

**CAPITAL PROJECT GOVERNANCE MONITORING TEMPLATE**

<b><u>CAPITAL PROJECT</u></b>	<b><u>DATE OF LAST REPORT</u></b>	<b><u>PROJECT MEETING DECISIONS (MAIN ISSUES)</u></b>	<b><u>STAGE REACHED CONTRACT/ PROCUREMENT PROCEDURES</u></b>	<b><u>RISK LOG SETUP</u></b>	<b><u>PRINCIPAL/AGENTS APPOINTED</u></b>	<b><u>DELIVERY STAGE REACHED</u></b>	<b><u>CLOSURE DOCUMENTATION COMPLETION</u></b>
<b><u>BECKMILL COURT</u></b>	Procurement Report produced end of January 2017.	Procurement report has identified preferred bidder, however, undergoing financial and reference checks which are a pass/fail score before progress to award.	Procure as previous column, works are below EU thresholds, competitive tendering followed.	Risk log requires updating following procurement report/award of contract. Further refresh after mobilisation meeting with preferred bidder.	Agents appointed- Gleeds through ESPO framework.  Agents award clearly states level and role of the agents. HCN to oversee project to ensure agents role is correct for level, scope and complexity of the works.	Mobilisation will outline key delivery stages, project plan has included key milestones.	Works anticipated to take 40-50 weeks, however, regular project meetings (monthly) will inform at least bi-monthly highlight reports.
<b><u>COMMERCIALISM</u></b>	Highlight reports to Programme Board as follows :-  17 Oct 2016 28 Nov 2016 20 Feb 2017 20 March 2017	Shadow Board Meetings approx. monthly. To date held on  24 Nov 2016 21 Dec 2016 17 Jan 2017 17 March 2017	Logo designed.  Web demo pages available.  Payment testing may commence in next month or so.  Consultants on	Being established	Archemys	Potential to go 'live' with website in April 2017 and commencement of pilot consultation to determine business case viability	N/A

		<p><b>Decisions</b></p> <ol style="list-style-type: none"> <li>1. Project Name: timesage</li> <li>2. Design of logo and web pages</li> </ol> <p><b>Issues</b></p> <ol style="list-style-type: none"> <li>1. Use of data</li> <li>2. Legal Definition of trading</li> <li>3. Terms and Conditions</li> <li>4. Packages of Services to offer</li> </ol>	<p>site on two weekly basis to move toward launch.</p>				
<b><u>MODERN.GOV</u></b>	<p>Highlight reports to Programme Board as follows :-</p> <p>20 Aug 2016 17 Oct 2016 28 Nov 2016 20 Feb 2017</p>	<p>Last meeting of Project Group held on 20 March 2017 when Project Plan and Risk Log were reviewed.</p> <p>‘To be’ processes to be completed after going live due to</p>	<p>Installation complete.</p> <p>Process reviews (recording the ‘as is’ position) for democracy tasks in progress.</p> <p>Officer training underway.</p> <p>Web template</p>	<p>Risk Log presented to Programme Board on 28 Nov 2016 and reviewed at each Project Group meeting</p> <p>Any updates after 28 Nov</p>	<p>Not applicable.</p> <p>Liaison/training is direct with supplier</p>	<p>Stage 1 expected to go live mid-May 2017</p>	

		<p>constraints of software in being able to personalise processes. 200 other Councils use software so processes meet statutory requirements.</p> <p>Minutes approval process under review to be more customer focussed.</p>	<p>testing underway.</p> <p>Collation and formatting of previous committee papers for migration in progress.</p>	<p>reported to Programme Board</p>			
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