

PROGRAMME UPDATE

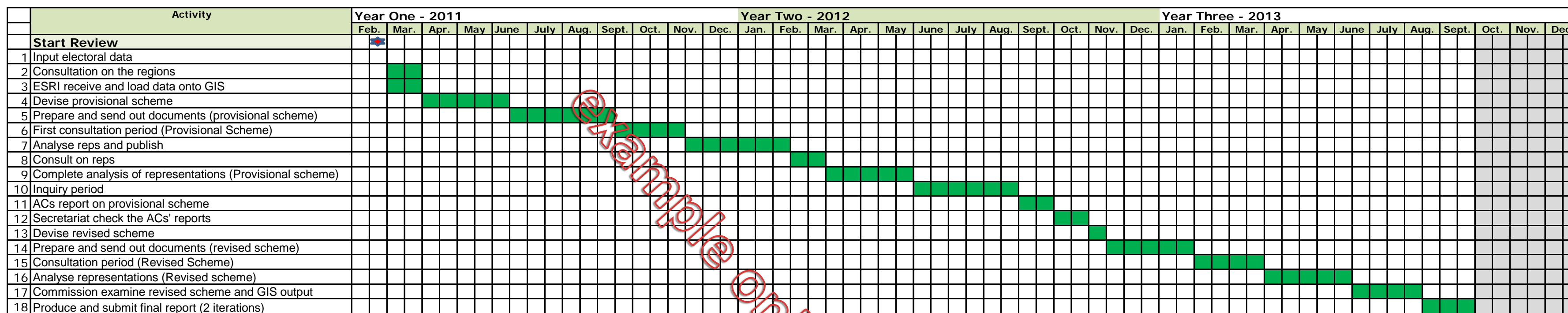
1. The programme update to the Commission meeting will, at future meetings, comprise the following:
 - a. Highlight report
 - b. Risk Register
 - c. Overall project plan.
2. Since the objective of a highlight report is to give a brief update on the current position of the project, we suggest that this is not circulated prior to the Commission meeting with the other meeting papers, but instead provided on the day of the meeting.
3. The risk register will be circulated prior to the meeting with the other meeting papers. The attached risk register highlights the top ten risks as at 4th February 2011
4. The overall project plan will be circulated prior to the meeting with the other meeting papers. The attached project plan is **provided for illustrative purposes only** and will be completed once the nature of the final amendments to the Bill is known and when Royal Assent is given.

Review of Parliamentary Constituencies RISK REGISTER 4th February 2011								
STRATEGIC RISKS					Risk Mitigation Actions			
Risk Ref	Risk and Potential Impact	Risk Owner	Business Impact Score	Probability Score	Total Risk Score	Actions and notes	Owner	Due Date
BCE1	That the recruited staff do not have the required skills to do the work to an appropriate standard	TB	5	2	10	Training programme planned	TB	31/3/11
						Experienced staff spread among the Units	TB	Complete
						Group learning is introduced	TB	31/3/11
BCE2	That the number of representations is much larger than anticipated or more complicated and therefore more difficult to analyse than previously.	SJ	5	4	20	Note: Planning of work based on estimate of 30,000 but political climate means more may be possible.		
						Training of staff to have emphasis on dealing with reps.	TB	31/3/11
						Teams balanced to contain combination of 'hard' and 'easy' regions.	GR	Complete
						System of dealing and processing reps to be produced and given to staff	SH	TBD
BCE3	If the bill is delayed the Commission may come under pressure to take account of the boundaries that will come into effect at the local elections on 5 May 2011 instead of those introduced in May 2010 (which are in the GIS). This would essentially put the work of the review back to square one with new boundary data to be obtained, loaded into the GIS, and constituencies created. 2011 electorates for the new warding structures would also have to be loaded into the GIS.	SJ	4	3	12	Note: May need to look at some scenario planning on which ward boundaries will change and possibly make some investigation as to how quickly ESRI and OS can load the data. To be discussed further.		
BCE4	That the Bill is delayed and this has an adverse effect on BCE's ability to carry out the programme	SJ	5	3	15	Impact of the delay has been carried out. There is some slack at the end of the programme but should the delay be more than two months there will be an adverse impact on the programme.	AK	Ongoing
						Regular updates from policy unit on the progress of the bill		Ongoing
BCE5	That the bill does not receive Royal Assent	SJ	5	2	10	This would require the BCE to halt the project.		

