PROGRAMME UPDATE

- 1. Formal update programme documentation is provided, as follows:
 - Project Plan (attached as Appendix A)
 - Risk register (version of 3 May attached as Appendix B. The next update is due on 7 June; that updated version will be table at the meeting)
 - Highlight Report (not attached, the latest version will be tabled at the meeting)



Critical Path: The 2013 Review

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					June	ie .	July	Aug	ı. Se	pt. C	ct.	Nov.	. De						·. Ma	ay Ju	une	July	Aug	. Sej	ot. Oc	t. N	lov.	Dec.						May	June	July	Aug	. Sept.	Oct	. No	v. [
1 Start Review		*																																							
2 Consultation on the regions																																			$i \square \square$						
3 ESRI receive and load data onto GIS																																			\Box						
Devise provisional scheme																																			\Box						
Prepare and send out documents (provisional scheme)																																			\Box						
First consultation period (Provisional Scheme)																																			\Box						
Establish locations for public hearings																																			\Box						
Appoint Acs																																			П						
Appoint public hearing co-ordinator													П																						\Box						
Appoint temporary admin staff																																			\Box						
Public hearings																																			\Box						
Publication of Information booklet																																			\Box						
Analyse reps and publish																																			\Box						
Consult on reps																																			\Box						
Complete analysis of representations (Provisional scheme)																																			П						
ACs report on provisional scheme																																			\Box						
Secretariat check the ACs' reports																																			\Box						
Devise revised scheme																																									
Prepare and send out documents (revised scheme)																																			П						
Consultation period (Revised Scheme)																																			\Box				Statu	tory dea	adline
Analyse representations (Revised scheme)																																							Statu	ory aca	adiii i
Commission examine revised scheme and GIS output																																									4
Produce and submit final report (2 iterations)																																							*		

	Critical Path Activities	Start Date	End Date	Duration (Weeks)
1	Start Review		28/2/11	
2	Consultation on the regions	7/3/11	3/4/11	4
3	ESRI receive and load data onto GIS	7/3/11	3/4/11	4
4	Devise provisional scheme	4/4/11	5/6/11	9
5	Prepare and send out documents (provisional scheme)	6/6/11	11/9/11	14
6	First consultation period (Provisional Scheme)	12/9/11	4/12/11	12
7	Establish locations for public hearings	28/2/11	29/5/11	20
8	Appoint Acs	28/2/11	14/8/11	24
9	Appoint public hearing co-ordinator	23/5/11	14/8/11	12
10	Appoint temporary admin staff	4/7/11	25/9/11	12
11	Public hearings	10/10/11	20/11/11	6
12	Publication of Information booklet	28/2/11	7/7/11	20
13	Analyse reps and publish	5/12/11	18/3/12	15
14	Consult on reps	19/3/12	15/4/12	4
15	Complete analysis of representations (Provisional scheme)	16/4/12	1/7/12	11
16	ACs report on provisional scheme	2/7/12	29/7/12	4
17	Secretariat check the ACs' reports	30/7/12	26/8/12	4
18	Devise revised scheme	27/8/12	16/9/12	3
19	Prepare and send out documents (revised scheme)	17/9/12	2/12/12	11
20	Consultation period (Revised Scheme)	3/12/12	27/1/13	8
21	Analyse representations (Revised scheme)	28/1/13	14/4/13	11
22	Commission examine revised scheme and GIS output	15/4/13	23/6/13	10
23	Produce and submit final report (2 iterations)	24/6/13	29/9/13	14

Planning Assumptions

That the following staff will be made available additional to existing resources

9 admin staff to be in place 2 weeks before public hearings start

1 hearing co-ordinator to be in place 8 weeks before public hearings start

All ACs to be in place by 14th August 2011

For the purposes of planning weeks run from Monday to Sunday

Public hearings will be held in weeks 5 - 10

Work to find locations for public hearings to start immediately

Work to appoint chairs for public hearings to start immediately

Formal procument process not required for transcripts of public hearings

Update from V2 - Dates relating to first consultation period brought forward two weeks to allow for the political parties conference season.

	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
BCE2	That the number of representations is much larger than anticipated or more complicated and therefore more	SJ	5	3	15	TD	0.4 /0 /4.4	
	difficult to analyse than previously resulting in a delay to the timetable.					Training of staff to have emphasis on dealing with reps. Now complete.	ТВ	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	That the Boundary Commission's reliance on Cabinet Office rules and procedures impact on our ability to deliver to milestones. Procurement and finance could present particular problems.	SJ	4	2	8	Simon to discuss with the Cabinet Office to find a way forward/develop a memorandum of understanding. Simon to keep relationship with Cabinet Office under review.	SJ SJ	complete
BCE4	That public hearings are not conducted appropriately and this causes reputational damage to the Commission or legal action against the process.	SJ	3	3	9	Policy document for conduct of public hearings currently being written for approval by the Commission.	ТВ	4/4/11
						Additional staff to be employed to assist with public hearings or to cover for regular staff who attend.	ТВ	

Paper 23 - Appendix B (Risk Register)

	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	Date
BCE5	That due to cuts in services within Local Authorities there is a major change to the available places of deposit (for example, libraries) and it becomes impossible to place document in places that are sufficiently accessible to cover all the population	SJ	3	4	12	Updated list of places of deposit will be revisited and checked prior to consultation. Looking at alternatives to placing in documents in libraries.	SH	14/8/11 14/8/11
BCE6	That there is a legal challenge on process and procedure.	SJ	5	3	15	Currently reviewing all policy and procedures. Focusing on record management and staff training.	SH	complete
						Ensure that the infomration is tightly drafted to minimise this risk	ТВ	
BCE7	That the new BCE website cannot support the work required for the review	ТВ	4	2	8	Currently talking to MOJ to see what arrangements can be made to move the website from the MOJ to the cabinet office.	СВ	Complete
						Fully test the site once built. Ensure full training for staff responsible for updating the website.	CB CB	complete
BCE9	That BCE cannot secure sufficient or appropriate AC resource at the correct time	ТВ	4	3	12	Recruitment plan agreed by with the Appointments' Commission	ТВ	complete
						Cabinet Office advised of required timetable for appointments	ТВ	complete
CE10	That there is failure in the GIS hardware at a critical time in the project - Fujitsu will take 6 to 8 weeks to	GR	5	3	15	Currently negoitaiting an SLA with Fujitsu but this is unlikely to include a shortened timescale	GR	
	replace the hardware and we have limited GIS availability or no plotter			,		To be raised at a meeting with Bruce Mann on 18 April	SJ	
CE 11	That there is a software failure with the GIS at a critical time in the project and without a TSA there are unaccetable delays in rectifying it	RF	5	2	10	Currently working with ESRI on a TSA	BF	
<u> </u>	That we do not receive any tender applications for					, , , , , , , , , , , , , , , , , , , ,	-	
BCE 12	providing the transcript service for the public hearings	GR	3	2		We have been looking into a mechanism of recording hearings if	GR	

Paper 23 - Appendix B (Risk Register)