

Business & Transformation Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 01 April 2021
Portfolio: CROSS CUTTING
Key Decision: No
Within Policy and
Budget Framework YES
Public / Private Public

Title: CORPORATE PROJECT STATUS REPORT
Report of: TOWN CLERK & CHIEF EXECUTIVE
Report Number: CE 01/21

Purpose / Summary:

The City Council's Transformation Board's role is to ensure that there are effective governance arrangements in place for the projects that the Council undertakes. This report provides an update against corporate projects currently being undertaken in the Council.

The narrative contained within the project status report has been updated to offer Members with an up to date snapshot as to the current status of the City Council's corporate level projects. Recent project activity; RAG rating; issues and emerging risks; key activities for the next period and requests for change have all been updated.

Recommendations:

The Panel is asked to note and comment on the most recent summary of projects and governance arrangements in place as contained in Appendix One, and the actions being taken to support projects with issues. At Appendix Two is a summary of the standalone IT projects and their current status.

1. BACKGROUND

- 1.1** The Transformation Board has a high-level advisory and monitoring role in relation to the projects delivered by Carlisle City Council. As requested by the Panel, a six-monthly progress update on corporate level projects has been provided by the Transformation Board.

The Corporate Project Status report is hosted on SharePoint and updates to the report are co-ordinated via this platform. The use of this system allows us to access live data; a version history is recorded each time the report is updated; workflows can be configured so that should the status of a project change the Programme Office receive a notification.

Members are aware that a risk-based audit review of Programme & Project Management took place in June 2019. This was presented to the Panel in July 2020. The scope of the audit was to provide independent assurance over management's arrangements for ensuring effective governance, risk management and internal controls are in place over the service objectives. Actions stemming from this Audit are now complete.

These actions include the current SharePoint site being enhanced, to act as a central repository for key information relating to individual projects. As well as a revised lessons' learnt report template being approved at a recent meeting of the Transformation Board, which must be completed and reported for all closed projects.

The Audit recognised the need for the City Council to have a record of "lighter" projects across the authority that are live. This list is now hosted on SharePoint, Managers are asked on a quarterly basis to update the list to ensure it is up to date. It is the role of the Transformation Board to monitor this list.

A refresh of the Project Managers' Handbook is now due. This will involve the suite of templates within being enhanced to include sample risk matrices for projects as well as new lessons' learnt/ project closure forms. Members will be kept updated as this progresses.

2. PROPOSALS

2.1 Project progress in the last six months

A summary of the status of current projects within the Council is detailed in

Appendix 1.

This contains a summary of current corporate project status. The majority of Council projects are progressing to schedule. Those that have issues are indicated with an amber rating, indicating that there are some issues which require attention. There are no corporate projects experiencing major issues, which would have required a red rating.

Members are asked to note that the E-Purchasing project has gone from a green RAG rating to an amber RAG rating. No other corporate level projects have escalated in their RAG rating.

There are no additional projects since this report was last considered by the Business & Transformation Scrutiny Panel in July 2020.

At Appendix Two members will note that a number of the City Council's ICT projects have changed in RAG rating since this was last reported, moving from a green RAG status to a red RAG status. The new Digital & Information Services Manager is now in post. The shift in RAG rating is owed heavily to the on-going Covid-19 pandemic as well as staffing and resource issues within the team. The Chief Executive is aware of the issues and is working with the Digital & Information Services Manager to address these going forward.

The Programme Office has received two requests to close projects down, further details are set out below. Their removal from this report is subject to a future meeting of the Transformation Board considering the lessons learnt report from each project and agreeing the projects can be closed.

The key achievements per project in the last six months are set out below:

Public Realm Improvements

The project is currently reporting a green RAG status.

A package of public realm improvement projects for the city centre area have been developed, designed and costed to RIBA 2 stage through the development of the business case for the Future High Street Fund.

The MHCLG has recently confirmed £9.1M funding as part of the Future High Street Fund and it is these funds that will enable the delivery of these projects.

E-Purchasing/Ledger Update

This project is reporting an amber RAG status. It has escalated from a green RAG status when reported to Members in July. This is owing to the impact of Covid-19 and increased workloads meaning that Officers implementing the system have not been able to fully progress its delivery.