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BCE6	That the bill receives Royal Assent with amendments that are not anticipated.	SJ	5	5	25	8+4 and 12 now likely to be put forward as a government amendment and plans updated to take account of this.	AK	Complete
						Two opposition amendments, the IOW and taking account of previous constituencies already agreed. Impact needs to be measured.	AK	Complete
						NOTE: If the IoW is created as a special case, it will require re-working of the South East region.		
BCE7	That there is a successful legal challenge on process and procedure. For example, challenge on the calculation of U.	SJ	5	2	10	NOTE: the accuracy of the electoral statistics is another example of what may be challenged - in respect of the inclusion of those not entitled to be counted.		
BCE8	That the new BCE website cannot support the work required for the review	TB	4	3	12	Currently talking to MOJ to see what arrangements can be made to move the website from the MOJ to the cabinet office.	CB	Complete
						Fully test the site once built.	CB	TBD
						Ensure full training for staff responsible for updating the website.	CB	TBD
BCE9	That there is insufficient IT resource at the appropriate level to deal with the demands of the programme	TB	5	3	15	Particular concerns about problems with GIS. Currently developing a contingency plan	GR	TBD
						Note: We are constrained by the availability of ESRI and this may create difficulties.		
BCE10	That BCE cannot secure sufficient or appropriate AC resource at the correct time	TB	4	4	16	Plan for recruiting Acs in now in draft	SJ	
						Note: Experience from LGBCE shows approval may take time.		



Critical Path: Proposed Amendment 93
For: Reduction and equalisation of constituencies under the Parliamentary Voting and Constituencies Bill



Critical Path Activities	Start Date	Start Date	Duration (Weeks)
Start of the Review		1/3/11	
1 Input electoral data	3/1/11	25/2/11	7
2 Consultation on the regions	4/3/11	31/3/11	4
3 ESRI receive and load data onto GIS	4/3/11	1/4/11	4
4 Devise provisional scheme	4/4/11	17/6/11	11
5 Prepare and send out documents (provisional scheme)	17/6/11	23/9/11	14
6 First consultation period (Provisional Scheme)	26/9/11	20/11/11	8
7 Analyse reps and publish	21/11/11	19/2/12	13
8 Consult on reps	20/2/12	18/3/12	4
9 Complete analysis of representations (Provisional scheme)	19/3/12	3/6/12	11
10 Inquiry period	4/6/12	31/8/12	13
11 ACs report on provisional scheme	3/9/12	28/9/12	4
12 Secretariat check the ACs' reports	1/10/12	26/10/12	4
13 Devise revised scheme	29/10/12	16/11/12	3
14 Prepare and send out documents (revised scheme)	19/11/12	1/2/13	11
15 Consultation period (Revised Scheme)	3/2/13	29/3/13	8
16 Analyse representations (Revised scheme)	1/4/13	14/6/13	11
17 Commission examine revised scheme and GIS output	17/6/13	23/8/13	10
18 Produce and submit final report (2 iterations)	26/8/13	27/9/12	5

Planning Assumptions

That the review can start on 1st March.
 That there will be one 8+4 and one 4 week consultation
 That there will be a maximum of 25 inquiries spread over 13 weeks and with a maximum duration of 2 days each.
 In this iteration only 5 weeks remains for producing the final report if the statutory deadline is to be reached. If however the time period for sending out the two sets of documents (item 5 and 14) is reduced from 14 and 11 weeks to 11 and 8 weeks respectively, then it will be possible to allow 13 weeks for the production of the final report. This was considered a minimum
 That no other amendments impact on the plan.

Statutory Deadline