

# Strategy Service

## Sustainable Community Strategy

### Project Highlight Report

29<sup>TH</sup> AUGUST 2006

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**REPORTING PERIOD:** End of August 2006

**PROJECT SPONSOR:** David Hennings

**PROJECT MANAGER:** Janice Robinson

**START DATE:** March 2006

**END DATE:** April 2007

**Project objective(s):**

- To develop a vision for Haringey for the period 2007 -2016
- To develop high level objectives for the borough covering the period 2007-11/12 (linked to the LAA)
- To undertake a sustainability and impact assessment of the strategy
- By March 2007 produce a document that is the Sustainable Community Strategy, ensuring it is formally agreed and owned by both the Council and the Haringey Strategic Partnership
- By April 2007 publish this document in a variety of formats suitable for a range of audiences

## 1. TRAFFIC LIGHT (RAG) STATUS

[This section is **mandatory for all** projects]

Overall RAG Status		Timescale	Budget	Resources	Issues	Risks
<i>This month</i>	<i>Last month</i>					
<b>G*</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>A</b>	<b>A</b>

[\*Delete as appropriate]

## 2. MANAGEMENT SUMMARY

### 2.1 Issues

- The development of the sustainable community strategy is now reaching a critical stage. The HSP will be considering the priorities and vision for the Community Strategy at the scheduled meeting on 16<sup>th</sup> October 2006.
- The consultation will also be taking place at the Area Assemblies
- The arrangements to manage the development of the sustainable community strategy have not evolved in the way previously anticipated. There is no HSP Executive or Public Service Board.
- Whilst arrangements have been thus far been largely sufficient the project is reaching a number of critical milestones and arrangements will need to be put into place to ensure that there is a robust interface between the project manager and any negotiations between CEMB, key Executive members, the Executive and the HSP.
- Communication and reporting arrangements between the project manager and the project sponsor will need to be such to ensure that there is sufficient direction given so that forthcoming reports and arrangements are managed in the best way possible and that they are understood and supported by all key stakeholders.
- It should be noted that there is currently no Partnership project group involved in the Development of the sustainable community strategy. However, it is proposed that the LAA Partnership Group, which has been established to develop the LAA, should now take on the development of the strategy. At present there is no HSP meeting between mid October and the 20<sup>th</sup> December 2006. This is a critical time in the development of the Community Strategy.
- A special HSP is scheduled for 18<sup>th</sup> September to agree the LAA. Whilst this meeting is devoted to the LAA it is intended that a short update on the Sustainable Community Strategy be sent to this meeting.
- It should also be noted that it is intended that a report be sent to the EAB at the meeting scheduled for 10<sup>th</sup> October 2006. This report will provide an overall update and will look at the consultation results so far. It could also offer an opportunity for members of the Executive to revisit the work they did at the joint session with CEMB around the priorities and link this to the work of the LAA.

### 3. PROJECT BOARD/TEAM SUMMARY

#### 3.1 Key Activities in this reporting period:

- Analysis of the public consultation
- Research
- Formulation of proposals for forthcoming HSP events and scheduled meetings
- Proposals developed for the autumn consultation including Area Assemblies - see attached proposals. Neighbourhoods have been sent these but not have yet provided comments
- Finalisation and agreement of consultation programme with Area Assemblies

#### 3.2 Key Activities planned for next reporting period:

- HSP event to discuss the LAA (detail contained in separate highlight report) – update on the development of the Sustainable Community Strategy to be put onto the agenda
- Report providing an update to EAB for the meeting on 10<sup>th</sup> October 2006
- Consultation with the Area Assemblies and Partnership theme boards
- Results of staff consultation
- Planning for and agreement around the format of the HSP to be held on 16<sup>th</sup> October 2006
- Writing report for the HSP to be held on 16<sup>th</sup> October

### 4. PROJECT BOARD ATTENDANCE

The project group did not meet over the August period. The meetings will however be approximately every three weeks for the rest of the project lifetime.

#### Date of Meeting:

Name	√ / x	Name	√ / x
Janice Robinson		Nilam Popat	
Carole Pattison		Ambrose Quashie	
Mary Connolly		Helena Pugh	
Rachel Pugh		Rosie Dei Boateng	
Janette Wallace Gedge		Charles Wright	

### 5. CHANGE CONTROL (CHANGE REQUESTS)

- The first draft of the Sustainable Community Strategy will need to be ready by the end of October/start of November
- The HSP meeting on 20<sup>th</sup> December will look at results on the 1<sup>st</sup> draft.

**6. PROJECT BUDGET**

*[This section is mandatory for programme projects. Smaller projects should attempt to complete this table but can agree different budget reporting arrangements with their project sponsor]*

**6.1 Total Project Budget**

<b>Budget for the financial year 2006/07</b>								
<b>Project cost plan lines</b>	<b>Original budget</b>	<b>Revised budget</b>	<b>Profiled budget to date</b>	<b>Actual expenditure to date</b>	<b>Year to date variance *</b>	<b>Projected expenditure for year</b>	<b>Projected variance for year</b>	<b>RAG status</b>
	£55,000 Fifty five thousand pounds	same		£26,000		£55,000	none	G
Contractor works								G
Consultants								G
Equipment								G
<i>Add further lines</i>								G
<b>TOTAL</b>				<b>£26,000</b>				<b>G</b>

**6.2 Explanation for variances and remedial action being taken – not applicable**

**6.3 Financial Year Summary – Not applicable**

**Budget Position for the project if over more than one year**

## 7. PROJECT TIMESCALES / MILESTONES

[This section is **mandatory for all** projects]