Some progress has been made in that training has begun on the implementation of the system and the roll out to suppliers continues.

Digital Information Services projects

Appendix Two sets out the current status of individual ICT projects. Five of the ten projects are showing a red RAG rating meaning major issues have impacted on progress and require attention. As Members will be aware the Digital & Information Services Manager is now in post. The postholder has regular catch ups with the Chief Executive, in his role as line manager, who is aware of the resource issues within the team which has impacted on delivery of these projects. Further narrative per project is contained within Appendix Two.

Asset Recovery Programme

This project is progressing and is reporting an amber RAG status, indicating that there are some issues which require attention.

A summary of recent project activity as well as key activities for the next period is set out in Appendix One.

The ground floor Civic Centre works are in week twenty one of a sixty-week programme of works (as at 11/3/21) and is progressing well. The internal strip out work is now complete and work is underway on the new Council Chamber element of the reinstatement programme.

European General Data Protection Regulation (GDPR)

A request has been received from the Project Manager to close this project down. Work is continuing to ensure the implementation of Corporate Governance internal audit recommendations. A lessons' learnt report will be considered at a future meeting of the Transformation Board where approval for its removal from the corporate report will be sought. Members will be kept informed.

St Cuthbert's Garden Village

This project is progressing and is reporting a green RAG status. A summary of recent project activity is set out in Appendix One. Project risks continue to be monitored and reviewed by the Strategic Board and Project Steering Group.

Sands Centre Redevelopment

This project is reporting a green RAG status and is progressing well.

The project is now in week sixteen of a ninety-eight week programme of works (as at 11/3/21). The main contract documentation has been completed. Demolition of the existing site has taken place. Excavation for foundations and the swimming pool have now commenced. The project is at specialist design stage around specific details for swimming pool, making the building dementia friendly etc. There continues to be a strong focus on Covid-19 risk assessments and compliance.

The Sands Centre project team continues to meet regularly where progress, key activities, emerging issues and the projects risk register are discussed and reviewed. The City Council's Deputy Chief Executive is involved in these meetings and ensures updates are received by the Senior Management Team when required.

Discover England Fund Year Two

A request to close this project has been received from the Project Manager. It is felt that project activity has now been delivered. A lessons' learnt report has been received will be considered at a future meeting of the Transformation Board where approval for its removal from the corporate report will be sought. Members will be kept informed.

One Public Estate

This project is reporting a green RAG status. A full summary of recent project activity is set out in Appendix One. Covid remains a significant risk in regard to this project. Phase 8 funding has been secured which will be the basis for planning into the next period to help develop and deliver the projects.

3. CONSULTATION

- 3.1** The Transformation Board will note the version of the Corporate Project Status report at today's scrutiny meeting at its next meeting.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1** The Panel is asked to note the most recent summary of projects, as contained within Appendix 1 and 2 and the actions being taken to progress projects.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

The Transformation Board works to ensure quality assurance, alignment to key objectives and sound risk management arrangements in the delivery of the Carlisle Plan.

Contact Officer: **Jason Gooding** **Ext: 7001**

Appendices Appendix One: Corporate Project Status report
attached to report: Appendix Two: ICT Project Status report

