

**Agenda Item 11**  
**Report PRI9/20-12**

Report to	<b>Policy &amp; Resources Committee</b>
Date	<b>26 September 2019</b>
By	<b>Project Management Officer</b>
Title of Report <b>(Decision)</b>	<b>Quarter 1 Project Update</b>

**Recommendation: The Committee is recommended to:**

- 1) Receive and Note the Quarter 1 overview of SDNPA projects**
- 2) Consider whether it wishes to make any recommendations to officers arising from the report.**

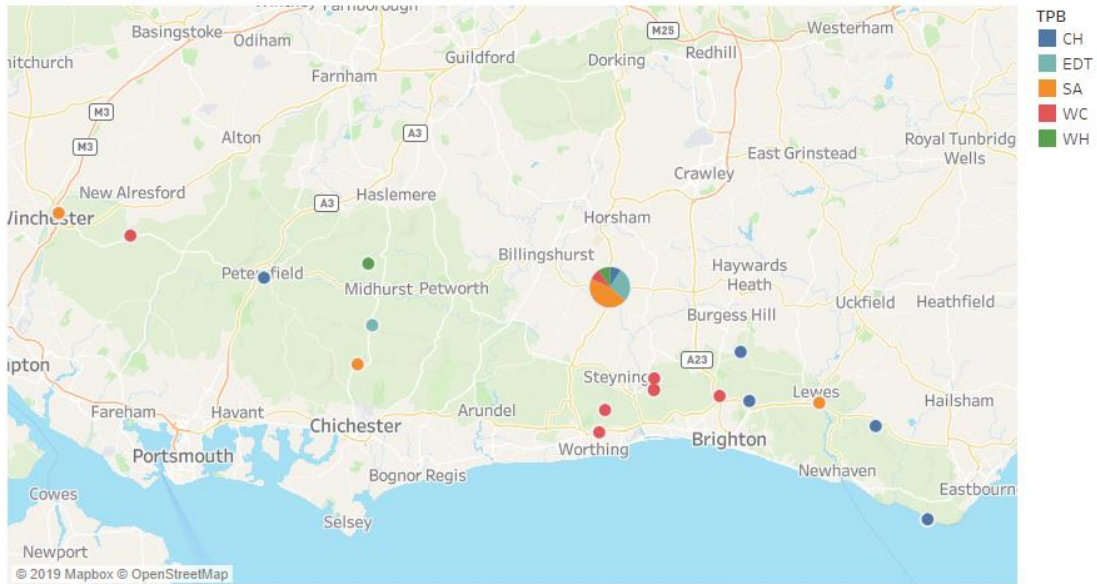
**1. Introduction**

- 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 1 of 2019-20.

**2. Projects in Delivery**

- 2.1 A link to the Tableau Dashboards for Q1 is [https://public.tableau.com/shared/456SBPXMR?:display\\_count=yes&:origin=viz\\_share\\_link](https://public.tableau.com/shared/456SBPXMR?:display_count=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 link to the training video on how to use the Tableau Dashboards is included here: <https://drive.google.com/file/d/1p1WbMxclCNUUnBBwRzkLTxNCJdnSXafnQ/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 Q1 there were 28 projects in delivery involving SDNPA inputs either through costs or resourcing.

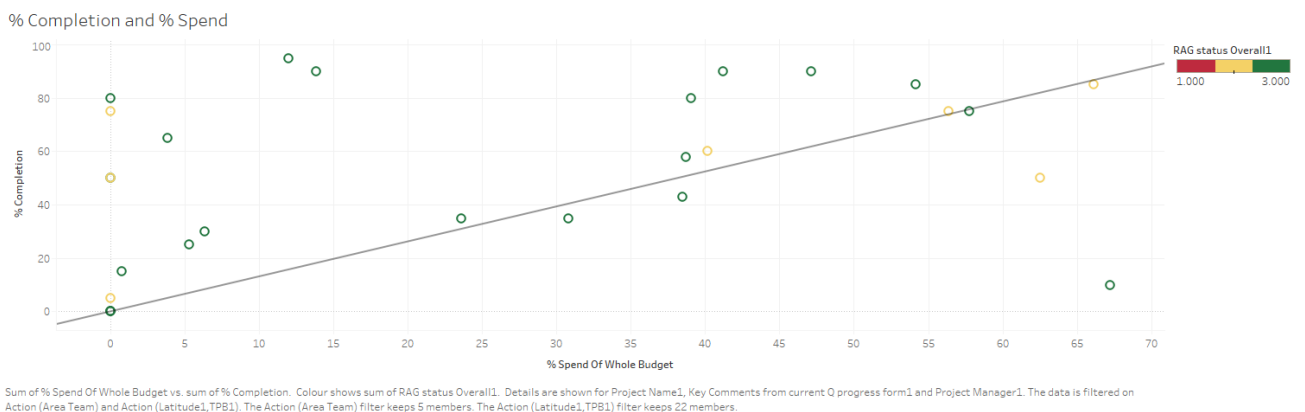
## Project Location by TPB



Map based on average of Longitude1 and Latitude1. Colour shows details about TPB1. Size shows sum of Number of Records. Details are shown for various dimensions. The data is filtered on Action (Area Team), which keeps 5 members.

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 Q1 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.



