

COB progress and timetable

Project Name	Campus Programme		Project Manager	Lucy Murray Brown
Period Covered	From: 19 th August 2013	To: 20 th September 2013	Project Sponsor	Carlton Brand
Project Status			Budget Status	

Status Summary

Campus Programme (including New Models of Delivery)
 Programme Manager Lucy Murray-Brown

- Progress has been made within the large majority of work-streams during the last period.
- Commissioning & Models of Delivery remains amber due to lack of finalised timeline.
- The programme remains on track to deliver against all approved timelines and to develop those specifications where timelines are not finalised.

Key Issues

Issue	Management Actions	Review Date
Delivery of revised programme timeline	Discussion on key issues required at Board	14.10.13
Link between the campus programme and school strategy – those schools where significant pressure on numbers. Amesbury and Westbury immediate examples.	Discussion on key issues required at Board	14.10.13
Health engagement	Discussion on key issues required at Board	14.10.13
COBs securing local funding – approval to allow COBs	Discussion on key issues required at Board	

to investigate local forms of funding to cover some fit out (for aspirational items)		
---	--	--

Key Risks

Risk	Impact	Score	Probability	Score	Score/ status	Mitigating Actions	Review Date
	Catastrophic	4	Likely	4			
	Minor	1	Unlikely	1			
Customer needs not met, staff expectations not met					Green 6 (3x2)	Project scoping document complete, service review framework in place, clear responsibility between workstream projects, project governance structure in place.	14.10.13
Potential reputational complications, potential risk to long term sustainability of service					Green 6 (3x2)	Project scoping document complete, service review framework in place, clear responsibility between workstream projects, project governance structure in place.	14.10.13
The failure of the shadow board arrangement, disputes over intricacies of arrangements and potential reputational complications					Amber 9 (3x3)	Programme governance in place, regular liaison with area boards, regular COB meeting, chair position reviewed if necessary, service and partner engagement workstreams in place, NDAs in place. ST review programme being scoped.	14.10.13
The shadow governance arrangements prevent constructive community involvement					Green 6 (3x2)	Project scoping document complete, service review framework in place, clear responsibility between workstream projects, project governance structure in place.	14.10.13
Prolonged timescale to programme delivery due to engagement with shadow committee, planning implications, lack of engagement with community etc					Green 6 (3x2)	Project scoping document complete, service review framework in place, clear responsibility between workstream projects, project governance structure in place.	14.10.13
Failure to maintain current momentum will result in lost cultural gains and a lapse in service performance.					Green 6 (3x2)	Strong focus on training and development via courses and participation in reviews. Broadening engagement with senior members and with finance and corporate programme.	

Progress on Key Activities:

Activity/Issue	Status Comments
Workstream: Amesbury	
COB preparing for the first consultation	Green, ongoing, COB in early phases COB participation low, requirement for additional members. LMB to liaise with AB around potential recruitment to COB.
Workstream: Bradford-on-Avon	
COB undertaking first consultation	Green, ongoing Particularly robust consultation
COB website in place	n/a
Service and partner engagement taking place	GP and local museum have confirmed interest in co-location on a single campus site
RSA engagement	COB taking part in the RSA-led engagement toolkit review – developing a toolkit to share around the COBs that looks at

	engagement, communication and consultation within communities
Workstream: Calne	
LC site in final design stages	Awaiting costing info
Finalising facilitating the planning application and build at the LC site	The format of the existing, inherited, leisure contract in place with the independent operator affords the operator a strong position around the approval to do works. WC position and approach on enabling the build (subject to planning) whilst protecting the Council's long term interest in the site is being developed.
BB site – identifying WC approach to TC request to sub-let part of the site to SFC.	The preferred approach to this request is being established
FA bid – approval secured to move to final funding stage	n/a
Workstream: Chippenham	
COB have agreed final working proposal	Single site campus at Monkton Park – all aspirations take into account the work being carried out to the office accommodation and the needs of the police.
AB to consider the working proposal early Oct 13	n/a
Ongoing engagement with Wiltshire College around potential co-location opportunities of some activities	n/a
Workstream: Corsham	
COB have been focusing on detailed design, engaging with services and primarily how the site will function	Specific area of work around the digital presence
Systems thinking reviews	Initial scoping of the proposed reviews, with an emphasis on co-location the services and the single point of contact
COB reviewing local funding opportunities for some fit out options	Funding the items that were reviewed during value engineering
Police working Group to meet – area of interest scoped	This is based on the core requirement docs the police have developed, to be used as a checklist at design stage.
Workstream: Cricklade	
Developing options with the Town Council to support the proposed consultation	n/a
Workstream: Devizes	
COB carrying out first round of consultation. Project in early stages	n/a
Engagement with Health and identifying the needs	CCG and GWH support the development of primary care facilities for Devizes and both have expressed interested in working with the COB to identify options and funding.
Workstream: Malmesbury	
AB approved the establishment of a COB, expressions of interest currently out.	n/a
Workstream: Marlborough	
Project due to be considered for implementation and the establishment of a COB 24 th Sept	Pending AB consideration

