

# Corporate Project Register

Delivery Confidence	Trend	Project Name	Project Executive	Project Manager	Milestone	Cost	NC Benefits	Cash Benefits	Risk	Report Date
<b>Corporate Priority: Communities and Environment</b>										
Green	Same	East Rhyl Coastal Defence Scheme	Tony Ward	Wayne Hope	Green	Green	Green	Grey	Yellow	21-02-2018
The project is currently in the design and development phase and is running to programme.										
Yellow	Worse	CRM		Carol Dale	N/A	N/A	N/A	N/A	N/A	5-04-2018
Confidence in the delivery and the deployment of the replacement CRM product remain the same in that it will be achieved within the agreed timescales. To support project progress, a number of telephone contact appointments have already been diarised, LLPG data and information surrounding the welsh lanugage requirements and integrations into the DCC back office database have already been provided. A fluid relationship is being developed to ensure project success. The project has been pushed back by around 3 weeks for the reasons given below. Workshops are now trying to be planned well in advance in order to avoid similar situations going forward i.e. staff not available. Provided this is achievable there is a possibility that the time lost now may be gained again as the project progresses.										
Green		PLANT Project : Urban Tree Planting	Huw Rees	Garry Davies	N/A	Green	N/A	N/A	Grey	24-01-2018
Project: Project funding and agreement with our partners NRW has been signed off. Environmental Impact Assessment for the Project has been approved. Rhyl: <ul style="list-style-type: none"> <li>A Friends of the Cob Group has been established and the first meeting attended.(this Group will encourage community involvement and volunteering).</li> <li>We are in the process of establishing a Project Board to include DCC and NRW.</li> <li>The Schedule of Works attached - is currently on target and delivery confidence is high.</li> </ul> Denbigh: <ul style="list-style-type: none"> <li>DCCs Legal Dept are negotiating a lease with the landowners - Heaton Estates.</li> </ul> (once lease is in place the Schedule of Works and external funding arrangements will be put in place)										
<b>Corporate Priority: Housing &amp; Young People</b>										
Green	Same	Denbigh Extra Care Housing	Phil Gilroy	Katie Newe	Green	Green	Yellow	Yellow	Green	19-02-2018
Delivery confidence remains high although the timetable for delivery of completed project has slipped to Spring 2020										
Green		Ruthin Extra Care Housing (Phase 2)	Phil Gilroy	Katie Newe	Green	Green	N/A	Grey	Grey	31-01-2018
Delivery confidence is high but at this stage all timesclaes and milestones are estimates.										
Green	Same	Ready for Work	Joanne Moore	Sian Price	Green	Green	N/A	N/A	Orange	3-04-2018
The project activity this term has been focused on raising awareness with the School Governors regarding the importance of the careers and world of work activity within schools and ensuring that there are structures within the school to support this activity.										
		The Denbighshire Working Start Scheme	Mike Horrocks	Catrin Roberts	N/A	N/A	N/A	N/A	N/A	
Yellow	Same	Ruthin Town: Glasdir Development- Relocation of Ysgol Pen Barras	Karen Evans	Carwyn Edwards	Green	Yellow	Green	Yellow	Yellow	31-01-2018
The work is progressing in line with programme. No significant delays have taken place during the project. The contractor has experienced difficulties with the supplier of partition doors going into administration and an alternative supplier is being appointed. Although an issue for the contractor it hasn't impacted on the overall programme.										

