessment	
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	Yes/No
Other Background Documents	

Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	
2.	