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

Corporate Programme Board Project status report March 2021

Key to Status

Red Overdue; Significant issues

Amber Some issues

Green On schedule; In progress

	Project Title and Description	Project Manager – to include confirmation project is live	Directorate	Recent project activity for live projects only	RAG status	Issues and Emerging risks	Key activities for next period (Inc. mtgs where project is to be considered)	Requests for change
1	Public Realm Improvements	Steven Robinson	Economic Development	<p>March 2021</p> <p>A package of public realm improvement projects for the city centre area have been developed, designed and costed to RIBA 2 stage through the development of the business case for the Future High Street Fund.</p> <p>The MHCLG has confirmed £9.1m funding for the Councils FHSF, that will enable the delivery of these projects.</p>		A register is in place for the project and these continue to be monitored and reviewed.	The commencement of the pre-construction work for the scheme, focussing on survey and design work	None
2	E-Purchasing / Ledger upgrade	Steven Tickner	Finance and Resources	<p>March 2021</p> <p>The project will implement E-purchasing throughout the authority which will streamline the ordering of goods, services and payment of invoices. The web enabled Financials Ledger system front end is required to utilise automatic alerts and process information through system workflow and this will need to be rolled out by July 2021 when the Client version becomes unsupported. This will also allow further system enhancements in the future, such as the Civica Fixed Asset module, transparency reporting module and e-budgeting and contract management. Training began prior to COVID-19 for the rollout of the system and work is continuing to establish workflow requirements in order to get the system rolled out.</p>		COVID and increased workloads have meant that officers implementing the system have not been able to progress the delivery of the system.	Continue roll out to all suppliers. Arrange and provide drop-in sessions to help people get the best from the system and to deal with any issues that arise. Training has begun on the implementation.	None
3	Digital Information Services projects	Christian Lexa	Corporate Support	See separate items detailing individual projects at Appendix Two of this report				
4	Asset Recovery Programme	Darren Crossley	Community Services	<p>March 2021</p> <p>Civic Centre</p>		Civic Centre - existing infrastructure issues are having an ongoing impact on the flood reinstatement work.	Sheepmount (Upper and Lower buildings). Complete the investigation of the hot water system. Engage with GLL to review	None

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				<ul style="list-style-type: none"> - The Advanced works for the Fire Risk assessment, security and access is now complete. - The main contract works and associated smaller procurement packages are underway. - The internal strip out work is now complete, and the re-configuration of the ground floor is underway. <p>Sheepmount (Upper and Lower buildings). The site currently shut due to COVID-19 restrictions.</p>		<p>Sheepmount - completion of the reinstatement of the flood damaged areas not covered by the WYG programme of work e.g. stadium earthworks; Sheepmount (Upper and Lower buildings) Continued risks associated with balancing the hot water system.</p>	management practices and deal with outstanding snags	
5	European General Data Protection Regulation (GDPR)	Aaron Linden	Governance and Regulatory Services	<p>June 2020 Attendance at Records Management Course for Information Governance Manager. Close working relationship with ICT to jointly progress records management. Ongoing implementation of Corporate Information Governance internal audit recommendations</p>		Lack of ICT capacity to embed records management across the Council.	See request for change column	Request to close project to then initiate a Records Management Project. Project manager will complete the project closure report and submit to the next meeting of the Transformation Board.
6	St Cuthbert's Garden Village - Carlisle South Masterplan	Neil Cole	Economic Development	<p>March 2021 Stage 2 Masterplanning Framework was completed by the end of October 2020. Executive approved the Masterplanning Framework as evidence to inform the Plan in Dec 2020. Planning application for Carlisle Southern Link Road submitted was approved in November 2021 with CPO inquiry to commence on 14 June 2020. Interim Housing Delivery Statement submitted as part of HIF contracting process.</p>		<p>Issues and emerging risk Project risks continue to be monitored and reviewed. A risk register is in place and is actively considered by the Strategic Board and Project Steering Group at their respective meetings. Key risks include: - the lack of viability of new development. Mitigation is being delivered with specialist consultants on-board to assess and ensure viability considerations influence the Local Plan moving forward alongside</p>	<p>Key activities for next period</p> <p>Reprofile the scope of works from the reduced Development Corporation Competition funding / Housing Infrastructure Fund and procure those works/specialist requirements as necessary.</p> <p>Report to Exec (4 April 2021) seeking adoption of the Strategic Design SPD.</p> <p>Close monitoring of ongoing technical assessments including Transport and</p>	None

