

Transport Schemes Monitoring Framework

Purpose

1. To present improved performance monitoring information for major transport schemes being implemented or developed.

Background

2. Leaders and Chief Executives have requested that high-level performance information be provided across the Partnership, as a part of enhancing the governance framework.
3. The Transport Executive Briefing on 17 December 2009 was used as the initial pilot for the new reports and views were sought on the layout and ease of understanding.

Project Reports

4. The High-Level Project Reports for each project were completed by the project managers for each project and agreed by the Senior Responsible Owners. They will be updated and disseminated on a quarterly basis. They do not in any way seek to replace the project governance and responsibilities that are in place through the Project/Programme Boards. The proposed approach and fit with existing major schemes governance is shown in Appendix 1.
5. The reports detail key milestones for the project, any net budget movement and information on risks.
6. Feedback from the 17 December meeting was positive and no amendments to the layout of the reports were requested.
7. The high-level performance information will be updated for presentation to the Joint Transport Executive Committee meeting on 4 February 2010 as part of the regular quarterly monitor.

Recommendation

That members note the report and give their views.

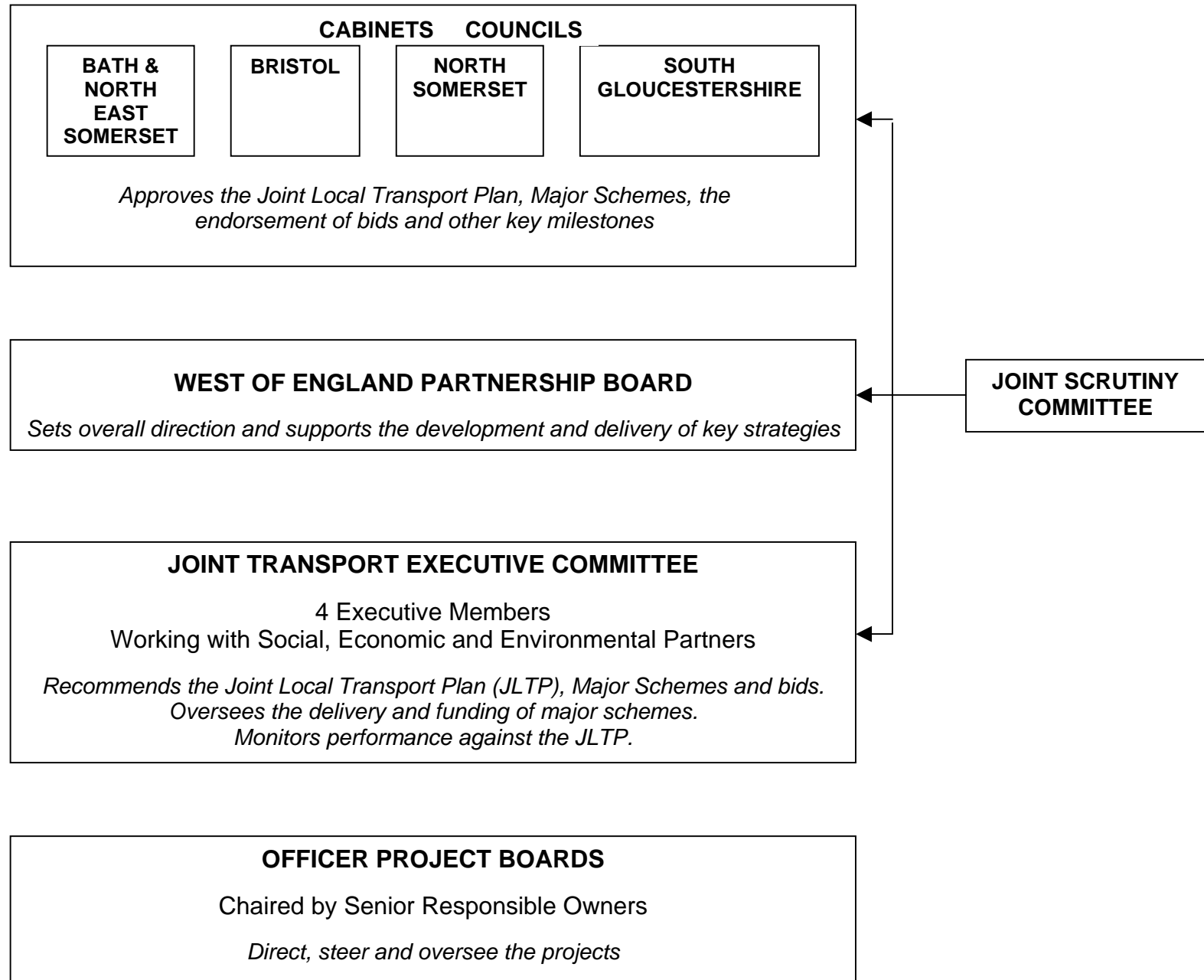
Appendices

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| Appendix 1 | West of England: Programme Management Framework for Transport Major Schemes |
| Appendix 2 | Individual Scheme Monitoring Report template |

Author: Di Hodges, Interim Accountant, 0117 9222785, Diana.Hodges@westofengland.org

Appendix 1 West of England: Programme Management Framework for Transport Major Schemes

- (1) Each Project Board produces a project monitor on progress against milestones, budget and risk and reports to the Joint Transport Executive Committee (quarterly) and West of England Partnership (6 monthly)
- (2) Council Leaders and Chief Executives monitor and review the development and delivery of the Programme.
- (3) An Officer Assurance Board monitors overall performance, undertakes selective peer reviews and leads improvement in programme management.
- (4) The Partnership Office oversees and supports the management and development of the Performance Framework.



Quarterly High Level Project Report

Month ended

Scheme:

Scope of Current PID:

Milestones

Milestones within Scope of PID	Date Achieved or Forecast	
	Last Reported	Currently

Progress/
Variance:

Budget

	Last Reported	Currently
Budget Plan Cost:	N/A	100

Comment:

Risks

	Before Mitigation		After Mitigation	
	Last Reported	Currently	Last Reported	Currently
Number of 'Red' Status Risks:				

Top 3 Risks:

New Strategic Risks

Comment:

General

Achievements
and Issues: