

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	Jan	Feb	Mar	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			An update is due shortly on the decision of the Business Board and the next steps.
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.								Awaiting terms from land owners (Gallagers)
Land to rear of SCDC offices	Economic Development	David Ousby (Bob Palmer)	Emerging	McA								Site is within Cambourne West development and expected to be suitable for B1 (c) trade counter uses. Current owner (McA) are going through the Reserved Matters Process. Expect site to be available for investment towards the end of 2019.
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								Site is within an application for residential/commercial use. Request to owners to split site allowing for commercial investment

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

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Northstowe (Phase 1) Sports Pavilion	Housing that is affordable	Kirstin Donaldson (Mike Hill)	Delivery		Apr-18	Aug-21	Aug-21	R			R	November - Tender marked. Preferred bidder informed of success. Contacts pending. December - Contracts signed. Red as third month with no Highlight Report
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 dilligence 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 preven 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										To seek commentary for next report if this is an agreed project.

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

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Waterbeach Depot Solar PVs	Climate and Environment	Kevin Ledger (Bob Palmer)	Closing	Bouygues Energies and Services	Oct-18		Mar-18	G	G	G	G	Handover completed 22 Mar. Solar Panels now live. Feed-in-Tariff application received by Good Energy. Project to move to Closing Stage.
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	High Level Assessment document presented to Climate and Environment Committee and made available to all members of CMT and EMT. Questions log set up to ensure that all queries that are raised are followed up on. EMT have agreed to commissioning Bouygues to carry out Investment Grade Proposal (IGP). Kick off meeting held on 12 Mar. First Programme Board scheduled for 17 Apr.
Footway lighting upgrade to LED and exploration of additional environmental benefits available through lighting stock	Climate and Environment	Helen Taylor (Trevor Nicoll)	Initiation	Bouygues Energies and Services			Dec-19 (phase 1)	G	G	G	G	A draft Project Brief has been prepared and was due to be sent to Bouygues at the end of March. This has been delayed due to checks on the work undertaken by a contractor to review and develop a new asset inventory for SCDC footway lights and assess the conditions of these lights. This information is necessary to the work to outlined in the Project Brief for Bougyues. Similar work is also required on lights owned by Housing prior to an LED upgrade if this stock is to be included within the project scope.

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

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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	<ul style="list-style-type: none">• Civica have resolved CRM API technical issue following identification of the cause by Civica, IEG4 and 3C ICT. Now awaiting user account set up so that a secure connection can be created between IEG4 and Civica.• Demo with the interim Chief Executive, Mike Hill - positive feedback about the potential of My South Cambs to improve customer service, reduce manual processing for staff and cross-Council promotion.• Started discussions about how we can help businesses, either through a business portal or by adapting My South Cambs. We are liaising with Johanna Davies and business leads to investigate best option for businesses.• Opened discussions with the new Housing project manager. The project team are picking up this in mid-April to plan out where both projects can align over the next 18 months.• Initial discussions with Kirstin Donaldson regarding how My South Cambs and the branding project can work together.• Duty Planning Calendar online functionality has been successfully tested and Planning payment form created. Implementation plan needs to be drawn up with the Contact Centre Team Leader, Rob Ellis and Planning.• Investigating options for communicating to different stakeholders: Cambourne Times, what teams work with residents, Parish Council e-newsletters and messaging on notice boards.• Issue - 3C Digital do not have the capacity to commit to developing the portal unless scheduled via the quarterly Digital Steering Group. This isn't an issue for major updates that we know of in advance, but small jobs that need to wait for at least 4 months is hindering the progress of this project. To be discussed with Project Sponsor and Joe Bedingfield (3C ICT Digital Manager)
Shared Planning Service	A 21st Century Council	Liz Jackson (Stephen Kelly)	Delivery	City	Jul-18	Jul-20	Jul-20	G	G	A		

