

Report to	Policy & Resources Committee
Date	18 July 2019
By	Project Management Officer
Title of Report Review	Quarter 4 Project Update

Recommendation: The Committee is recommended to receive and review the Quarter 4 overview of SDNPA projects.

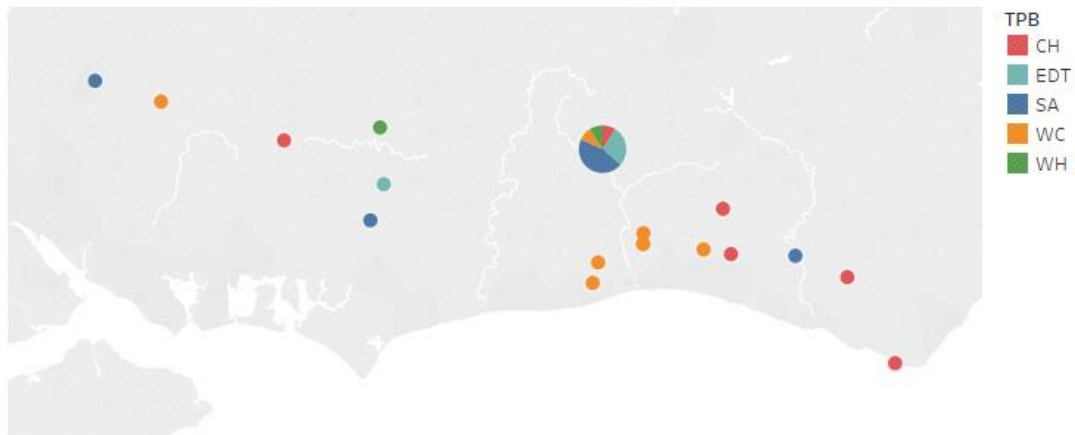
1. Introduction

- 1.1 The SDNPA considers it important as a publicly accountable body, to monitor its performance. The Policy and Resources Committee has terms of reference which include “To monitor and review the performance, including financial performance, of the Authority in the context of its business delivery, and the management and maintenance of the Authority’s assets in accordance with the Authority’s agreed budget, Corporate Plan and other approved plans, and make recommendations for changes as appropriate” and “To monitor and identify improvements arising from the outcomes and evaluation of projects identified by the Committee, audits, survey and other feedback and make recommendations as appropriate”.
- 1.2 The purpose of this report is to update the Policy and Resources Committee on projects in delivery during Quarter 4 of 2018-19. A summary position on the current status of the Strategic Fund will be included in the Project Year End Report.