	Same	Ruthin Area Review: New Area School for Ysgol Carreg Emlyn	Nicola Stubbins	Carwyn Edwards, Joe Griffiths							14-02-2018
<p>The final negotiations between DCC and the Land Owner are ongoing, although there has been some progress following the previous report the purchase of the land still remains a risk to the project and delays with the completion of the land purchase will impact on the other key milestone in the project.</p> <p>The project is progressing through the technical design stage with regular stakeholder meetings taking place with the school staff and school governors. Earlier this month an event was held with parents of the school pupils to showcase the floor layout and external areas of the school. Technical design is expected to be complete at the start of March. It is envisaged that construction will commence on site in the Spring following the completion of the land purchase.</p>											
	Same	New build 3-16 Catholic school in Rhyl	Karen Evans	Lisa Walchester			N/A	N/A			6-02-2018
<p>Kier submitted the planning application for the new build at the beginning of December 2017. No objections have been received and we are hoping for a decision mid/end of February.</p> <p>Currently RIBA Stage 4 detailed designs are being developed and these will be agreed and confirmed by the end of February.</p> <p>The Temporary Governing Body for the new school held their first meeting at the beginning of January 2018 and selected a Chair.</p>											
	Same	Ruthin Review - New School for Llanfair DC	Karen Evans	Joe Griffiths							16-02-2018
<p>Following planning approval in December the project has made progress in a number of key areas.</p> <p>The Full Business Case has now been approved (05/01/2018) and the award letter for the funding has been issued by Welsh Government (02/02/2018).</p> <p>Wynne Construction have been appointed as the main contractor for the project. The project is progressing through the technical design stage with regular stakeholder meetings taking place with the school staff, Dioceses of St Asaph and school governors. The technical design stage is expected to be completed mid-March.</p> <p>Land purchase continues to progress, with contracts currently with both parties solicitors for consideration before completing the land purchase.</p> <p>It is envisaged that construction will commence on site in the Spring following the completion of the land purchase.</p> <p>Although there has been significant progress with the project, the status still remains at experiencing obstacles, as delays in the land purchase will impact on the project start on site and other key project milestones.</p>											
		Work with RSLs and the private sector to deliver additional affordable home	Emlyn Jones	Angela Loftus	N/A	N/A	N/A	N/A	N/A		
		Bring 500 Empty Homes back into use	Emlyn Jones	Gareth Roberts	N/A	N/A	N/A	N/A	N/A		
		Transition to the new 3-16 Catholic school in Rhyl	Karen Evans	Lisa Walchester	N/A	N/A	N/A	N/A	N/A		
<b>Rhyl Regeneration Programme</b>											
	Same	Rhyl Waterfront Development	Jamie Groves	Russell Vaughan							6-03-2018
<p>Work on the Travelodge/Marstons commenced on December 4th with the Hotel and family pub/restaurant due to open January 2019. Unit C on the Children's Village has now been demolished with the help of WG pipeline funding. The remaining site will be refurbished along with the public realm on other areas of the Children's Village, proposals are currently being drawn up. Proposals for the Children's Village car park are being firmed up following approval from SIG, and will now go to Cabinet in March for final approval. This work is scheduled to start prior to Summer 2018 and be complete in January 2019.</p> <p>Proposals for the Town Plaza are currently on hold to ensure that they are not prepared in isolation, but are considered with the Queens Market as a single zone.</p>											
	Better	49 - 55 Queen Street	Jamie Groves	Mark Dixon	N/A	N/A	N/A	N/A	N/A		29-03-2018
<p>Delivery confidence has improved since the previous Highlight Report as;</p> <ol style="list-style-type: none"> <li>the contractor has completed the stabilisation works at 39-41 Queen Street and left the site;</li> <li>options to tackle the structural issues at 39-41 Queen Street have been presented by engineers;</li> <li>the cleared site is no longer in use as a compound for the new registry office project which makes it available for completion as a temporary car park;</li> <li>the detailed design for the construction of the temporary car park has been completed and this enables tenders to be invited for its construction; and</li> <li>Strategic Investment Group endorsed the proposed acquisition of the adjacent site with funding from Welsh Government.</li> </ol>											

	Better	Rhyl Town Centre Loan Fund	Jamie Groves	Mark Dixon	N/A	N/A	N/A	N/A	N/A	29-03-2018
<p>Delivery confidence has improved since the previous Highlight Report. Progress has been made on the delivery of viable projects in line with the target dates agreed with Welsh Government including;</p> <p>a. the appointment of contractors to demolish the former Post Office in Water Street;</p> <p>b. the receipt of draft contracts for the acquisition of the former Next store in High Steet;</p> <p>c. the receipt of Cabinet approval for the renovatino of the underground car park; and</p> <p>d. the submission of a claim for a further tranche of loan funding.</p>										
