

Report to	Policy & Resources Committee
Date	28 November 2019
By	Project Management Lead
Title of Report (Note)	Quarter 2 Project Update

Recommendation: The Committee is recommended to:

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

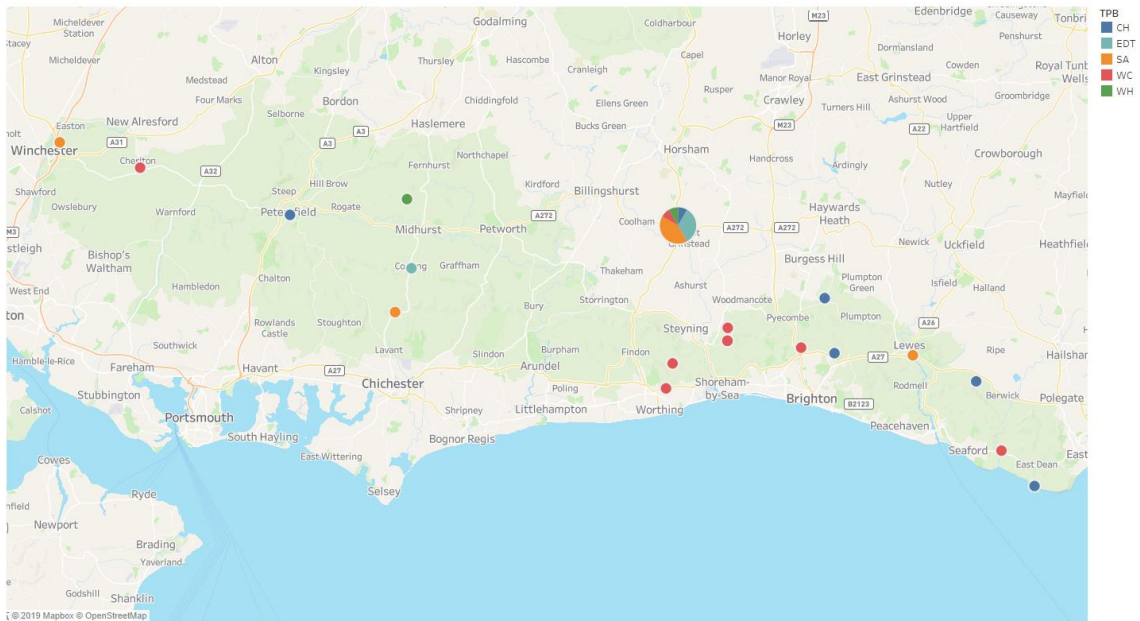
I. Introduction

- I.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”.
- I.2 The purpose of this report is to update the Policy and Resources Committee on projects in delivery during Quarter 2 of 2019-20. See **Q2 Corporate Performance Report 2019/2020** for an update on Corporate Performance during Quarter 2 of 2019-20.

