

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Leader and Cabinet 8 December 2005  
**AUTHOR:** Housing and Environmental Services Director

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### **WINDMILL ESTATE REDEVELOPMENT – GOVERNANCE AND PROJECT MANAGEMENT ARRANGEMENTS**

#### **Purpose**

1. To confirm arrangements for management of the redevelopment project including terms of reference and establishment of the Windmill Estate Steering Group (WESG).

#### **Effect on Corporate Objectives**

2.	Quality, Accessible Services	To ensure an important and high profile project which will improve the quality of local housing is managed effectively, and that the partnership between South Cambridgeshire District Council and Nene Housing Society is sufficiently developed to successfully deliver the proposed redevelopment scheme.
	Village Life	
	Sustainability	
	Partnership	

#### **Background**

3. The Windmill Estate Steering Group has been meeting since August 2004 to develop proposals for the redevelopment of the estate. In May 2005, Council agreed in principle to support the project. However the Steering Group has never been included in the Council's Annual Meeting list of bodies for which nominees were sought. This report seeks to rectify the absence of a formally agreed body to oversee this important project.
4. At its meetings over the summer the Steering Group has considered project governance and management arrangements. These are now offered to Cabinet for endorsement.

#### **Project Management arrangements**

5. Consultants employed by the Council's partners, Nene Housing Society, have proposed a three-tier project management arrangement.
  - (a) A Steering Group (project board) to oversee the strategic and operational delivery of the project
  - (b) A Project Team of officers to support delivery of the project
  - (c) A User Panel of interested local residents

#### **Terms of Reference**

6. It is proposed that the terms of reference for the Steering Group are:
  - (a) To provide key stakeholders with periodic reports on project progress and issues

- (b) To provide an opportunity for key stakeholders to raise issues of strategic significance for discussion
- (c) To allow key stakeholders the opportunity to advise the Project sponsor (Housing Portfolio Holder) on how the project can be delivered more efficiently and effectively at a strategic level.
- (d) To work together to put forward a redevelopment scheme proposal for consideration by Cabinet/Full Council.

### **Membership**

7. The Windmill Estate Steering Group has been meeting for over a year on an informal basis. It is proposed that the formally constituted Steering Group comprises:

- (a) Housing Portfolio Holder
- (b) The Leader
- (c) SCDC Fulbourn Members x 2
- (d) Fulbourn Parish Council representative
- (e) Local County Councillor
- (f) Tenant representative
- (g) Owner Occupier representative

Supported by the following Council officers:

- (a) Director of Housing & Environmental Services
- (b) Head of Housing Strategic Services
- (c) Housing Services Manager
- (d) Housing Services Officer
- (e) Community Development Manager
- (f) Principal Housing Accountant
- (g) Special Projects Officer

Attended by Nene Housing Society:

- (a) Director of Development
- (b) Housing Operations Manager
- (c) Regeneration Manager
- (d) Resident Involvement Officer

### **Frequency of meetings**

8. It is anticipated that the Windmill Estate Project Steering Group will normally meet on a six weekly basis.

### **Legal Implications**

9. None.

### **Financial and Staffing Implications**

10. Democratic Services will serve the Steering Group, with any additional costs being borne by Nene Housing Society.

11. Commitment to attendance at the meeting and input to the project will be required by Officers as detailed above in order to provide stakeholders and the project sponsor with the correct level of information and support to make informed decisions.

#### **Risk Management Implications**

12. The Windmill Estate Steering Group will consider risk management as part of its project management responsibilities.

#### **Consultations**

13. Advice on the structure to facilitate management of the project, including the formation of the Windmill Estate Steering Group has been taken from HATC Limited, the consultants employed by Nene Housing Society.

#### **Recommendations**

14. That Cabinet agrees the re-establishment of the Windmill Estate Project Steering Group, based upon the terms of reference, membership and other details included in this report.

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