

Appendix B - In-Flight Project Tracker: Growing Local Businesses and Economies

R	Not on track or within agreed tolerance
A	Not on track but within agreed tolerance
G	On track
	No highlight report received

Project Name	Programme	Project Manager (and Sponsor)	Project Status	Project Partners	Project Start	Target End	Expected End	Overall RAG	Oct-18	Nov-18	Dec-18	Comments
Building 4010	Economic Development	David Ousby (Bob Palmer)	Initiation	U+I (business park owners), Combined Authority business board	Oct-18		Mar-21	G	G	G	G	A detailed full application has been submitted for the Business Board Growth Bid by U+I (Business Park owners) and this was presented to EMT on 17th Dec, for budget approval for due diligence work to take place. EMT agreed to invest in feasibility work in order to develop a Business Case for Cabinet. Awaiting decision from CPCA Business Board.
Northstowe Enterprise Zone – Crate UK (business park operator) investment proposal.	Economic Development	David Ousby (Bob Palmer)	Emerging	Crate UK, Gallaghers (land owner), Combined Authority business board.								No RAG rating due to pre-EMT initiation stage of the project. This project is about enabling a stalled Enterprise Zone project by identifying and implementing solutions to multiple barriers.
Land to rear of SCDC offices	Economic Development	David Ousby (Bob Palmer)	Emerging	McA								This project is at the initiation stage to identify whether there is an opportunity for this land to be brought forward for B2 uses. The Project Manager has made enquiries with the land owners (McA) to ascertain whether they are interested.
Cambourne Business Park land to south of estate road in Enterprise Zone	Economic Development	David Ousby (Bob Palmer)	Emerging	All business park owners, Combined Authority business board								This project is at the initiation stage to identify potential investment opportunities that would also enable this stalled Enterprise Zone site. Initial meeting with applicant scheduled for 22 Jan 2019

Appendix B - In-Flight Project Tracker: Housing that is Affordable for All to Live in

R	Not on track or within agreed tolerance
A	Not on track but within agreed tolerance
G	On track
	No highlight report received

Project Name	Programme	Project Manager (and Sponsor)	Project Status	Project Partners	Project Start	Target End	Expected End	Overall RAG	Oct-18	Nov-18	Dec-18	Comments
Northstowe (Phase 1) Sports Pavilion	Housing that is affordable	Kirstin Donaldson (Mike Hill)	Delivery		Apr-18	Aug-21	Aug-21	G	G	G	G	November - Tender marked. Preferred bidder informed of success. Contacts pending. December - Contracts signed.
Northstowe (Phase 1) Community Centre	Housing that is affordable	Kirstin Donaldson (Mike Hill)	Pending		Mar-19	Oct-22	Oct-22					Paper expected at EMT in Mar 2019.
Northstowe (Phase 2) Civic Hub	Housing that is affordable	TBC	Pending	Homes England			Jun-22					Homes England have now nominated SCDC to deliver the Civic Hub.
Programme of Council Housing build	Housing that is affordable	Gill Anderton (Mike Hill)	Emerging									Exploiting the removal of the borrowing cap
Investment partnership with developers	Housing that is affordable	David Ousby (Bob Palmer)	Emerging									This project is to explore opportunities to enter into investment partnerships with developers in order to bring forward developments that include affordable housing provision. A paper was submitted for consideration by EMT on 17th Dec. This requested a budget in order to carry out due diligence work, including drawing up of an Invitation to Tender to allow framework to be set up and mini-competition to take place. EMT agreed to commission the legal work required to develop invitation to tender and subsequent framework contract in order to prevent future legal challenges on the procurement of investment partnerships
Enabling work to upgrade of Cambourne Business Park Estate Road (Link to Cambourne West)	Housing that is affordable	David Ousby (Bob Palmer)	Emerging	U+I, McA (land owners)								This relates to enabling work to ensure link road is built as a condition of bringing land formerly zoned for employment as mixed use commercial / residential. This would open business park up to more footfall. Linked to business park Deed of Release to allow residential development on areas previously designated for employment only. Currently enabling work only - no budget implications.
Local Plan	Housing that is affordable	Caroline Hunt (Stephen Kelly)										To seek commentary for next report if this is an agreed project.

