



<b>Meeting</b>	<b>Performance and Resources</b>	<b>Agenda Item</b>	12
<b>Meeting Date</b>	30 <sup>th</sup> October 2020	<b>Report Number</b>	
<b>Report Author:</b>	Director of Innovation, Risk & Future Development		
<b>Presented By:</b>	Director of Innovation, Risk & Future Development		
<b>Subject:</b>	<b>Change Programme – PMO Update</b>		
<b>Type of Report:</b>	Information		

## **RECOMMENDATIONS**

Members of the board are asked to note the contents of the Programme Management Office (PMO) Reporting Pack, Appendix A.

## **BACKGROUND**

To keep stakeholders updated on the progress of each project and programme a monthly progress report is completed and submitted to SLT. The project manager captures the progress on milestones, provides a summary of achievements undertaken so far along with planned activity. Additionally, a risk, finance and benefit RAG rating is included. Any early warnings of any issues will be raised to prompt discussion with stakeholders and board members.

## **OPTIONS AND ANALYSIS**

The Service has established a far stronger framework to ensure that change activities are co-ordinated through the PMO. Thus, providing a stronger level of governance and oversight, ensuring consistency in both project documentation and reporting.

The Service has also launched its suggestion scheme on Workplace, called 'Bright ideas', which will hopefully ensure that ideas can be generated throughout the organisation. From marginal gains (in line with Essex Police's initiative) to larger pieces of change, all supporting the ethos of continuous improvement.

## **BENEFITS AND RISK IMPLICATIONS**

These are identified for each project and programmes, but it is also recognised that some identified items are key controls to the Service Strategic Risks.

## **FINANCIAL IMPLICATIONS**

These are identified within each Project and Programme.

## **EQUALITY AND DIVERSITY IMPLICATIONS**

Impact Assessments have been completed as required within the Projects and Programmes.

## **WORKFORCE ENGAGEMENT**

Monthly Strategic Change Board meetings including all strategic stakeholders, communication and stakeholder plans are set up within each of the projects and programmes.

## **LEGAL IMPLICATIONS**

None specific to this report.

## **HEALTH AND SAFETY IMPLICATIONS**

None specific to this report.