

POST COMPLETION REVIEWS

1. INTRODUCTION

- 1.1 At the last Audit Committee on 20 September 2007 the Head of Strategic Finance was requested to bring forward a report outlining arrangements for post completion reviews on capital projects.

2. RECOMMENDATION

- 2.1 The Audit Committee note the proposals currently being put in place as outlined in this report.

3. DETAIL

- 3.1 A requirement to carry out post completion reviews has been incorporated into the capital planning guidance currently being finalised. The draft guidance has been prepared and circulated to Heads of Service and training/information/consultation sessions have been held with Directors, Heads of Service and Project Managers. Further meetings on a service basis are now taking place with a view to finalising the guidance.
- 3.2 The requirement to carry out post completion reviews for capital projects varies depending upon the nature of the project – Asset Sustainability, Service Development and Strategic Change. The requirements for post completion reviews are outlined below.
- 3.3 The general objectives of the post completion reviews are as follows:
- To assess how well a project has been managed
 - To consider if the project has met its objectives?
 - To evaluate the ongoing impact of a project
 - Learn lessons
 - Recognise good performance
- 3.4 The post completion reviews will be carried out by:
- By comparing what has actually happened with the plans set out in the business case and benchmarking sheet
 - See Appendix 1 attached which is an extract from the draft guidance.
- 3.5 Post completion reviews will be carried out:
- Initially upon completion of the project
 - For service development and strategic change projects a further review in 1-5 years to establish lasting impact of project

- 3.6 The following categories of staff will be responsible for post completion reviews:
- Asset sustainability projects – Project Manager
 - Service development projects – Relevant Head of Service
 - Strategic Change – Head of Service from another department with support
- 3.7 In order to support the introduction of post completion reviews, it is envisaged that Internal Audit would select a sample of reviews each year for audit. The outcome of this audit would be reported to management and also the Audit Committee in line with the approach for summarised reporting of audits.

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Reports/postcompletionreview