

Committee: AUDIT AND REVIEW

Date: 3 August 2007

Report: PROGRAMME OF MAJOR PROJECT REVIEWS

Purpose of the report

1. To agree a future programme of reviews in order to learn lessons from major projects undertaken by the Authority (on its own or in partnership with others).

Strategic Planning Framework

2. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework:
 - **Best Value Performance Plan objectives**
'Plan and manage all aspects of the Authority's business so as to make the most consistent and effective use of our resources...'

Background

3. Members will recall that one of the key recommendations from the National Park Authority Performance Assessment in 2005 was that Members should take a more direct role in reviewing progress, and take lead responsibility for the dissemination of 'lessons learned/best practice' throughout the Authority. As a result, in July 2006 the Authority agreed a new, enhanced role for the Audit and Review Committee, which included:
 - Lead on improvement planning and learning from major projects
4. The framework for these reviews of 'major projects' was agreed by the Committee in September 2006 (copy attached at **Annex A**). The Committee agreed that the key characteristics of the reviews should be that they:
 - will be retrospective (i.e. carried out once a project has been completed);
 - should provide members with an opportunity to hear from the officers about what has been achieved
 - should focus on learning from what worked/what didn't, and make recommendations for future project development and management across the Authority;
 - be limited to a maximum of 4 reviews each year.

- be carried out by the relevant Head of Department and project manager (consulting as appropriate with other staff who were involved).

Identifying areas for review

5. At **Annex B** is a list of major projects that will be completed over the next 2 years. It is proposed that this form the programme of project reviews. The dates in brackets show the suggested Committee meeting dates.

RECOMMENDATION

6. That members approve the proposed programme of major project reviews at Annex B.

Gary Smith
Head of Conservation and Policy

24 July 2007

Background documents: Nil

FRAMEWORK FOR REPORTING 'LESSONS LEARNT' FROM MAJOR PROJECTS

1. The intention

Why was the project was set up?

What was it intended to achieve (objectives, outputs, outcomes etc)?

Original timescale

Original funding/resources plan

Proposed means of delivery

2. The reality

What was actually achieved?

Final timescale

Final cost/resources

Means of delivery

3. Sustaining the project

How will the work be taken forward now the project has finished?

4. Lessons learnt

What went well and why?

What didn't go well and why?

NB Should focus in particular on how the project matched up to YDNPA checklist for project development/management (which will be produced in 2007/08).

5. Recommendations for future projects

POTENTIAL MAJOR PROJECTS FOR REVIEW OVER NEXT 2 YEARS

Out of Oblivion (September 06)

Public Spaces, Private Places (September 06)

Northern Office (February 07)

WAN/Citrix/Intranet (August 07)

New website/electronic services (February 08)

Park-wide habitat survey (February 08)

Beyond the Boundary (May 08)

Limestone Country (August 08)

Mosaic Partnership (November 08)

Learning in Limestone Country (February 09)

Pennine Bridleway (May 09)