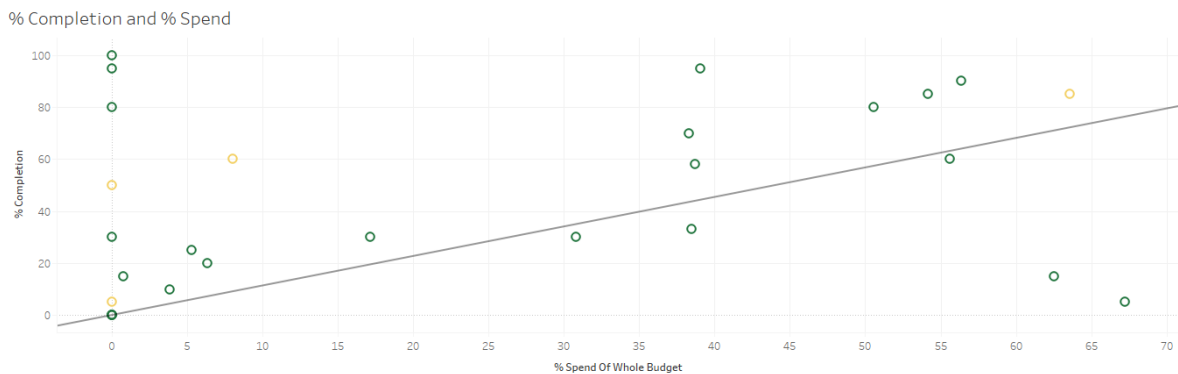
2. Projects in Delivery

- 2.1 A link to the Tableau Dashboards for Q4 is https://public.tableau.com/views/PRProjectsDashboardQ4/ProgrammeandRAGstatus?:embed=y&:display_count=yes&publish=yes&:origin=viz_share_link
- 2.2 There are two worksheets on this Tableau Dashboard. Which are shown in **Appendix I**, however please note the detailed project information can only be seen by using the above link to interpret the dashboards in Tableau.
- 2.3 A training video on how to use the Tableau Dashboards has been circulated to you in advance of this report. A link to the training video is included here: <https://drive.google.com/file/d/1p1WbMxcICNUnBBwRzkLTxNCJdnSXafnQ/view?usp=sharing>
- 2.4 The dashboard worksheet titled ‘Location and TPB’ shows the location of all projects currently in delivery across the park. An extract of the Project Location by Themed Programme Board (TPB) is included below for reference. All park-wide projects have been represented under a ‘park wide’ clickable area that is outside the park boundaries. The colour of the projects identify which TPB the project is being governed through e.g. green shows projects being governed by the Water and Chalk TPB. At the end of Q4 there were 28 projects in delivery involving SDNPA inputs either through costs or resourcing.

Project Location by TPB

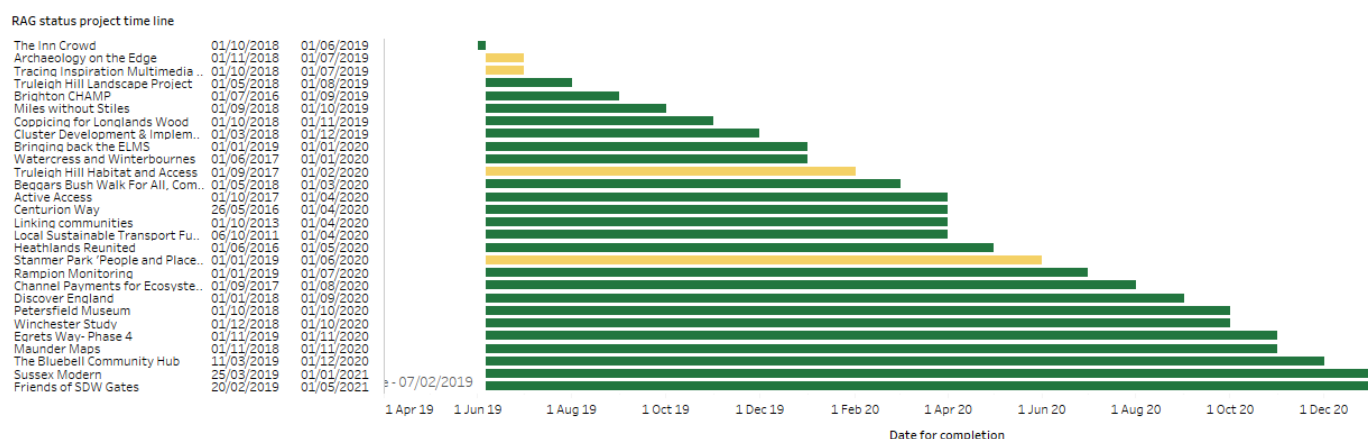


- 2.5 The 'Location and TPB' dashboard worksheet also shows how all the projects are progressing in terms of % Completion and % Spend. This graph is included below for reference. The black trend line shows the ideal scenario, and the colour of the project circle indicates the overall RAG status of the project for this quarter. Using the Tableau link if you hover your mouse over the graph it will provide you with information on the project, budgets and comments directly taken from the Q4 progress reports.
- 2.6 The RAG (Red, Amber and Green) status shows if a project is on track or not. The RAG status is based on an assessment including key deliverables and achievement of targets as well as whether the budget is on or off track. If a project is behind or ahead with delivery or behind or ahead with budget, it will be Amber. If it is both off track in terms of delivery and also in terms of budget it will be red. Where projects have an Amber or Red status the comments relating to the RAG status can be found using the linked Tableau dashboard and using the Tableau Reader software to examine the project data in more detail.