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				<p>Consultation on Local Plan Preferred Options held between Nov and Dec 2020 – comments from 69 individuals/organisations received which are now being processed.</p> <p>Draft Strategic Design Supplementary Planning Document consulted on between Nov and Dec 2020. This will aid the process should any proposals for early land release in the area come forward in advance of the Local Plan being adopted. Comments are now being acted upon and appropriate amendments made.</p> <p>A £1.2m Expression of Interest submitted to MHCLG for its Development Corporation Competition to explore the feasibility of different development models and drafting of bid well underway with support from Homes England. Confirmation that we received £745k in February 2021.</p> <p>In February 2021, we received £475k from Homes England’s Housing Capacity Fund to provide technical support to advance the Local Plan.</p>		<p>updating the infrastructure requirements, triggers and costs through the Infrastructure Delivery Plan.</p> <p>- premature development proposals in advance of the Local Plan’s adoption. Mitigation includes the adoption of the Strategic Design Supplementary Planning Document.</p> <p>- resources available to the project partly mitigated however by the award of external capacity funding.</p> <p>- An unsound Plan remains a live issue with 2 other garden village plans failing in 2020. Mitigation includes monitoring successful and failed local plans bringing forward garden villages and implement appropriate action as required and securing an early advisory meeting with the Planning Inspectorate to identify and address potential issues prior to advancing to the Regulation 19 Stage.</p>	<p>Movement Study and LCWIP and procuring new studies to ensure the Local Plan is ‘sound’ at examination incl a Strategic Flood Risk Assessment, Water Cycle Study and Drainage Strategy, Playing Pitch Strategy and Employment Land Review. These will collectively redefine and confirm requirements through a new Infrastructure Delivery Plan alongside an updated viability assessment (incl a ‘policy on’ scenario testing) to inform the Local Plan viability.</p> <p>Review timescales for completion of necessary studies and review the timetable and advance the Local Plan to its formal Regulation 19 and Submission stages by close of 2021.</p> <p>Final Housing Delivery Strategy to be submitted by end of September 2020 drawing on completed interim viability and landowner engagement reports.</p>	
7	Sands Centre Redevelopment	Darren Crossley	Community Services	<p>March 2021</p> <p>Work has now started on RIBA stage 4B and 5. The Newman School and temporary Events accommodation has been completed and handed over for a decant.</p> <p>The second phase of the EA flood works (wall strengthening) has also been completed.</p> <p>The demolition and piling work are now complete, and the groundwork is due to start shortly.</p> <p>Work is ongoing to de-risk the project price and scope of works. This includes the RAAC plank roof in the main events hall.</p>		<p>Focus areas include the investigation of the existing services in the events hall and closing out the remaining design queries and risk in this area.</p>	<p>1) Completion of the RIBA Stage 4B design development on the main project.</p> <p>2) Discharge all pre-construction conditions with the Planning Applications and Building Control Applications</p> <p>3) Continue dialogue with the Environment Agency to look the impact of their proposals on the Sands Centre construction and occupation phases.</p>	None

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8	Discover England Fund Year Two	Debbie Kavanagh	Economic Development	<p>November 2019 (project now complete so no recent update – will be removed from this report once authorised at Transformation Board)</p> <p>Outputs / Outcomes achieved as per amplification project plan, grant offer letter and evaluation plan:</p> <p>Embedding Travel Trade Relationships -we have exceeded our target for trade educationals by 6. In total 5 tour operators are proactively promoting England Originals. AC Tours England Originals product due to launch autumn 2019. We have been advised by all trade partner that the main booking period for US Jan to Mar 2020.</p> <p>Ensuring Trade Readiness –ASTA fam trip postponed to 2020. Over 100 agents have graduated from the England. Originals academy. Additional promotion of the academy modules to agents is still to be delivered by ASTA. Target of 80 suppliers selling through the platform has been achieved.</p> <p>Welcome –<i>text to come from Visit Greenwich</i></p> <p>Commencing Consumer Marketing – Facebook and Instagram accounts established 6 DMO’s are promoting England Originals via their online presence.</p> <p>Press trips –4 journalists have visited (target 3). Coverage is being published on an ongoing basis.</p> <p>Influencers –2 influencers have visited and covering (blogs etc) are being published on an ongoing basis.</p> <p>A one day event has been held to showcase England Originals and disseminate information and learning from the project. It was attended by 160 delegates from across the UK and involved case studies from across the country and abroad on the subject of interpretation.</p>		The project risk register was reviewed at the last Project Board meeting on 21 October 2019 and closed as the project is now completed.	Final Grant payment received. Project came in in on target with a small surplus which will be utilised as Carlisle City Council's contribution towards round 5 Discover England Fund activity.	Project activity now delivered. Closure of project now requested to be considered at future meeting of Transformation Board.