Appendix B - In-Flight Project Tracker: Being Green to our Core

R	Not on track or within agreed tolerance
A	Not on track but within agreed tolerance
G	On track
	No highlight report received

Project Name	Programme	Project Manager (and Sponsor)	Project Status	Project Partners	Project Start	Target End	Expected End	Overall RAG	Oct-18	Nov-18	Dec-18	Comments
Waterbeach Depot Solar PVs	Climate and Environment	Kevin Ledger (Bob Palmer)	Initiation	Bouygues Energies and Services	Oct-18		Mar-18	G	G	G	G	High Level Assessment outlining options for installation of solar PVs at Waterbeach Depot was by Bouygues and presented to Informal Cabinet. Approval was provided for progression to the Investment Grade Proposal (IGP) stage and the IGP has now also been delivered. Viability of installation is dependent on grid connection.
Investing in Green Energy at South Cambs Hall site	Climate and Environment	Kevin Ledger (Bob Palmer)	Initiation	Bouygues Energies and Services	Oct-18			G	G	G	G	The High Level Assessment commenced on 9th November and this will identify and assess options which will potentially lead to implementation of a number of green energy measures.
Footway lighting upgrade to LED	Climate and Environment	Helen Taylor (Trevor Nicoll)	Initiation				Dec-19 (phase 1)	G			G	A pilot scheme successfully upgraded SCDC owned footway lighting in Ickleton & Hardwick to LED. A company is currently undertaking structural testing & identifying requirements for each light. Will be completed by end Jan 2019. The next steps will be to develop a specification and tender for the upgrade throughout the district. The expected end date of December 2019 is for the completion of priority installations.
Added value from SCDC footway lighting stock	Climate and Environment	Kevin Ledger (Bob Palmer)	Emerging	Bouygues Energies and Services								<p>This project is about using the Re:fit framework and expertise available through Bouygues in order to explore the potential for adding value to our stock of approximately 1800 lights. E.g. EV charging points, air quality monitors etc.</p> <p>A briefing to guide the scope of the High Level Assessment that will be produced to assess these options will be provided to Bouygues in the new year.</p>

Appendix B - In-Flight Project Tracker: A Modern and Caring Council

R	Not on track or within agreed tolerance
A	Not on track but within agreed tolerance
G	On track
	No highlight report received

Project Name	Programme	Project Manager (and Sponsor)	Project Status	Project Partners	Project Start	Target End	Expected End	Overall RAG	Oct-18	Nov-18	Dec-18	Comments
OneVu Customer Portal	A 21st Century Council	Sonia Constant (Susan Gardner Craig)	Delivery	3C ICT	Oct-18	Oct-20	Oct-20	A	R	A	A	<p>SCDC Phase 1 project timeline: The timeline accounts for the PM working three days a week on the project, which will be reviewed in the New Year. There are outstanding tasks within the timeline due to unforeseen issues arising with the portal work and lack of resource to resolve them. Despite help from Huntingdonshire Council and Cambridge City Council, the project is still behind schedule. At the end of December 2018, the PM owed the project 18 hours due to work/issues presenting themselves in the Communications team. These resource issues are to be discussed in the New Year.</p> <p>3C Build priority: In terms of the 0-3 month 3C ICT build priority all tasks have been completed, which included migrating our existing eForms into the portal and creating a Capita payment form. ICT successfully created the new missed bin eForm which is proving a much better process than before, removing any re-keying of data for the refuse team.</p>
Shared Planning Service	A 21st Century Council	Liz Jackson (Stephen Kelly)	Delivery	City	Jul-18	Jul-20	Jul-20	G	G	A	G	<ul style="list-style-type: none"> - Phase 2 engagement launched as scheduled 8th Jan 2019. - Formal consultation planned for February (launch date TBC). - Staff engagement workshops begin 8th January for 2 weeks. Outcome document to be delivered w/c 28th Jan. - Agreement in principle to memorandum of understanding and accompanying financial schedule. - Email sign off agreed and to be rolled out w/c 14th January – this begins the branding rollout. - Further programme support planned for Feb/Mar to assist in culture change and branding. - IT programme on track to be delivered Summer 2019.

