

PROGRAMME UPDATE

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

- Project Plan (version of 5 March attached as Appendix A).
- Risk register (version of 11 April attached as Appendix B).
- Highlight Report (Version of 10 April attached as Appendix C). An updated version will be provided at the meeting.
- Update on Regional AC teams (attached as Appendix D).

Review of Parliamentary Constituencies RISK REGISTER 11 April 2012								
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
BCE3	That the Boundary Commission's reliance on Cabinet Office rules and procedures impact on our ability to deliver to milestones. Procurement, finance and recruitment could present particular problems.	SJ	4	3	12	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
						BCE are modifying processes to bring them further into line with those of Cabinet Office.	GR	ongoing
						Simon to arrange a meeting with Bruce Mann on procurement issues for 2012/13	SJ	ongoing
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	3	12	Currently negotiating an SLA with Fujitsu but this is unlikely to include a shortened timescale.	GR	complete
						To be raised at a meeting with Bruce Mann on 18 April 2011	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	2	8	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
BCE17	That diverging expectations of the nine teams of Assistant Commissioners lead to competing pressures on the Secretariat regional teams, specifically in having to support a variety of individual working styles, requirements and expectations.	SJ	4	3	12	Early meeting between Secretariat and Lead ACs, post-public hearings, to agree rules of engagement. Escalation to Commissioners as and when any specific issues arise that can't be handled by the Secretariat.	SJ	complete
						Second meeting with Acs arranged for late March to discuss key issues	SJ	complete
						Commissioners will continue to be kept abreast of developments	SJ	ongoing
BCE 21	Commissioners disagreeing with significant passages of the Acs' reports, would lead to pressures of time for the secretariat in devising alternative schemes	SH	3	2	6	Close working between the secretariat and Acs	SJ	ongoing
BCE 25	Cabinet Office are unable to provide funding to meet BCE's unfunded pressures	SJ	4	3	12	Discussions ongoing between Simon James, EDD and Bruce Mann	SJ	ongoing

BOUNDARY COMMISSION FOR ENGLAND – Highlight Report: DATE: 28 March to 10 April 2012

Achieved / Delivered (Good news/highlights)	Risks / Issues including (Steps to mitigate)	Forward Look (Activity over the period, update on whether on track in the immediate/long term and status of significant milestones)
Resource Management –Glenn/Tony		
	<ul style="list-style-type: none"> • Additional staff depart. Mitigating action – monitor and respond. • Cabinet Office are unable to fund additional pressures for 12/13, leading to BCE’s work programme being compromised. Mitigating action – work with sponsor team and Finance Division to outline case for funding pressures and continue to consider options for managing down costs elsewhere. • No suitable internal applicants from brokerage for the Communications officer post. Mitigating action – Request to recruit externally via an agency has been submitted to the approvals board. 	<ul style="list-style-type: none"> • Negotiating 12/13 budget with Cabinet Office. • Revised staffing requirements for remainder of the review submitted to approvals board
Stakeholder Management-Simon		
<ul style="list-style-type: none"> • Successful cross-regional meeting of ACs which allowed teams to reach consistent views on interpretation of policy and legislation 	<ul style="list-style-type: none"> • Diverging expectations of ACs lead to competing pressures on regional teams. Mitigating action – proactive liaison with AC teams to identify issues. 	<ul style="list-style-type: none"> • Ongoing discussions with Cabinet Office finance director re funding pressures for 12/13.

Schemes and Representations - Sam

- Evidence pack template agreed and shared with ACs – comments incorporated.
- Secondary consultation closed
- Validation incomplete to timescale. Mitigating action - monitoring of ROs' output.
- Processing of secondary representations not complete to timetable. Mitigating action – clear instructions for ROs, daily monitoring for representations processed.
- AC teams delay work or work without secretariat input. Mitigating action – continued communication with AC teams to ensure that Secretariat is providing appropriate support.
- Secondary representations total known and planning for processing complete.
- Evidence pack regional text to be completed.

Comms – Colette

- Interviews requested and provided for the PM programme for radio 4, BBC Radio London and BBC Radio Devon.
- Website content updated regarding the closure of the consultation and the next steps.
- That the new potential Cabinet Office supplier for producing printed documents will not be able to meet our needs. Mitigating action – on-going conversations with Cabinet Office about how our needs will be met, meeting with Cabinet Office Procurement set up to discuss our needs for the revised proposals.
- Lack of resource either in the Commission or in Cabinet Office to run the large number of procurement exercises required. Mitigating action – recruitment of a new Communications Officer.
- Not receiving approval for the required communications spend from Efficiency Reform Group in Cabinet Office. Mitigating action – Seeking approval early with a well researched submission.
- Preparing submission to gain approval for the communications spend.
- Preparing tender documents.

UPDATE ON REGIONAL ASSISTANT COMMISSIONER TEAMS

1. This paper is designed to give a brief overview of the progress made so far by the Assistant Commissioner Teams.
2. In February the AC teams were provided with mapping showing the qualifying political parties' (QPP) counter proposals and a summary of their responses, which showed where they had adopted similar approaches and, conversely, where they differed.
3. It was suggested that teams organise a meeting with the Secretariat to agree ways of working and first steps.
4. Most of the teams have met with the secretariat, have agreed ways of working, identified areas of interest for their region and have planned site visits.
5. The East Midlands and North West teams are yet to meet with the Secretariat; however the Eastern team have a meeting planned for mid-April.
6. A number of teams have made regular visits to 35 Great Smith Street and are well advanced in their discussions, with the secretariat, for example the West Midlands team have been into the office four times and have spent considerable time discussing mapping and policy issues and the way forward with the secretariat. There are a further three meetings planned. They have begun to identify key areas and are planning site visits.
7. Some teams have already made a number of 'site visits' for example the Yorkshire and Humber team have visited key areas in their region.
8. The Secretariat have begun to receive claims for expenses and fees. The ACs are being offered guidance on how to complete these effectively and are being reminded to bear in mind the need for the BCE to be able to demonstrate value for money.