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				Project Mgt / Delivery - 1 full partnership meeting was held in June. Two project board meetings have been held.				
9	One Public Estate	Darren Crossley	Community Services	<p>March 2021</p> <p>The One Public Estate (OPE) Programme is progressing well, and we are hopeful of a positive funding announcement, which is expected this month. Hot on the heels of that, we are also expecting the announcement of £100m of brownfield funding being made available through OPE9, with a quick turnaround, to drive the development of affordable housing across the country.</p> <p>The current Cumbria Partnership OPE Programme is broken down into 5 main workstreams:</p> <p>1) Public Sector Reform and Efficiency, which is delivering the following:</p> <ul style="list-style-type: none">• Estate Rationalisation with the NHS progressing site co-location in South Cumbria:<ul style="list-style-type: none">○ Draft Heads of Terms have been issued for Kendal and Murley Moss options.○ Discussions are ongoing to secure a site in Barrow as a Mental Health Resource Centre and clinic.○ All districts are being encouraged to rationalise their estate as much as possible as there is reduced need for office space due to Covid and home working and in readiness for LGR.		Covid remains a significant risk, particularly in the roll out of the Health and Communities co-location and integrated service development plans alongside the need to gain senior NHS buy-in from NCIC to the continued roll out in Penrith, Whitehaven and potentially Workington as well. Further funding may also be required to develop the Housing and Public Sector Reform and Efficiency themed projects.	In addition to the priorities, noted above, key activities for the future OPE programme include: The development of the funded themes following the OPE Phase 8 announcement and the preparation of further funding opportunities that may arise to help to develop and deliver the projects within all of the themes, noting that the OPE team currently only consists of a Programme Manager.	None

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				<ul style="list-style-type: none">○ Office hub options are being considered for the NDA and Sellafield Ltd (SL) in Carlisle, Whitehaven, Millom, Workington and Penrith.● Covid Deep Dive Sessions were initially run in September to identify LFE and to work with various Leads from Customer Service, HR, Property and H&S, and IT in order to provide support, share issues and identify any efficiencies that could be made across the county. Further sessions are being run to continue the conversations and develop good working relationships, providing further support as the pandemic continues.● Public Sector Hub partner engagement continues around the development of a welfare hub in Voreda House in Penrith with an aspiration to be in by late autumn 2021 as the blueprint for other hubs being considered across the county in Barrow, Carlisle, Maryport and Whitehaven.● Shared Storage is being considered by all local authorities, Cumbria Constabulary, the NHS, NDA and SL. Options have been submitted from the MOD, Allerdale and SLDC following an initial request for 300,000 sq ft of warehousing space for SL and a joint GPA led Warehousing Audit is being considered as a pilot project in Cumbria, following on from the				

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				<p>national civil estate audit currently being completed.</p> <ul style="list-style-type: none">• Fleet and Depots are being considered across the county with the development of:<ul style="list-style-type: none">○ Transport Managers Meetings being led by Austin Shields from the County Council.○ Quarterly Fleet Technicians Meetings being led by Phil Robinson from Cumbria Constabulary.○ Depots Rationalisation with the long-term plan for a mega depot in the north and south of the county; medium-term plans for shared depots e.g. Cumbria Constabulary in Lillyhall with NWAS; and short-term solutions are also being considered.○ Shared Pool Cars are being sought through Co-Wheels, who work with local authorities UK wide to deliver an affordable, green, leased fleet solution that could be shared county wide with Cumbria Constabulary and other partners as required.○ Electric Vehicle Infrastructure opportunities are being discussed with Cumbria Action for Sustainability, the Zero Carbon Cumbria Group, Charge my Street and the Energy Saving Trust for all				

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				<p>local authorities, Cumbria Constabulary, the NHS and SL, alongside LDNPA and Cumbria Tourism as well. This Gridserve forecourt in Essex is truly inspirational: First Electric Forecourt in the UK.</p> <ul style="list-style-type: none">• Health and Communities, which is developing integrated service models through the co-location of NHS MSK physios in leisure centres across the county. It started with co-location in the Sands Centre in Carlisle in 2017 and is now quickly being developed for delivery in Kendal, Barrow, Whitehaven, Penrith, Ulverston and potentially Workington as well. The services being developed include: Escape Pain, Weight Management, Cardiac Rehab, Pulmonary Rehab, and Falls Prevention and Rehab and will now include Covid Rehab as well. <p>This is gaining national interest and a Cumbrian case study was included within a national NHS Health on the High Street report, which was published by Michael Wood from NHS Confed in December, following a round table event that took place in August 2020 with leaders from the NHS, local government, community businesses and a range of invited experts, that revealed an appetite to reimagine our relationship with the high street and realise the role of health in supporting economic and social recovery, particularly in light of COVID-19. The report provides</p>				