		Rhyl Waterpark (SC2)	Jamie Groves	Russell Vaughan	N/A	N/A	N/A	N/A	N/A	6-03-2018
<p>Work on site is well advanced and all of the steelwork has been erected. The roof is currently going on along with the commencement of the brickwork. The name and initial marketing awareness will begin on March 23rd in time for the 2018 Easter holidays.</p> <p>Still on schedule to be complete in January 2019 and open prior to Easter 2019.</p> <p>Planning has been received for the relocation of the skatepark and work is scheduled to start on site Monday 19th March. The project is scheduled for 12 weeks.</p>										
	Better	Rhyl Town Centre Master Plan	Graham Boase,	Mike Horrocks						27-02-2018
<p>The project is on target and set to deliver a completed Master Plan by the end of the financial year. There are some issues with resourcing the development of projects arising from the Master Plan but these are being addressed by the project team as a priority.</p> <p>The project team has developed a number of outline business cases for projects that may progress towards funding through the WG TRI programme and has begun the process of engagement that will lead to greater stakeholder buy in.</p> <p>Local Members are aware of the project and have been engaged in early discussions with positive comments received.</p>										
<b>Service: Business Improvement and Modernisation</b>										
	Same	Electronic Document and Record Management System (EDRMs)	Alan Smith	Kelly Waterfield,						16-02-2018
<p>Project now closed for work not already in the project plan.</p> <p>Updated KPI reporting:</p> <ul style="list-style-type: none"> <li>Users predicted to end December 2017: 856 Users actual to end December 2017: 713. Single Sign-on identified a number of external users who are no longer authorised / need access to the system - users removed.</li> <li>Documents on system 01/01/2018: 2892806.</li> <li>Document Retention rules have disposed total of 18541 obsolete documents to end December 2017.</li> <li>Boxes received into Records Management - boxes received year to end December 2017 53% lower than December 2014 baseline (counting Building Control Store consolidation, 57% lower if disregarding Building Control Store consolidation).</li> <li>File Requests for Return figures - boxes requested year to end December 2017 is 70% lower than December 2014 baseline.</li> <li>Backscanning figures: total to end December 2017: 168 scanned (plus 256 boxes earmarked for direct destruction / not for scanning).</li> </ul> <p>Legal box receipts to end December - 67 for scanning, 68 for destruction. 5 outstanding.</p> <p>Single Sign-on now in LIVE and relevant user accounts transferred.</p> <p>Addresses Filing module development issues in TEST almost completed.</p> <p>Scanning team will lose one scanning officer from mid February. Remaining scanning officer will have their contracte extended to end March 2019.</p> <p>Insufficient time and staffing resource to tackle bulk backscanning potential in areas other than Valuation &amp; Estates and smaller areas in Environment. Legal and Building Control will be tackled in separate pieces of work.</p> <p>DRB have transferred all historical Building Control files to Ruthin from unsuitable storage premises in Prestatyn and currently removing Planning files ready for building closure.</p> <p>Plan to digitise around the same volume of newer Building Control files into Tascomi has started.</p> <p>Valuation &amp; Estates pursuing backscanning to EDRMS Corporate Address Filing module with no integration to Technology Forge. Crossover between Legal-originated Property documentation and Property Estates documentation. Legal have offered £25K (2017 budget) towards a dedicated scanning officer to guarantee 12 months scanning support for Deeds Packets.</p>										
	Same	Centralised Mailroom Project	Alan Smith	Kelly Waterfield						31-01-2018
<p>All actions are going well with regards to phase 2 and am currently in the process of drawing up the tender specification for the mail collection and delivery contract and the Hybrid Mail Solution.</p> <p>Working with Flintshire CC as both authorities are in the process of procurrng the same solution.</p>										

	Same	Implementation of OPENHousing and OPENContractor	Alan Smith	Michael Jones							1-02-2018
The project team remains confident that the first phase of implementation is still achievable during June 2018 in line with the project plan.											
		Unlocking the Asylum: North Wales Hospital Archive 1848-1995		Nicola Samuel	N/A	N/A	N/A	N/A	N/A	N/A	5-04-2018
The Unlocking the Asylum project began in October 2017, and is due to run for two years. There are currently two project staff employed on the project; a Project Archivist, and a Project Support Officer.											
This report provides a summary of the progress that has been made since the last report produced in January 2018. This report has been produced during week 24 of the project timescale.											