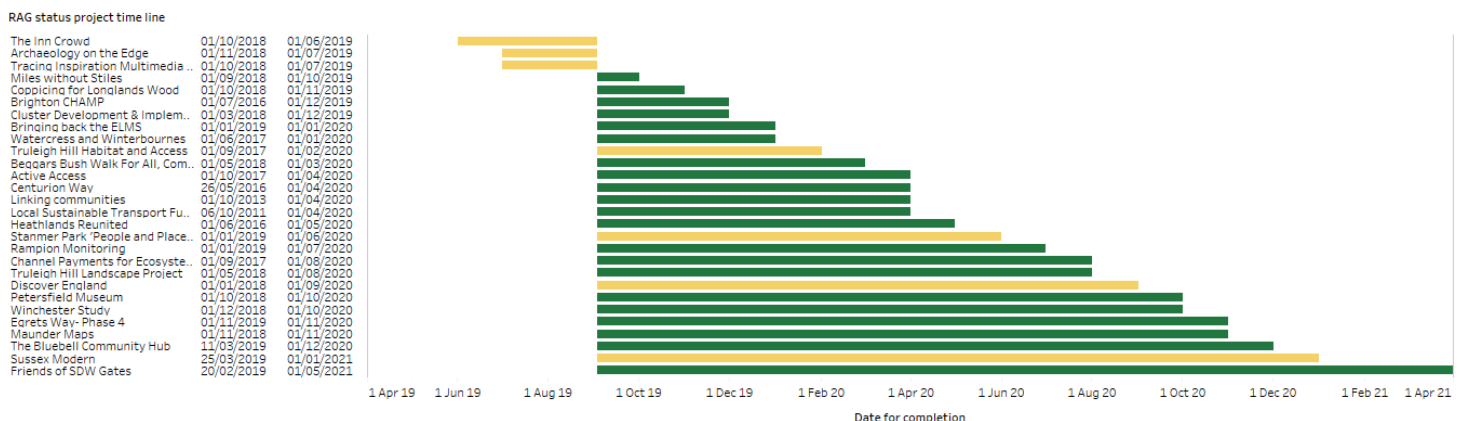
Sum of % Spend Of Whole Budget vs. sum of % Completion. Colour shows sum of RAG status Overall1. Details are shown for Project Name1, Key Comments from current Q progress form1 and Project Manager1. The data is filtered on Action (Area Team) and Action (Latitude1,TPB1). The Action (Area Team) filter keeps 5 members. The Action (Latitude1,TPB1) filter keeps 22 members.

2.7 The % Completion and % Spend shows seven of the projects in delivery at the end of Q1 have an amber RAG status in Quarter 1. In Q4 there were four projects in amber RAG status. The seven projects with an amber RAG status in Q1 are:

- The Stanmer Park project, which is continued as amber due to delays onsite with the principal contractors; (this position is unchanged from Q4).
- Trleigh 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; (this position is unchanged from Q4).

- 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. (this position is unchanged from Q4)
- 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. (this position is unchanged from Q4)
- Sussex Modern, this is behind schedule on poster and leaflet production. All materials have now been supplied by SDNPA so it should be back on programme soon.
- Discover England, the original scope and programme has been extended to include a Ranger Experiences package we are trialling. As a result some other elements from the original study are slightly delayed.
- The Inn Crowd, the amber RAG status is due to a slight programme delay caused by a change in the Artist and key staff changes in SDNPA. Performances are all planned for next month so should be resolved by Q2.

2.8 The 'Programme and RAG status' dashboard worksheet on the Tableau Q1 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, Archaeology on the Edge, and Tracing Inspiration Multimedia projects are slightly behind in delivery, the reasons are outlined in section 2.7 above. 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.

2.10 The Seven Sisters and Phase 2 Signage projects had not started in Q1 and so will be reported on to P&R in the Q2 project report.

### 3. New Project Approvals

3.1 There were 28 projects in delivery at the end of Q1. No new projects were approved in Q1.

### 4. Strategic Fund Implications

4.1 The budget for the Strategic Fund from 2019-2020 to 2023-24 is set out in the overview table below. The level of funding available for projects may vary depending on the level of funding carried over as well as the annual allocation of funds into the Strategic Fund on an annual basis.

	<b>Budget 2019-20</b>	<b>Budget 2020-2021</b>	<b>Budget 2021-22</b>	<b>Budget 2022-23</b>	<b>Budget 2023-24</b>
Annual Budget (£)	220,000	220,000	220,000	220,000	220,000
Carry Forward from projects setup in 2018/2019	<b>100,069</b>				
Budget Carried forward (£)	689,727	554,185	703,970	908,255	1,112,540
<b>Total Budget</b>	<b>909,727</b>	<b>774,185</b>	<b>923,970</b>	<b>1,128,255</b>	<b>1,332,540</b>
Requirement for funding	355,542*	70,215	15,715	15,715	20,288
<b>Estimated funding available</b>	<b>554,185</b>	<b>703,970</b>	<b>908,255</b>	<b>1,112,540</b>	<b>1,352,828</b>

\*This total includes projects that have been approved funding but are currently on-hold awaiting other funding decisions.

## 5. Other Implications

<b>Implication</b>	<b>Yes*/No</b>
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 1 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 equality impacts arising directly from this report. Projects are subject an equalities impact assessment at the appropriate stage of their development.
Are there any Human Rights	None

implications arising from the proposal?	
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.	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.

## 6. Risks Associated with the Proposed Decision

### 6.1 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	<p>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.</p> <p>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.</p>

### LIZ GENT

#### Project Management Officer

#### South Downs National Park Authority

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Appendices I. QI Projects 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 [Tableau Dashboard Link for QI Report](#)

Documents: [Tableau training video](#)