<b>Project Milestones</b> (Based on PMF Roadmap – please state N/A for milestones that do not apply to this project)						
No	Milestone(s)	Original Target Date	Current Target date	Actual Completion date	Status (RAG)	Explanation for Red/Amber status and any target date variances
1.	Evaluation of HSP & community strategy process				<b>G</b>	<b>Now being considered in overall review of HSP</b>
2.	Evidence base and key statistics to support development of community strategy Further evidence to be produced by end of June 06 e.g. investment of private sector/business			End of April 06 and ongoing	<b>G</b>	
3.	HSP conference – developing the next community strategy			25 <sup>th</sup> May 06	<b>G</b>	
4.	Production of consultation strategy & plan that is specific to the community strategy	End of May 06		Early June 06	<b>G</b>	
5.	Analyse outcome of HSP conference and produce short conference report			End of June 06	<b>G</b>	
6.	Briefings for the voluntary & community sector			June 06 and on-going	<b>G</b>	
7.	HSP meeting			20 <sup>th</sup> June	<b>G</b>	
8.	Public consultation including public events, use of Haringey People and website	June 2006		17 <sup>th</sup> June 2006	<b>G</b>	
9.	More formal consultation using Council's structures e.g. REJCC, Older peoples forum, Youth Parliament		Summer-autumn	Commenced June -	<b>G</b>	

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			2006	ongoing		
10	Council to consult with staff via senior managers event		Commence summer 2006	Commenced and on-going	<b>G</b>	
11	Reports to CEMB		25 <sup>th</sup> July & 29 <sup>th</sup> Aug 06	✓	<b>G</b>	
12	HSP members to consult with their organisations/staff etc		By mid Sept 2006		<b>G</b>	
13	HSP partnership theme boards consultation		4 <sup>th</sup> -13 <sup>th</sup> Sept		<b>G</b>	
14	Area Assemblies consultation		11 <sup>th</sup> Sept-17 <sup>th</sup> Oct		<b>G</b>	
15	Report pulling together consultation results so far (for HSP on 16 <sup>th</sup> Oct)		14 <sup>th</sup> Sept (TBA)		<b>G</b>	
16	Report to CEMB		26 <sup>th</sup> September 06		<b>G</b>	
17	Report for EAB		10 <sup>th</sup> Oct		<b>G</b>	
18	HSP facilitated workshop to agree priorities and vision		16 <sup>th</sup> October 06		<b>G</b>	
19	Sustainability impact assessment		October		<b>G</b>	

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			2006			
20	Report to CEMB		31 <sup>st</sup> October 06		<b>G</b>	
21	Draft community strategy completed		End of October 2006		<b>G</b>	
22	Consultation on draft commences		Start Novemb er 2006			
23	Up date sent to HSP scheduled for 20 <sup>th</sup> December		23 <sup>rd</sup> Novemb er		<b>G</b>	
24	Report to CEMB		28 <sup>th</sup> Nov 06		<b>G</b>	
25	Draft of community strategy to EAB		12 <sup>th</sup> Dec 06		<b>G</b>	
26	HSP		20 <sup>th</sup> Decemb er		<b>G</b>	
27	Report to CEMB - December date to be ascertained		Will there be a CEMB on 28 <sup>th</sup> Dec 06?		<b>G</b>	

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28	2 <sup>nd</sup> draft of community strategy completed		13 <sup>th</sup> January 2007		G	
29	Consultation on 2nd draft via website, e-mail & post		19 <sup>th</sup> January – 5 <sup>th</sup> February 07		G	
30	Report to CEMB		30 <sup>th</sup> January 07		G	
31	Report verbal update to EAB		6 <sup>th</sup> February 2007			
32	Report and final draft to Council Executive scheduled for 20 <sup>th</sup> February		13 <sup>th</sup> February 07		G	
33	Formal draft for approval completed by		23 <sup>rd</sup> February		G	
34	Report to CEMB		27 <sup>th</sup> Feb 07			
35	Seek approval of Council & HSP		19 <sup>th</sup> & 22 <sup>nd</sup> March respectively		G	



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No	Milestone(s)	Original Target Date	Current Target date	Actual Completion date	Status (RAG)	Explanation for Red/Amber status and any target date variances
36	Report to CEMB		27 <sup>th</sup> March 07		G	
37	Publish documents in a variety of formats		April 2007		G	
38	Closure report to CEMB (with agreement around the monitoring/performance management and updating of the Community Strategy Action Plan)		24 <sup>th</sup> April 2007		G	

### 8.1 Open Issues

**Notes:**

*[Issues are events or actions that **are already a reality** and impact the project in some way]*

Issue	Issue Owner	Resolution plan	Deadline
See Section 2 of this report	CEMB	<ul style="list-style-type: none"> <li>TBA</li> </ul>	29 <sup>th</sup> August 2006
Need for an agreed project sponsor	CEMB & the HSP	<ul style="list-style-type: none"> <li>Agree sponsor or other workable arrangement</li> </ul>	

**8.2 Key Issues closed since last report**

Issue	How resolved

**9. KEY RISKS**

Risk	Risk Owner	Impact (H/M/L)*	Probability (H/M/L)*	Mitigation Plan Summary	Deadline
Lack of information for project team to build evidence base	CEMB & HSP	M	H	CEMB and senior officers on the HSP need to ensure information is forthcoming. (Thus far co-operation and engagement have been high.)	On-going
Divergent views from various interested parties	CEMB, Exec & HSP	H	M	Clear leadership & steer	On-going
Consultation slippage	P & P (JR)	M	L	Detailed plan now produced. (Currently on target)	On-going
Late receipt of information leads to failure to put documents together in time to meet deadlines	P & P	M	H	Deadlines will be met and information gathered at later stage	On-going

**9.2 Key Risks closed since last report**  
**[This section is mandatory for all projects]**

<b>Risk</b>	<b>How resolved</b>