

Intelligent Council Gateway Review July 2012: Response and Action Plan

Programme Update:

The Intelligent Council Programme is being reviewed and rescoped following the appointment of a new Programme Manager in January 2013. A Programme Blueprint and Outline Business Case will be presented to Portfolio Management Group on 25th April, and to SLT on 14th May. Responses to the eight recommendations arising from the Gateway O review of July 2012 are set out below. CURRENT STATUS:Amber/Green

Review Recommendation	Proposed Action(s)	By Whom	Target Date	Progress
1. Carry out an analysis of the benefits for each service area / user	A benefits plan will be developed as part of a revised business case. This will include analysis of the benefits for key service areas / users	Programme Manager	14 May 2013	On track
2. Consider service area / user champions to permeate the message in the organisation	1. Programme Board to be reformed to ensure service area representation 2. Stakeholder analysis to be undertaken as part of Programme planning and engagement plan to be developed, including use of champions where appropriate.	1. Programme Manager and SRO 2. Programme Manager	1. 28 Feb 2013 2. 14 May 2013	Completed On track
3. Nominate a strategic lead officer or alternative	Alison Comley has agreed to be Strategic Lead Officer	Completed	Completed	Completed
4. Nominate an elected member champion	Discussions with SRO suggest this is not currently appropriate but will reievew as Programme develops.	SRO to lead	31 Mar 2013	Completed
5. Develop and communicate detailed project plans for each of the 'live ' intelligent council projects	Three actions identified to address this recommendation: 1.The split between Programme and	1. Programme Manager, Head of IM and IM Team leads	1. 31 Jan 2013 2. 28 Feb 2013 3. 14 May 2013	Completed Completed On track

	<p>Business as Usual activities to be agreed</p> <p>2. Where activities are within the scope of the programme a mandate/plan to be provided</p> <p>3. Revised Business Case will include detailed project plans for live activities</p>	<p>2. Project Leads</p> <p>3. Programme Manager</p>			
6. Communicate and / or establish a co-ordinating role to monitor and manage interdependent change projects / programmes	Portfolio Office takes this role	Completed	Completed	Completed	Completed
7. Prepare a detailed risk log that identifies and quantifies all Corporate and Programme Risks	1. Risk log completed since review	Completed	Completed	Completed	Completed
8. Put in place a process of regular monitoring, review and update of the risk log	1. Regular monitoring, review and update will take place as part of Programme reporting. This also feeds into the wider Portfolio risk management approach.	1. Programme Manager	Ongoing	Completed	Completed