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				<p>recommendations of how the NHS, local authorities and local enterprise partnerships can seize the opportunity to put health at the heart of our place to address health inequalities, offer additional capacity for health service delivery and attract more people into our local high street, while encouraging healthier lifestyles.</p> <p>An initial discussion took place with Pat Graham, Darren Crossley, and Jo Lappin on 21st January in order to begin to consider what this might mean for us in Cumbria. Following a further discussion with Pat and Jo on 26th February, a Discussion Paper will be prepared to prompt the discussion at various forums, particularly the SRCG.</p> <ul style="list-style-type: none">• Housing, which we believe will pick up pace, following the introduction of a relatively new Emerging and Developing Markets manager at Homes England, who is an ex-OPE Programme Manager and is committed to doing all she can to help to deliver affordable housing, extra care accommodation and supported living for our Cumbrian communities, noting our ageing workforce. She has already set up monthly meetings with the OPE Programme Manager to help to drive forward the projects within our Housing workstream, which currently include: Caldew Riverside in Carlisle, the Marina Village in Barrow, the Wellbeing Village and West Cumberland Hospital Site in				

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				<div>Whitehaven, any housing opportunities there may be at Newton Rigg in Penrith, any former Cumbrian school sites being made available and with an interest in Maryport Harbour as well.</div> <ul style="list-style-type: none">• Town Centre Regeneration continues through the Station Gateway and Citadels Projects in Carlisle and in conjunction with all the Future High Street Fund and Town Deal bids in Barrow, Carlisle, Cleator Moor, Maryport, Millom and Workington.• Economic Growth continues with the inclusion of a University of Cumbria campus development within Brilliant Barrow’s Town Deal Investment Plan.				

Corporate Programme Board ICT Project status report March 2021

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	Project Title and Description	Project Manager	Directorate	Recent project activity	RAG status	Issues and Emerging risks	Key activities for next period (Inc. mtgs where project is to be considered)	Requests for change
1	Security Incident Event Management (SIEM) Implementation. Used to monitor/highlight/report all security incidents on servers, client computers, IT infrastructure, office 365. Identified as a need in Security audits in 2019	David Strong	Resources	<ul style="list-style-type: none">implemented		<ul style="list-style-type: none">None	<ul style="list-style-type: none">Monitored by Softbox	Request for Project Closure
2	Windows 10 Upgrade from 1709 to 20H2 Windows 10 1709 EOL October 2020	Laura Griffiths/David Strong	Resources	<ul style="list-style-type: none">Looking at upgrade process and how the version updates could be done remotely with people working from home		<ul style="list-style-type: none">On unsupported version of Windows 10Lack of dedicated resources to undertake the project work	<ul style="list-style-type: none">Confirm upgrade process and sequence for interim version of Widows 10 1809End User testing with Line of Business appsCommence roll-out to end usersLooking at 3rd party support required for implementation	
3	Remaining Windows 7 clients – 3 remaining clients Windows 7 EOL 14 th January 2020	Laura Griffiths/David Strong	Resources	<ul style="list-style-type: none">Last department (Licensing) migrated to Windows 10 14/3/20BACS software transferred to ICT desktopsNotice given to Community Centres		<ul style="list-style-type: none">Windows 7 is now End of Life (14th January) and updates no longer being issued by MicrosoftAwaiting Mastercard to issue Windows 10 Compliant software before Machines (3) can be upgraded to Windows 10	<ul style="list-style-type: none">Upgrade Chip and Pin Machine (3) dependent on MastercardCommunity centres to be migrated off by 31/3/21Property Services Heating system to be transferred to Windows 10 Computer	
4	User H Drive to One drive Migration Move documents newer than 2015 floods to One Drive for access in Office 365. Older documents will be read-only on their H Drive and user can migrate these manually. Once project complete all remaining documents will be archived	Laura Griffiths/David Strong	Resources	<ul style="list-style-type: none">Due to Covid Response and staff resources this is currently on HoldAlso reliant on Windows 10 upgrade		<ul style="list-style-type: none">Lack of dedicated resources to facilitate scoping and migration	<ul style="list-style-type: none">Continue TestingRoll-out to staff will commence as part of Windows 10 Upgrade from 1709 to 2009	
5	Server 2008 Decommission There are still some corporate systems (9) in operation using Windows Server 2008	Laura Griffiths/David Strong	Resources	<ul style="list-style-type: none">RBS moved to new citrix farm for Academy		<ul style="list-style-type: none">Server 2008 End of Life 14th January 2020 and updates only issued through extended supportLack of dedicated resources to facilitate scoping and migrationWillingness of Departments to migrate/upgrade systems	<ul style="list-style-type: none">Purchase extended support to cover critical serversMigrate RBS W360 to new Citrix farmDevelop Plans to migrate to newer versionsWorking with Departments/Suppliers on migration plans/costs and ICT Resource requirements	

