

PROGRAMME UPDATE

1. Formal update programme documentation is provided, as follows:

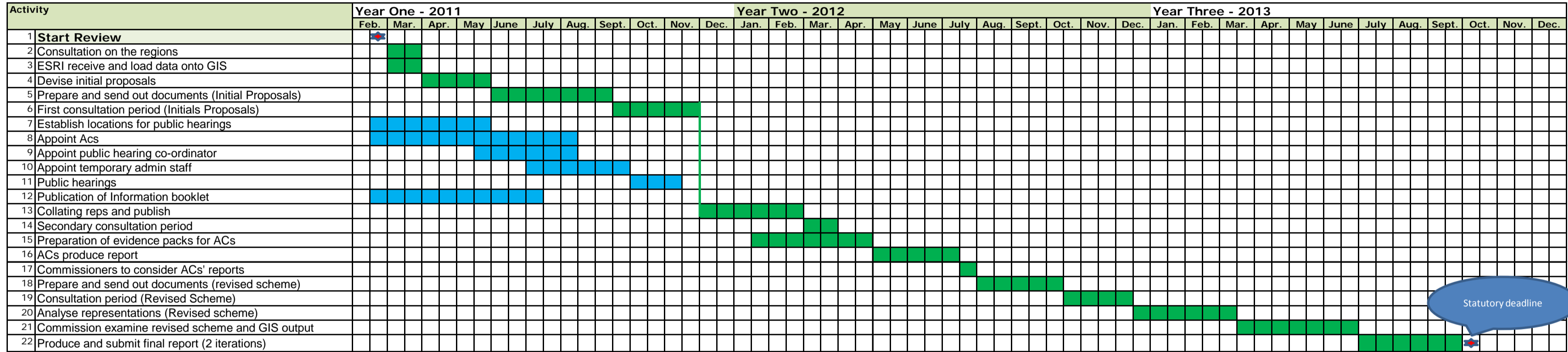
- Project Plan (version of 7 December attached as Appendix A).
- Risk register (version of 7 December attached as Appendix B).
- Highlight Report (Version of 6 December attached as Appendix C).

These documents have been updated to reflect the assumption that the secondary consultation period is planned to be completed before Easter 2012 and the consultation on revised proposals will be completed before Christmas 2012.

The detailed planning is ongoing and this plan will be further updated accordingly.



**Critical Path:
The 2013 Review**



Statutory deadline

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 initial proposals	4/4/11	5/6/11	9
5 Prepare and send out documents (Initial Proposals)	6/6/11	11/9/11	14
6 First consultation period (Initials Proposals)	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 Collating Reps and publish	5/12/11	6/3/12	17
14 Secondary consultation period	6/3/12	2/4/12	4
15 Preparation of evidence packs for ACs	16/1/12	27/4/12	15
16 ACs produce report	30/4/12	13/7/12	11
17 Commissioners to consider ACs' reports	16/7/12	27/7/12	2
18 Prepare and send out documents (revised scheme)	30/7/12	19/10/12	12
19 Consultation period (Revised Scheme)	23/10/12	18/12/12	8
20 Analyse representations (Revised scheme)	1/1/13	22/3/13	12
21 Commission examine revised scheme and GIS output	25/3/13	21/6/13	13
22 Produce and submit final report (2 iterations)	24/6/13	29/9/13	14

Planning Assumptions

Update from V3 - Dates relating to the secondary consultation period are brought forward to fall before Easter 2012

Dates for the consultation on revised proposals are brought forward so that the consultation period is finished before Christmas 2012

Review of Parliamentary Constituencies RISK REGISTER 7 December										
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 difficult to process and validate than previously resulting in a delay to the timetable.	SJ	5	3	15	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. Now complete.	TB	complete		
						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	Complete		
						Currently looking into hosting the responses to the consultation on an external web-site that will be able to group representations as they come in.	CB	Complete		
						Monitoring of the the number of representations coming in and the number being processed to ensure that we are able to reliably predict how long it will take to complete processing	SJ	ongoing		
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.	SJ	complete		
						Simon to keep relationship with Cabinet Office under review.	SJ	ongoing		
						Simon/Tony to discuss comms with Jenny Grey in CO and with EDD	SJ	complete		
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 information booklet is tightly drafted to minimise this risk.	TB	complete		
						Equalities Analysis to be completed.	SH	complete		
						A meeting with Treasury Solicitors to discuss our work programme is arranged for the week commencing 11 July.	SH	complete		
BCE10	That there is failure in the GIS hardware at a critical time in the project - Fujitsu will take 6 to 8 weeks to replace the hardware and we have limited GIS availability or no plotter	GR	4	2	8	Currently negotiating an SLA with Fujitsu but this is unlikely to include a shortened timescale.	GR	ongoing		
						To be raised at a meeting with Bruce Mann on 18 April.	SJ	complete		
BCE 11	That there is a software failure with the GIS at a critical time that cannot be fixed quickly and this causes a delay to the work programme	GR	4	3	12	The TSA with ESRI has been agreed. For priority levels 1-4, the target response time is up to 8 hours (depending on priority), but resolution might be up to 5 days.	GR	ongoing		
BCE 15	That the only having one place of deposit per constituency for the secondary consultation period will leave us open to criticism	SJ	3	3	9	A list will be prepared of constituencies where we will consider having two places of deposit due to geographical considerations.	SJ			
BCE 16	That the accuracy of the transcripts and/or of the uploaded representations are questioned during the secondary consultation period	GR/SH	3	4	12	Commission staff are checking the transcripts, and there will be spot checking of up-loaded reps. We will have the audio of the transcripts and will be able to check against it if required.	SJ			

BOUNDARY COMMISSION FOR ENGLAND – Highlight Report: DATE: 23rd November to 6th December

Achieved / Delivered (<i>Good news/highlights</i>)	Risks / Issues including (<i>Steps to mitigate</i>)	Forward Look (<i>Activity over the period, update on whether on track in the immediate/long term and status of significant milestones</i>)
General -Glenn		
	<ul style="list-style-type: none"> That the quality of the transcripts from the public hearings is inconsistent. Mitigating action: Quality checking within the Commission and a meeting to discuss issues is planned for later in the week. 	<ul style="list-style-type: none"> Checking of all transcripts being undertaken by BCE and further quality assuring being conducted by Merrill Legal. Regular meetings being held to inform them of our concerns and to propose solutions. Process will go beyond 30 November date for the end of the contract, but Merrill have confirmed that they will continue to make corrections beyond that date, as required.
Comms – Colette/Anna		
<ul style="list-style-type: none"> Media release highlighted the close of the consultation. Draft media & communications evaluation paper finalised to wrap up the media relations activity and recommendations arising from the consultation. Website updated to reflect the end of the consultation period A Company has been identified who can collate the representations and prepare them for printing. 	<ul style="list-style-type: none"> A high number of representations at the end of the consultation period could cause delays in finishing the inputting of representations and have knock effects for the web-site. Mitigating action – Close monitoring of the processing of representations, with the possibility of retaining staff for longer. The complexity and volume of the task of producing the printed representations could put the timetable at risk. Mitigating Action – review of timetables regularly and keeping close contact with all external suppliers. 	<ul style="list-style-type: none"> Sign off functional specification for the website for the secondary consultation period. Planning resources for future media handling and communications work. Transferring all communications contracts from COI to The Boundary Commission via Cabinet Office.

Schemes and Representations - Sam

- Consultation period closed 5 December
- Tight timescale to complete the uploading of representations in order for them to be printed for the secondary consultation period. Mitigating action – careful monitoring of workflow and retention of temporary staff, and looking to shorten the time required for the printing to allow more time for uploading and auditing.
- Validation and mapping of representations for use by ACs to begin in January.
- Co-ordination of work on the secondary consultation website to ensure that deadlines are met.

Resource Management -Tony

- 2 review team officers recruited
- Number of written representations received significantly exceeds estimate. Mitigating action – Look to recruit short-notice additional temporary staff and/or allow overtime.
- Establish working group to consider response to staff survey results.

Stakeholder Management-Simon

- Meetings with the political party representatives to discuss administration of public hearings
- Discussion with CO Finance re profiling of BCE budget and management of over-/underspends
- Meeting with COI to discuss novation of existing contracts and handling of comms work post-COI closure
- Diverging expectations of ACs lead to competing pressures on regional teams. Mitigating action – early meeting with lead ACs to agree rules of engagement.
- Annual Meeting of UK Boundary Commissions, Belfast, 15 December
- Commission Meeting, 19 December