2. Projects in Delivery

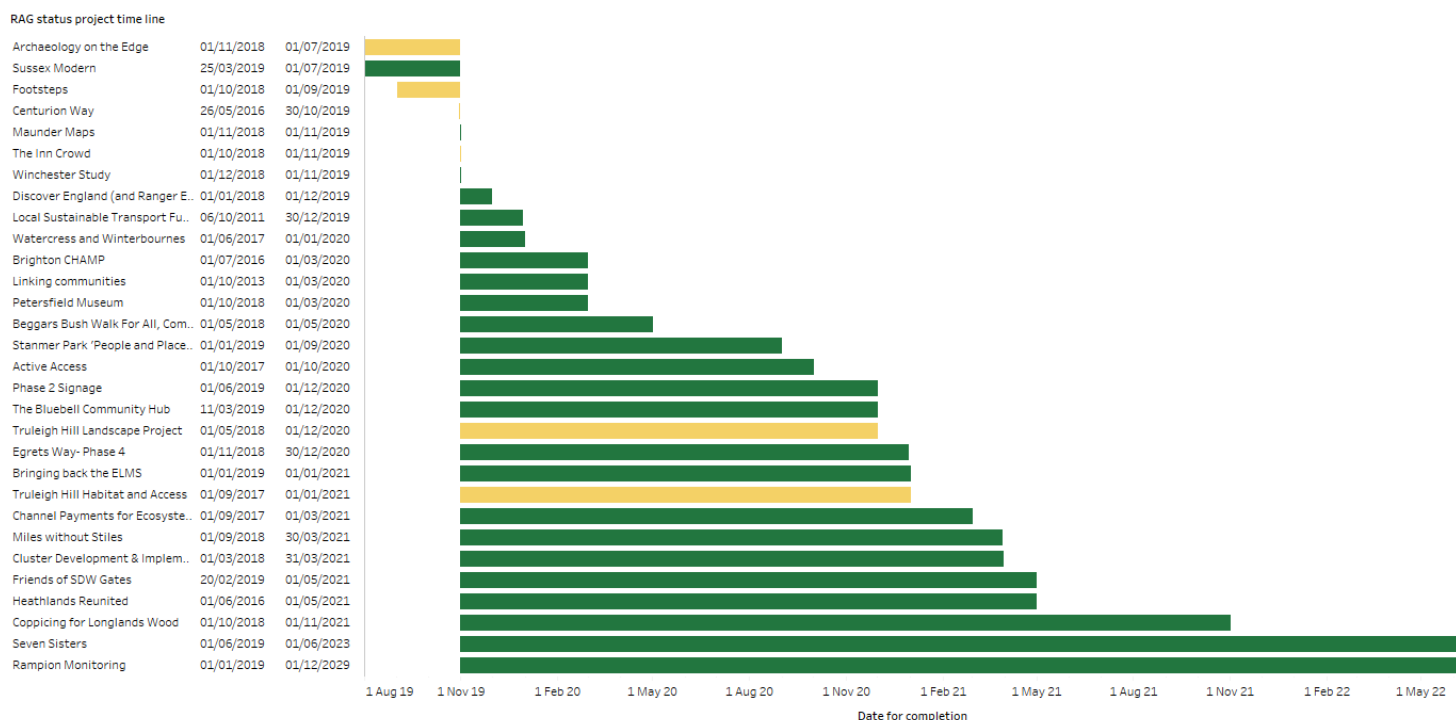
- 2.1 A link to the Tableau Dashboards for Q2 is https://public.tableau.com/views/PRProjectsDashboardQ220192020/ProgrammeandRAGstatus?:display_count=y&publish=yes&:origin=viz_share_link
- 2.2 There are two worksheets on this Tableau Dashboard. Which are shown in **Appendix I**, however please note the **detailed project information can only be seen by using the above link to interpret the dashboards in Tableau.**
- 2.3 A link to the training video on how to use the Tableau Dashboards is included here: <https://drive.google.com/file/d/1p1WbMxclCNUnBBwRzkLTxNCJdnSXafnQ/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 Q2 there were 30 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. 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 Q2 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 'Programme and RAG status' dashboard worksheet on the Tableau Q2 report and also shown in **Appendix I** shows the project programme of delivery or timeline. An extract of this graph is included overleaf. 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.
- 2.8 The Programme and RAG status graphic shows that Archaeology on the Edge, Sussex Modern and Footsteps projects are now behind on delivery. There are also six additional projects due to close in the next Quarter these include Centurion Way, Maunder Maps, The Inn Crowd, Winchester Study and Discover England. Case studies for closed projects are then made available on our website.



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 'Programme and RAG status' shows six of the projects in delivery at the end of Q2 have an amber RAG status in Quarter 2. In Q1 there were seven projects in amber RAG status although these are different projects as can be seen in the below table.

Projects At Amber or Red RAG status	Q1 RAG	Q2 RAG	Reason for Change
Stanmer Park	Amber	Green	Contractors underway on site and progress is in line with programme.
Truleigh Hill Habitat and Access	Amber	Amber	Ongoing delay as YHA plans not started. Therefore remaining interpretation cannot be installed and project cant be completed.
Tracing Inspiration (now called Footsteps)	Amber	Amber	Behind schedule due to partners delays. App to view and test from 18 th November. Dec App will be updated and re-tested end of Dec and App ready for new year.
Archaeology on the Edge	Amber	Amber	Awaiting final report
Sussex Modern	Amber	Green	Project now completed and evaluations underway
Discover England	Amber	Green	Project now completed and evaluations underway

Inn Crowd	Amber	Amber	Reporting outstanding from partners
Centurion Way	Green	Amber	Planning now approved but £37,000 overspent.
Truleigh Hill Landscape Project	Green	Amber	Project officer was absent over key period so delay to overall programme

3. New Project Approvals

3.1 There were 30 projects in delivery at the end of Q2. Two new projects were approved at the start of Q2, these include:

- Phase 2 Signage Project- Approved at the NPA 2nd July 2019 for £207,000 from strategic fund.
- Seven Sisters Project- Approved as a project mandate by the NPA in May 2019 but not started until June when the SDNPA were identified as the preferred bidder by ESCC (14th June 2019). A total cost of £1.4million will be obtained through a capital investment loan for the delivery of this project subject to relevant approvals.

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. The annual budget contributions are based on assumptions within the Medium Term Financial Strategy approved by the NPA in March 2019.

	Budget 2019-20	Budget 2020-2021	Budget 2021-22	Budget 2022-23	Budget 2023-24
Annual Budget (£)	220,000	220,000	220,000	220,000	220,000
Carry Forward from projects setup in 2018/2019	100,069				
Budget Carried forward (£)	589,658	346,185	495,970	700,255	904,540
Total Budget	909,727	566,185	715,970	920,255	1,124,540
Requirement for funding	563,542*	70,215	15,715	15,715	36,140
Estimated funding available	346,185	495,970	700,255	904,540	1,088,400

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

There is a separate project pipeline for PMP projects over the next 5 years. The project pipeline funding requirements are NOT fully included in the above table (Requirement for funding) which only shows projects that have been through the Funding Approval process.

5. 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 2 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 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	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	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

<p>provide match funding for some of our larger projects. This would also potentially reduce the types of funding we were able to apply for.</p>			<p>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>
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Appendices I. Q2 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 Documents:

[Tableau Dashboard Link for Q1 Report](#)

[Tableau training video](#)