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Council Anywhere	A 21st Century Council	Andrew Francis (Susan Gardner Craig)	Delivery	3C ICT	Sep-18	May-19	Jul-19	R	R	A	A	<p>Rollout of hardware still on schedule to commence the last week of April. Prioritisation of service areas has been undertaken by the three businesses, and this is in the process of being turned into a specific rollout plan by 3C. Shared service teams will be managed first, with other teams following across the three councils.</p> <p>Work done:</p> <ul style="list-style-type: none">• CA policy and guidance shared across champions and CMT, and this will shortly be ready for publication.• Prioritisation order of the three councils services has taken place and supplied to 3C.• Another CA champion session has been held to update champions with current information. <p>Work still needed:</p> <ul style="list-style-type: none">• Clear communications plan needs to be set out for delivery of the rollout schedule – this is becoming critical as we move closer to hardware rollout. We need colleagues to be completely clear on what is expected of them (clear desk, attendance etc) as we come to deliver hardware.• Completion of migration process for 365 to the new CA tenancy, to enable full functionality of office 365 collaboration software – this is a critical element of the project. Still awaiting clarity on insurance arrangements.
New Housing System	A 21st Century Council	Caroline Huggon (Trevor Nicoll)	Delivery	3C ICT				G	G	G	G	<p>Completed close down report for Procurement Project and circulate to the Programme board.</p> <ul style="list-style-type: none">• Produce draft PID for implementation programme and circulate to board for comments.• Send board information about the BA resource from Orchard and costs when received.• Update Risks and Issues log• Meeting with Nigel Brown, 3C ICT Technical Architect to discuss design requirements.• Liaise with Emma Alterton to ensure the project is scored on the priority list.• Programme Manager meeting with CCC Project Manager Jon Staff to agree how project will be run and communication schedules, etc• Review comments on PID and send out revised draft for approval at Programme Board meeting.• Technical design meeting with Orchard on 21st March• Project Board meeting 22nd March• Check final arrangements for demo days on 2nd, 3rd and 4th April• Programme Manager to book monthly meetings with Martyn Hilliam, SCDC Project Manager
Environmental Health System	A 21st Century Council	Paul Ashbridge (Trevor Nicoll)	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">• Submission of Tender Documents to Market 1st March• Begin to conduct To-Be Process Mapping.• Extension of CCC Current Supplier Contract for M3PP until March 2020• Extension of SCDC Current Supplier Contract for Lalpac until March 2020• Clarification Questions from Tender• Procurement Training Sessions Planned 14th March / 1st April

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Development of an investment strategy	A 21st Century Council	David Ousby (Bob Palmer)	Closing		Dec-18	Feb-19	Feb-19	G		G	G	This project has been successfully completed following adoption of the Investment strategy by full Council on 21st February 2019.
New Shared Planning Service System	A 21st Century Council	Nick Burton (Stephen Kelly)	Delivery	3C ICT/City	Oct-18			A	A	A	A	<ul style="list-style-type: none">• Uniform document templates training (1st and 8th March)• Joint session with the county council on how to set up and configure Uniform (4th March)• Get users access to the new Idox DMS system and associated software in time for training (12th/13th March)• APAS/Uniform code mapping workshop (14th March)• Agree and take delivery of data extract from Agile APAS• Recruit someone into data cleaning temporary post.• Project amber as Complete data and code mapping, prepare data using Transform and send to Idox (by 29th March) not completed.
Yotta Waste System	A 21st Century Council	Tony Allen (Trevor Nicoll)	Delivery	3C ICT/City				A	A	A	A	<ul style="list-style-type: none">• Project was at Amber due to risks to the project and newness of IEG4 portal and Yotta Alloy and the development may take longer than expected or may not be completed. Digital Team have delivered 3 integrated forms for City, 1 for SCDC and 1 POC for HDC. More work is required – HDC sprint booked for May. More sprints required for City and SCDC.• Risks with sprints and that IEG4 integration was not available for portal has opened a functionality gap for the City – Adhoc processes may not be able to be deployed until Portal is ready.• Mobile Device Management is not ready. 3C ICT looking at alternative that they are trying to get to work. There is a risk that it will not be ready. This will mean that the Tablets could only be deployed at risk and an alternative method to install the application will be required.• CCC have hit a major snag in Openspaces data. This is currently being investigated and alternative options identified
Facilities improvement projects	A 21st Century Council	Lee Jones (Phil Bird)	Pending									Improvements will 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 Business Case has been shared with Heads of HR
Information Sharing post	A 21st Century Council		Emerging									Further information required regarding this project.