Project Archivist – Lindsey Sutton											
<ul style="list-style-type: none"> <li>The role of the Project Archivist is to produce both an itemised catalogue of the previously listed accessions, re-catalogued to current standards and an itemised catalogue of later accessions of administration records. Additionally the Project Archivist is promoting the collection to potential users, and creating recommendations for future digitisation projects.</li> <li>An itemised catalogue of the previously listed accessions totalling 527 items, has been produced, bringing the descriptions in line with archival descriptive standards. This has been structured, uploaded to Calm and made available online.</li> <li>All the items from the previously listed accessions have been repackaged and are currently in the process of being relocated.</li> <li>100 percent of the appraisal and listing of the later series on records has been completed. These are currently in the process of being arranged.</li> <li>Lindsey has produced several articles and posts promoting the collection for various academic and archival mailing lists and publications, including the University of Liverpool History department blog, the Society for the Social History of Medicine Newsletter, and the Archives Jiscmail list.</li> <li>Lindsey and Rhian have developed a social media plan dating up until December 2018 which contains proposed dates and topics for upcoming blog posts to be posted on the Denbighshire Archives blog.</li> </ul>											
Project Support Officer – Rhian Evans											
<ul style="list-style-type: none"> <li>The role of the Project Support Officer is to list and repackage the post 1948 files, and promote the collection to potential users through bi-monthly blog and Facebook posts.</li> <li>So far 134 boxes of patient case files, amounting to 6,186 individual patient files have been listed and repackaged.</li> <li>Rhian has continued to promote the collection on social media, and has written a blog post on the Lunacy Commission registers which are available on Ancestry.</li> <li>Rhian has designed material for the Society of the Social History of Medicine conference, and is currently communicating with MJ Graphics about the final designs.</li> </ul>											
<b>Service: Children and Family Services</b>											
	Same	Capturing the voice of children, young people and families	Julie Moss	Michelle Staniforth							28-12-2017
Regular posts are being put on the Education & Children's Services Facebook Page including those from the Education in Denbighshire blog. The Safeguarding & Practice Quality Unit have purchased an electronic tablet for children and young people to complete the LAC and Child Protection Pre-Conference Consultation documents.											
<b>Service: Community Support Services</b>											
	Same	Cefndy Capital Investment	Phil Gilroy	Nick Bowles	N/A	N/A	N/A	N/A	N/A	N/A	4-04-2018
Work has recommenced, quotes have been obtained for new gas burner units & a meeting scheduled with the original equipment supply to review the upgrade proposal & scope out next steps. It is anticipated this preparatory work will take until the end of Q2 with implementation commencing Q3 and completing in Q4.											
	Same	Cefndy ICT Investment Project	Phil Gilroy	Simon Rowlands	N/A	N/A	N/A	N/A	N/A	N/A	5-04-2018
The project will be delivered successfully but behind schedule											
	Better	Outsourcing of Hafan Deg Day Care Centre	Phil Gilroy	Emily Jones-							2-01-2018
Tender due to go live on the 5th January 2018.											
	Same	Outsourcing of Dolwen Care Home	Phil Gilroy	Emily Jones-			N/A				2-01-2018
The project is moving forward with work beginning on the lease and contract documents in January 2018. A feasibility study is currently being conducted by DCC to evidence what can be achieved on the site.											

<b>Service: Customers, Communication &amp; Marketing</b>										
	Same	Intranet Upgrade and Redesign	Sian Owen	Karl Williams						21-08-2017
<p>The project is on schedule and the new intranet site is to be upgraded on 19th Sept.</p> <p>At this point Task Analysis with staff has been undertaken to determine their requirements, the homepage, service and top tasks pages have been designed, developed and built and user testing has been completed.</p> <p>The content has been streamlined for the new site and the vast majority of the content has been created. There is a small amount of content to be added but is not expected to delay the launch.</p> <p>The contact information for school staff is currently in the process of being analysed. A data cleansing exercise needs to be done for the schools staff contact information so it can be imported into the contacts application.</p>										
		Introducing a better telephone service		Hawys Lebbon	N/A	N/A	N/A	N/A	N/A	
	Same	Payment Kiosks Upgrade	Liz Grieve	Carol Dale	N/A	N/A	N/A	N/A	N/A	5-04-2018
Replacement kiosks for Prestatyn, Denbigh & Ruthin is now complete										
<b>Service: Facilities, Assets and Housing</b>										
	Same	Gypsy and Traveller (GT) Accommodation project	Nicola Stubbins	Kim Waller			N/A	N/A		20-03-2018
<p>The project is continuing to proceed in line with project timescales.</p> <p>The next stage will be key to the project progress with the requirement for a decision to be reached on the preferred locations for the two sites.</p> <p>Once a decision is taken on the sites to take to the planning stage, there may be concerns raised by the public on one or both of the locations.</p> <p>Due to funding timescales only high level feasibility work has been possible on the shortlisted sites. There may be unknown issues identified on one or both of the preferred sites when more detailed feasibility and land studies are progressed which may have an impact on time or cost.</p> <p>Issues such as those identified above may mean that it becomes necessary to progress one site in advance of the other.</p>										
<b>Service: Finance</b>										
		Capita Regional MIS	Richard Weigh	Jane Hughes						16-02-2018
Development work paused. Waiting for direction from ECS on which areas of Capita One implementation should be focussed on. Resource needs to be identified to carry out the BAU elements of Capita One, including user support.										
