

Report to the Cabinet

Report reference: C/048/2007-8.

Date of meeting: 8 October 2007.



**Epping Forest
District Council**

Portfolio: Housing.

Subject: Springfields Improvement Scheme - Progress Report I.

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Democratic Services Officer: Gary Woodhall (01992 – 564470).

Recommendations/Decisions Required:

- (1) That the conflicting decision made by the Cabinet on 16 July 2007 relating to the member reporting arrangements on progress with the Springfields Improvement Scheme be rescinded;**
- (2) That the decision made by the Cabinet on 15 November 2004 be re-confirmed, such that the Housing Portfolio Holder receives monthly progress reports, with a copy of the monthly report being presented to the Cabinet every 3 months or sooner should a significant event or overspend occur; and**
- (3) That the project management structure for the Springfields Improvement Scheme be amended as follows:**
 - (a) the Housing Portfolio Holder as Project Sponsor;**
 - (b) the Head of Housing Services as Project Champion;**
 - (c) the Assistant Head of Housing (Property & Resources) as Project Co-ordinator; and**
 - (d) the Senior Architectural Assistant as Design Team Coordinator.**

Report:

1. At its meeting on 15 November 2004 (Report C/067/2004-05, minute 69 refers), the Cabinet agreed a monitoring regime, whereby the Housing Portfolio Holder would consider a progress report at each Housing Portfolio Holder briefing, and that a similar report be presented to the Cabinet every 3 months or sooner should a significant event or overspend occur.

2. However, at its meeting on 16 July 2007 (Minute 43 refers), the Cabinet agreed that until the completion of the scheme, short reports on the progress of the scheme be given at each meeting of the Cabinet. This conflicts with the previous decision. However, Members were not made aware of the monitoring regime already agreed in November 2004 when the decision was made in July 2007.

3. In order to clarify the situation, and since there are no longer formal Housing Portfolio Holder Meetings, it is recommended that the original decision is adopted, whereby the Housing Portfolio Holder will receive monthly progress reports, with a similar report presented to the Cabinet every 3 months or sooner should a significant event or overspend occur.

4. At its meeting on 15 November 2004, the Cabinet also agreed the following project management structure:

- (a) The Housing Portfolio Holder as Project Sponsor;
- (b) The Head of Housing Services as Project Champion;
- (c) The Head of Environmental Services as Lead Consultant;
- (d) The Assistant Head of Housing (Property & Resources) as Project Co-ordinator; and
- (e) The Assistant Head of Environmental Services (Engineering Services) as Design Team Coordinator.

5. However, following the outcome of the Senior Management Review considered by the Council on 25 September 2007, Architectural Services, which was previously part of Environmental Services, has been incorporated within Housing Services. Members will also be aware that the former Assistant Head of Environmental Services (Engineering Services) post has been deleted from the establishment since the post holder retired in July 2006. Therefore it is necessary to amend the project management structure for the Springfields Improvement Scheme, and the following is suggested:

- (a) The Housing Portfolio Holder as Project Sponsor;
- (b) The Director of Housing Services as Project Champion;
- (c) The Assistant Head of Housing (Property & Resources) as Project Co-ordinator; and
- (d) The Senior Architectural Assistant as Design Team Coordinator.

Statement in Support of Recommended Action:

6. This report seeks to clarify the position in relation to two separate Cabinet decisions, which make conflicting recommendations about the frequency and format of progress reporting during the Springfields Improvement Scheme. It also clarifies the roles within the project management structure taking into account the future changes likely to be brought about as part of the Senior Management Review.

Other Options for Action:

- 7. To provide progress reports to the Cabinet at each of its meetings in relation to the Springfields Improvement Scheme.
- 8. To not provide progress reports to the Cabinet and/or the Housing Portfolio Holder.
- 9. To provide progress reports to the Cabinet and/or the Housing Portfolio Holder at different intervals.

Consultation Undertaken:

- 10. None.

Resource Implications:

Budget provision: N/A.

Personnel: N/A.

Land: N/A.

Community Plan/BVPP reference: Council Plan 2006-2010 - HN5(b) To undertake a major improvement scheme at Springfields, Waltham Abbey;

Relevant statutory powers: None.

Background papers: Cabinet report and associated minute (69) dated 15 November 2004 and Cabinet minute (43) dated 16 July 2007.

Environmental/Human Rights Act/Crime and Disorder Act Implications: N/A.

Key Decision reference (if required): Not a key decision.