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Green On schedule; In progress

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6	Intranet move to SharePoint online (office 365) and K Drive document move to SharePoint Sites (Office 365). Currently Intranet is on 2008 servers and End of Life. Departmental documents (K Drive) are on 2008 Servers and can't be accessed through Office 365	Laura Griffiths/David Strong	Resources	<ul style="list-style-type: none">Need to review as a corporate project rather than ICT and ensure it has the correct resources		<ul style="list-style-type: none">Staff availability in departments to do the migrationsLack of Corporate buy-in of SolutionLack specific dedicated resources to sharepoint roll-out	<ul style="list-style-type: none">Corporate buy-in of new solutionDevelop Document classification and retention policies as a base for building the SharePoint/intranet sitesIdentify pilot departments/teams to migrate K drive documents toMeeting on Intranet design/proposal – postponed due to CovidPilot document migrationsSecure external consultancy support for requirements and early implementation	
7	Office 365 Security Review Review of Office 365 security and access from devices especially BYOD and ability to download documents to personal devices. MFA (multi factor authentication) enabled on users but need to restrict access from non-council devices to ICT approved connections only	Laura Griffiths/David Strong	Resources	<ul style="list-style-type: none">Working with external partner for advice and implementation of: Conditional access Azure AD Security		<ul style="list-style-type: none">Re-visit members and officers who need MFA configured	<ul style="list-style-type: none">Corporate buy-in of solutions implementedTest with pilot groupPlan full organisation roll-out	
8	Council Websites Review Review security, access and updating information on council websites	Laura Griffiths/Martine Kelly	Resources	<ul style="list-style-type: none">Security review of websites undertaken with CantarusImplementation of security recommendations started		<ul style="list-style-type: none">Current ICT officer responsible for development on websites retires in June	<ul style="list-style-type: none">Recruitment of ICT officer for web developmentWebsite content updating to be moved to Policy and Comms teamReview options for continued on-premise solution or cloud hosted solution	
9	3rd Party Software Security Review Review of 3 rd party software and how systems are accessed including: <ul style="list-style-type: none">Access using current user network loginSeparate login details – including password complexityMFA enabled or capableCloud or on-premise login securityAccess only from white-listed IP's	Laura Griffiths/Martine Kelly/David Strong	Resources	<ul style="list-style-type: none">Initial ICT discussions around 3rd party software security and remote access		<ul style="list-style-type: none">Concern around 3rd party software and how systems are protected from unauthorised access	<ul style="list-style-type: none">Scope/review 3rd party software and access mechanisms with departmentsDiscuss with supplier's access options for their software	
10	Telephony Cisco Telephone system to end of life including contact centre	Laura Griffiths/David Strong/Matthew Ward	Resources			<ul style="list-style-type: none">Lack of resourcesExternal Consultancy Required	<ul style="list-style-type: none">Initial scoping exercise being undertakenGartner technical services engaged to understand the market options	

Corporate Programme Board ICT Project status report March 2021

Key to Status
Red Overdue; Significant issues
Amber Some issues
Green On schedule; In progress

	Project Title and Description	Project Manager	Directorate	Recent project activity	RAG status	Issues and Emerging risks	Key activities for next period (Inc. mtgs where project is to be considered)	Requests for change
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