

Overview and Scrutiny

10 April 2017

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Taking a Coordinated Approach to Project Planning

Final Decision-Maker	Overview and Scrutiny Committee
Portfolio Holder(s)	Councillor David Jukes, Leader of the Council
Lead Director	Paul Taylor, Director of Change and Communities
Head of Service	Ian Hirst, Head of Digital Services and Transformation
Lead Officer/Report Author	Nick Peeters, Scrutiny and Performance Officer
Classification	Non-exempt
Wards affected	All wards

This report makes the following recommendations to the final decision-maker:

1. That the Overview and Scrutiny consider the issues highlighted in the report and appendix A (the Programme Management Office function).

This report relates to the following Five Year Plan Key Objectives:

A prosperous borough

A green borough

A confident borough

The Council's Programme Management Office function looks at project delivery across all areas of the organisation.

Timetable

Meeting	Date
Overview and Scrutiny Committee	10 April 2017

A Study of the Importance of Taking a Coordinated Approach to Project Planning

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 The report and appendix provide an update on the Council's approach to coordinated project planning and highlights the work of the Programme Management Office. The report responds to a request by the Tunbridge Wells Town Forum (one of the Council's key stakeholders in terms of consultation on services and developments in the town) for the inclusion of the topic in the Overview and Scrutiny Committee's work programme.

2. INTRODUCTION AND BACKGROUND

2.1 At their May 2016 meeting, members of the Tunbridge Wells Town Forum were provided with an update on the work-to-date on phase one of the public realm works and the proposals for phase two, including the allocation of funding. The Town Forum members discussed the topic at length and expressed concern over a number of linked issues between the two phases. A following, separate item on the same agenda provided an update on the work of the Council's Overview and Scrutiny Committee and the Town Forum was asked to suggest topics for the Committee's work programme. Having previously discussed the public realm works, it was requested that the Overview and Scrutiny Committee include 'a study of the importance of taking a co-ordinated approach in project planning, such as has been illustrated in the next phase of the public realm scheme' as an item.

2.2 The topic suggested was added to the Committee's work programme and was due to be considered at the February 2017 meeting, held in Hawkhurst. However, as the topic focussed on proposals for Royal Tunbridge Wells, it was considered that the April 2017 meeting, at the Town Hall, would be more suitable and provide more opportunity for engagement by stakeholders.

2.3 It was further decided that the issue of the Council's approach to project planning should be broadened to include other areas and services and appendix A to the report provides an update on the implementation by the Council's Business Delivery Unit, of a Project Management Office. The Project Management Office provides a coordinated approach, through the prioritisation and scheduling of human and financial resources, to project activity.

3 AVAILABLE OPTIONS

3.1 The report and appendix is for noting and intended to provide a focus of discussion for Members. Members may choose to retain the topic as a future piece of work and add it to the Committee's work programme.

4 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 4.1 The decision of the Committee will be recorded in the minutes of the meeting. The minutes will be published and made available on the Council's website and if required, the decision will be reflected in the Committee's future work programme.

5 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	There are no direct legal or human rights implications resulting from the recommendation in the report.	Interim Head of Mid-Kent Legal Partnership
Finance and other resources	There are no direct financial implications resulting from the recommendation in the report.	Head of Finance and Procurement
Staffing establishment	There is no direct impact on staffing levels as a result of the recommendation in the report.	Nicky Carter, Human Resources Manager (Dated 01/02/17)
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Sarah Lavallie, Equalities Officer (Dated 01/02/17)

5. **REPORT APPENDICES:** Appendix A – Taking a coordinated approach to project planning, Programme Management Office function

6. **BACKGROUND PAPERS:** none