- 2.7 The % Completion and % Spend shows four of the projects in delivery at the end of Q4 have an amber RAG status in Quarter 4. These are:
- The Stanmer Park project, which is amber due to delays onsite with the principal contractors;
 - Truleigh Hill habitat and access project, which is amber due to delays in completion of interpretation material within the YHA due to their proposed extension and renovation plans;
 - Tracing Inspiration Multimedia, which is amber due to programme delays in completing the app. This is as a result of waiting on partners to approve content.
 - Archaeology on the Edge project, which is amber due to a 6 month delay as a result of the contractors not having sufficient resources to deliver it until now.
- 2.8 The 'Programme and RAG status' dashboard worksheet on the Tableau Q4 report and also shown in **Appendix I** shows the project programme of delivery or timeline. An extract of this graph is included overleaf. This shows the Inn Crowd project is slightly behind in delivery which is as a result of recruiting a new artist in residence for the workshops. The

colours on this graphic display the RAG status of the projects to help provide an overview of project issues and remaining duration for project delivery.



2.9 A greater amount of project detail, such as who the lead partners are on each project, can be found using the linked Tableau dashboard and using your mouse to either filter on team area, location or by clicking on the project name to examine the project data in more detail. This information is not available from the PDF version in Appendix I.

3. New Project Approvals

3.1 There were 28 projects in delivery at the end of Q4. These include 2 new projects that have been funded from the Strategic Fund in Quarter 4 2018-2019. The projects approved this Quarter include the Bluebell Community Hub project for £35,000 and the Sussex Modern project for £15,000 funded from the Strategic Fund.

3.2 The new project approvals and on-hold projects are all reflected in the Project Year End Report.

4. Other Implications

Implication	Yes*/No
Will further decisions be required by another committee/full authority?	It will be the case that per the standing orders and the terms of reference for this Committee projects will come forward for approval in due course.
Does the proposal raise any Resource implications?	There are no direct resource implications to this report as the recommendations are for receive and review only. This report reports a position for projects in delivery at the end of Quarter 4 which includes projects funded from the Strategic Fund which is funded from approved budgets.
How does the proposal represent Value for Money?	Value for money for individual projects is assessed at the development stage, midway through a project and at the end, through an evaluative process that is reported to this Committee. Setting aside a fund to support projects represents a positive return on investment as it enables projects to go ahead which might not otherwise.
Are there any Social Value implications arising from the proposal?	None
Has due regard has been taken of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010?	There are no direct equality impacts arising from this report.

Are there any Human Rights implications arising from the proposal?	None
Are there any Crime & Disorder implications arising from the proposal?	None
Are there any Health & Safety implications arising from the proposal?	None
Are there any Sustainability implications based on the 5 principles set out in the SDNPA Sustainability Strategy: 1. Living within environmental limits 2. Ensuring a strong healthy and just society 3. Achieving a sustainable economy 4. Promoting good governance 5. Using sound science responsibly	No negative impacts – all projects will contribute positively to some extent to the delivery of Partnership Management Plan outcomes, all of which are aimed at delivering sustainability.

5. Risks Associated with the Proposed Decision

5.1 Any project specific risks are

Risk	Likelihood	Impact	Mitigation
There may be some risks to our reputation if we are unable to provide match funding for some of our larger projects. This would also potentially reduce the types of funding we were able to apply for.	3	3	The main mitigation for this is to keep close scrutiny of the Strategic Fund and apply a rigorous prioritisation process when approving those projects that commit the SDNPA to significant funding over a number of years. Further mitigation for this risk is the work that will be carried out to generate income for the South Downs National Park and also potentially for the SDNPA.

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Appendices

1. SDNPA Q4 Project Tableau Dashboard

SDNPA Consultees

Chief Executive; Director of Countryside Policy and Management; Director of Planning; Chief Finance Officer; Monitoring Officer; Legal Services, Business Service Manager, Governance and Support Services Manager, Operational Management Team

External Consultees

None

Background Documents:

[Tableau Dashboard Link for Q4 Report](#)

[Tableau training video](#)

Project Year End Report