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**REVIEW OF CHORD ACTION PLAN**

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**1.0 EXECUTIVE SUMMARY**

The purpose of the report is to update Members on progress of the action plan agreed after the Internal Audit Review of CHORD 2014 / 15.

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### **2.0 RECOMMENDATIONS**

- 2.1 That the Audit Committee note the successful completion of the actions taken under the action plan agreed after the Internal Audit Review of CHORD 2014 / 15.
- 2.2 That the Audit Committee remove the item 'Review of CHORD Action Plan' from the Committee Work Plan 2015-16.

### **3.0 DETAIL**

- 3.1 At its meeting of 13<sup>th</sup> March 2015, the Audit Committee noted the contents of an Internal Audit Review of CHORD 2014 / 15, including an action plan setting out two specific recommendations made by the Internal Audit team regarding to project governance and project complexity and the actions project managers agreed to take as a result of the recommendations.
- 3.2 The recommendation regarding project governance noted that 'project governance arrangements do not fully comply with Prince2 principles which is the Council's agreed management methodology in respect of Project Board arrangements' The risk identified in this regard was that 'roles and responsibilities of project board have not been clearly defined'. The agreed action in this regard was that the 'role of project board to be communicated to Area Committees and additional training provided where required', with a target implementation date of 30<sup>th</sup> June 2015 specified.
- 3.3 The CHORD Project Manager provided for each of the Council's Area Committees a report which was presented to these meetings setting out for Members relevant information as to the role of the Area Committee when sitting as a project board for the CHORD projects and noting the governance arrangements which are in place. The report further noted the offer of Member development sessions for project board members, providing training on Prince2 methodology as may be appropriate for project board members, should these be requested. It should be noted that the Area Committees for the Bute and Cowal and the Oban, Lorn and the Isles areas, where CHORD projects are ongoing in respect of Dunoon, Rothesay and Oban, both requested that the 'CHORD Programme – Actions from Internal Audit Report' be presented again to meetings in the September business day meeting

and October Area Committee meeting cycles, allowing Members in these areas to allocate further time for consideration and discussion of the points raised in the report.

- 3.4 The recommendation regarding project complexity noted that 'projects are complex in nature and required input from various departments and services within the Council. A number of other corporate initiatives including Process for Change and Office Rationalisation were running concurrently which in some instances impacted on specific scope and timeline'. The related risk identified was that 'project outcomes are impacted by other internal / external initiatives'. The agreed action in this regard was that the 'Programme Manager to ensure project risk register identifies any relevant issues', and specified an implementation date of 30<sup>th</sup> June 2015.
- 3.5 Risk registers for CHORD projects have been amended to require officers to consider specifically interdependencies and inter-departmental issues.
- 3.6 As all actions contained in the Internal Audit Review of CHORD 2014 / 15 have been completed, further review of the CHORD action plan is no longer necessary to remain as an item on the Audit Committee Work Plan 2015 – 16.

#### **4.0 CONCLUSION**

- 4.1 The Audit Committee is asked to note the successful completion of actions agreed as a result of the Internal Audit Review of CHORD 2014 / 15. It should be noted by the Committee that the actions in regards to both project governance and project complexity have been completed and accordingly the review of the CHORD action plan should be deleted from the Audit Committee work plan for 2015-16.

#### **5.0 IMPLICATIONS**

Policy:	None
Financial:	None
Legal:	None
HR:	None
Equalities:	None
Risk:	None
Customer Service:	None

**Executive Director of Customer Services**  
**10<sup>th</sup> September 2015**

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