<b>Service: Highways and Environmental Services</b>										
	Same	West Rhyl Coastal Defence Scheme Phase 3	Tony Ward	Eric Price						20-02-2018
No change from previous report										
		Rhyl Golf Club flood defence scheme	Tony Ward	Eric Price						20-02-2018

Service: Legal, HR and Democratic Services										
	Better	PROCUREMENT: Local Supplier Development	Helen Makin	Arwel Staples						15-01-2018
<p>A Joint Workshop between Procurement and Economic Development Teams across both Denbighshire and Flintshire Councils was held on the 17th October. The joint workshop provided an opportunity to promote closer working collaboration between the Procurement and Economic Development Teams and as a result of the workshop a Local Supplier Development Action plan is being finalised including the implementation and promotion of Community Benefits. Meetings have also been held recently with Denbighshire Voluntary Services Council to discuss how the local Third Sector can be supported to compete for Council and public sector contracts. Currently, three in total Third Sector Procurement Taster Workshop sessions have been held and a further more detailed Third Sector Procurement Training workshop is planned for the 21st February 2018 in conjunction with Business Wales. These workshops will provide the support for Local Third Sector providers to compete more successfully in the future for public sector contracts. The Procurement Team continues to have regular dialogue / meetings with Business Wales in order provide tendering support on individual DCC tender projects. A number of "Meet the Buyer" events have taken place in the last few months which has provided local suppliers with an opportunity to understand more about the individual tenders as well as receiving support on how to register and navigate on the Proactis e-tendering solution as well as obtaining support in how to undertake joint bidding as part of a Consortium arrangements. In order to streamline the procurement process, a further review has also been undertaken on the questions being asked within our tender documentation and as a result ,the tender documentation has been amended and made more Small &amp; Medium Enterprise (SME's) friendly.</p>										
Service: Planning and Public Protection										
	Better	Better Business for All (BFC Phase 1 - Planning & Public Protection)	Graham Boase	Emlyn Jones						30-11-2017
<p>The Better Business for All project is embedding as 'business as usual' within the service. We are making progress with the final actions. These are:</p> <ul style="list-style-type: none"> <li>• A business perception survey has been undertaken to evaluate the progress made over 18 months. We are now looking at the results from the data, but from an early assessment the results look positive.</li> <li>• An officer perception survey has been undertaken. These results will be analysed in the near future.</li> <li>• A regional 'sharing best practice' event was arranged for all 6 North Wales Authorities. This was intended to share the work that we have done with other Public Protection services. A business also attended to present in their experience of working with 'regulatory' services. This was very well received. Other NW LA's have also requested meetings with the project lead to learn more about the work we have done.</li> <li>• A graduate has now been tasked to work on the final two actions which were: <ol style="list-style-type: none"> <li>1. to work with businesses on reviewing our letters/reports etc to make them as easy to understand as possible</li> <li>2. to research different ways of keeping businesses up to date with new legislation and guidance.</li> </ol> </li> </ul>										
	Better	New Growth Sectors / St. Asaph Business Park Development	Emlyn Jones	James Evans						14-02-2018
<p>Delivery confidence is currently good. Milestones have been changed for NGS to reflect the importance of the feasibility work being undertaken for the infrastructure and the fact that some of the other 'softer' actions would need to be delivered in conjunction with a physical development phase. This is a future project to be developed and reasoned. The actual feasibility work is coming along well, with nearly 100% spend to be achieved by the end of March, 2018. Regarding some of the actions for St. Asaph Business Park, some of the milestones have also been changed, to reflect the maturity of and confidence in the performance of the St. Asaph Business Park Executive Group. The Group has an action plan it has recently revised and will be working to take the actions forward. Both the website and investment brochure for the Business Park will be completed by mid-April, as directed by the Executive Group. St. Asaph Business Park Development will be moved into 'business as usual' for the interests of the next reporting period.</p>										
	Same	Former North Wales Hospital	Graham Boase	Gareth Roberts						16-01-2018
NOT IN THE PUBLIC DOMAIN										