Appendix B - In-Flight Project Tracker: A Modern and Caring Council

Project Name	Programme	Project Manager (and Sponsor)	Project Status	Project Partners	Project Start	Target End	Expected End	Overall RAG	Oct-18	Nov-18	Dec-18	Comments
Council Anywhere	A 21st Century Council	Andrew Francis (Susan Gardner Craig)	Delivery	3C ICT	Sep-18	May-19	Jul-19	R	R	R	R	<p>The project continues to be delayed – specifically with the implementation of Global Protect by Virgin Media and 3C. This delay has been compounded by a number of serious priority one ICT incidents which have consumed a lot of 3C resource. The technical issues continue to be pursued by 3C (ICT Head of Service is going to meet with Virgin Media to discuss the ongoing delays).</p> <p>At the last CA Board meeting, 3C declared their intention to revise the way in which the project will be delivered. It is now intended that rollout of Office 365 on the new CA tenancy will take place over the coming months, with no devices now scheduled for rollout until April at the earliest. This is particularly of concern for SCDC who, unlike the other councils, are already operating Office 365 and using much of its functionality. The SCDC PM explained at the board meeting that removal of existing functionality would need to be handled very carefully so as not to be seen as a backwards step. It was made clear that a carefully handled approach to training and rollout would need to be adopted at SCDC, and to this end a meeting is scheduled with the 3C and SCDC PMs to discuss the way forward.</p> <p>3C ICT warrant that this makes the 3C project “green”, however the PM continues to report it as "red" because 3C ICT have yet to solve the technical obstacles that required the restructure – until they do, the project is still at risk of further delay.</p> <p>From an SCDC perspective, the project continues to rely heavily on 3C and the delay to hardware delivery is unlikely to go down well across teams (in particular in shared planning and waste where the delays are keenly felt). Other facets of the project (which focus on organisational changes) continue to move forward.</p>
New Housing System	A 21st Century Council	Caroline Huggon (Mike Hilll)	Delivery	3C ICT				G	G	G	G	The tender process has been completed and the contract has been awarded to Orchard. The implementation (phase 2) of the project commenced 11 Dec with a Kick Off Meeting with 3C ICT, SCDC & The City.
Environmental Health System	A 21st Century Council	Paul Ashbridge (Mike Hill)	Delivery	3C ICT	Oct-18	TBC	TBC	G	G	G	G	<p>Key activities completed last reporting period:</p> <ul style="list-style-type: none"> - Project Teams to continue to document tasks/processes. - POC Received from YOTTA (16th Oct) - Options Paper Completed YOTTA v Env Health Market Leader - GAP Analysis of Current Systems - Business Cases for CCC - Briefing Note for CCC - BAU Process Mapping – ongoing
Development of an investment strategy	A 21st Century Council	David Ousby (Bob Palmer)	Delivery		Dec-18	Feb-19	Feb-19	G			G	Draft investment strategy and commercialisation strategy approved by EMT on 2nd January.

Appendix B - In-Flight Project Tracker: A Modern and Caring Council

Project Name	Programme	Project Manager (and Sponsor)	Project Status	Project Partners	Project Start	Target End	Expected End	Overall RAG	Oct-18	Nov-18	Dec-18	Comments
New Shared Planning Service System	A 21st Century Council	Nick Burton (Stephen Kelly)	Delivery	3C ICT/City	Oct-18			G			A	Delays to part of the project caused by lack of Idox resources - lead times for booking some of their specialist data engineers is currently six months. Idox have confirmed key delivery dates. There is still a decent amount of time between receiving the test system (12/04/2019) and going live which will not impact the overall go-live dates. We are likely to have a test data migration later than anticipated, meaning we will have less time for testing than originally planned.
Yotta Waste System	A 21st Century Council	Tony Allen (Mike Hill)	Delivery	3C ICT/City							A	<ul style="list-style-type: none"> • Signoff of City Council and Huntingdonshire Council processes for Mapping into Yotta • Completion of Data collection & supply to Yotta • Delivery of test system • Process Workshop – inputting of processes into test system • Initial test cycle completed • Digital Team will start to look at IEG4/Alloy Integration
Facilities improvement projects	A 21st Century Council	John Potts (Phil Bird)	Pending									Improvements include: carpets, external storage unit, reception re-modelling, Council chamber AV equipment, Washrooms.
New HR System	A 21st Century Council		Emerging									HR systems at SCDC, City and Hunts are approaching end of contract. Each Council needs to investigate the procurement of a new solution, and there is therefore the potential to buy once, use three times. A confidential B business Case has been shared with Heads of HR
Information Sharing post	A 21st Century Council		Emerging									Further information required regarding this project.