Workstream: Melksham	
COB working on detailed design through working groups	Various groups in place, encompassing all major users (clubs, partners, services etc) or design elements that need particular attention
Liaison with local residents around spec and pre-planning consultation	Early discussions with adjacent parties taking place prior to pre-planning consultation in November 2013
Partnership development and stakeholder development (e.g. GP, VCS, Police, user groups)	Engagement with the design process to ensure needs are met
On site investigative works (archaeology, ground, etc)	Near completion
Decommissioning of Melksham House	Site to close Jan 2014, staff consultation taking place, new facilities at Assembly Hall being spec'd
RSA engagement	COB taking part in the RSA-led engagement toolkit review – developing a toolkit to share around the COBs that looks at engagement, communication and consultation within communities
Football/Rugby proposals – now a single site proposal, initial designs agreed by clubs, FA support the funding bid.	Concept to go live at AB 9/10/13
Workstream: Mere/Wilton	
Project not established at Area Board level	n/a
Workstream: Pewsey	
RSA engagement	COB taking part in the RSA-led engagement toolkit review – developing a toolkit to share around the COBs that looks at engagement, communication and consultation within communities
Workstream: RWB	
Project at amber, awaiting guidance on delivery	n/a
Workstream: Salisbury	
Planning application in, awaiting committee date	Some challenges around access to site in planning terms but these appear to be resolved
COB focusing on detailed design and engagement with services	
Specification relating to LD requirements has been revisited	additional PC room to be provided
Sport England have raised questions about specification of ATP – written confirmation from them prior to application	Discussions ongoing – ATP can be delivered subject to planning but the configuration of the pitch on the site may allow for an additional future grass pitch if SE agree to the preferred pitch dimensions.
Workstream: Southern Area	
Local AB would like a discussion about establishing the project	Meeting planned
Workstream: Tidworth	
COB preparing for second round of consultation	
Site visits to existing service sites and partner sites	

(local schools)	
Negative engagement with the TC	The TC would prefer WC to contribute to a community hall project, on TC land, adjacent to the MOD site. Feedback from members was that the public consultation should continue as planned.
Workstream: Tisbury	
RSA engagement	COB taking part in the RSA-led engagement toolkit review – developing a toolkit to share around the COBs that looks at engagement, communication and consultation within communities
Consultation on take up of proposed business incubation units taking place - COB led.	n/a
Project moving into costing stage	Current scheme is over budget, VE list being developed, COB aware
COB working with on site stakeholders to develop partnership (large number of stakeholders, inc Wiltshire and Yeovil Colleges), wider working groups focusing on detailed design.	n/a
School use of facilities – on site school have raised concerns about the use of the tennis courts for replacement sports hall	Current facility used by school but does not form part of school area. WC response being developed based upon DFE input and future use of campus by school.
Workstream: Trowbridge	
RSA engagement	COB taking part in the RSA-led engagement toolkit review – developing a toolkit to share around the COBs that looks at engagement, communication and consultation within communities
AB approved scheme specification	WC to develop options for delivery – COB informed and work essentially on hold until options are ready for consideration.
Workstream: Warminster	
COB expression of interest out – due to constitute COB at next AB meeting	Initial consultation will take place winter 2013
Workstream: Westbury	
COB carrying out second round of consultation on 3 options – broadly status quo, dual site and new single site.	Latter only deliverable if existing sites could be disposed of.
RSA engagement	COB taking part in the RSA-led engagement toolkit review – developing a toolkit to share around the COBs that looks at engagement, communication and consultation within communities

Dependencies / Interfaces

Title	Status	Owner	Comments
Effective relationships with all programme workstreams	Ongoing	LMB	Being kept abreast of progress to ensure interfaces are identified and managed. Programme meetings in place (weekly).
Effective relationships with partners, communities, stakeholders and other external parties.	Ongoing	LMB	Being kept abreast of progress to ensure interfaces are identified and managed

Between COBs and projects	Ongoing	LMB	COBs chairs in place, due to be facilitated by the RSA through learning programme.
Any strategic contracts the Council may enter into (FM, services etc)	Ongoing	LMB	Monitored.

Budget

- 7 projects approved, all being delivered through build programme governance
- Remaining projects in development, approval for funding to be considered as per programme timeline