

**Officer Major Projects Board  
Action Log**

Ref	Action	OMPB meeting	Tasked to	Status / update	Completed	Date closed
1	M Henry to discuss amending Cabinet Report Header with A Baker / S Winter to ensure that 'Major Projects' are designated as appropriate in the future	30.01.23	MH	15.02.23 MH has started the process, AB has confirmed this will be ok to amend. 15.03.23 Agreed that the template will be amended - AB to instruct Dem Services accordingly. 14.06.23 Agreed that AB will alter the header Action left open until change completed.	Yes	16.08.23
2	Progress Southgates scheme to Brownfield Land Release Funding application	30.01.23	JC	14.02.23 Application process under way. Mtg held with OPE Partnership Manager to advise, will be progressed.	Yes	14.02.23
3	Re:Fit - update to Feb OMPB	30.01.23	RW	14.02.23 Project Highlight report on agenda, will be dealt with under that item	Yes	14.02.23
4	Re:Fit - investigate whether grant required to be paid back	30.01.23	RW	14.02.23 Project Highlight report on Feb Agenda confirms that it does not need to be returned.	Yes	14.02.23
5	Programme Management Office function to take over secretariat of OMPB wef Feb 2023	30.01.23	VAD	Complete	Yes	14.02.23
6	Terms of Reference - As agreed at mtg on 15.02.23 the Terms of Reference will need to be updated following refresh as part of RE's work. AB confirmed that this will need to go back to Cabinet for approval.	15.02.23	MH / AB	15.03.23 MH/AB have started this; due to leave this won't be completed until June's Cabinet meeting - AB has added item to Cabinet Forward Work programme. 14.06.23 Discussion around need for ToR to be refreshed once Cabinet appointments etc have been completed; also now OJ is in post, other ED's now not attending. Action left open until completed. 16.08.23 AB to action as delegated decision		
7	AB to consider April MMPB meeting	15.03.23	AB	Complete - meeting was cancelled	Yes	12.04.23
8	PMO to produce an overall status report to cover the Highlight reports	15.03.23	VAD	12.04.23 Being progressed 14.06.23 Not yet finalised 17.07.23 Agreed with OJ that we would carry on with the version being produced for Town Deal Board, but widen to include all Major Projects for MMPB. Action therefore complete	Yes	17.07.23
9	AB to send on the points she had listed for use in updating the reports covering February	15.03.23	AB	Provided and changes made	Yes	12.04.23
10	OJ to provide specific feedback on the reports outside of the meeting	15.03.23	OJ	Provided and changes made	Yes	12.04.23
11	JA to discuss the quoracy of meetings with AB	17.05.23	JA	The quoracy of the group was agreed to be 3	Yes	14.06.23
12	'Missing' reports to be circulated and feedback/queries to be sent to the PMO	17.05.23	ALL	Actioned	Yes	31.05.23
13	VAD to discuss RAG status parameters with Ged to confirm that they align with the Corporate RAG status'	17.05.23	VAD	VAD & GG met and agreed that the RAG status used on the Hight Reports tied in well with the Corporate Rag Rating system - no changes to be made	Yes	14.06.23
14	VAD to confirm with DH/JC/AR whether the Southgates project should be taken off of the list and re-join once the roads are complete?	17.05.23	VAD	14.06.23 Further discussion was had around this programme/project and a decision will be made when DO/DH/MH and OJ meet later this week 19.07.23 Fully discussed at OMPB on this date. Agreement that BCKLWN are in partnership with NCC and the STARS project so project reporting needs to reflect this.	Yes	19.07.23

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15	The RAG status for the 3G Pitch may need review as it was felt that the main project risks were in areas not yet completed	17.05.23	PMO	28.07.23 To be reviewed at time of presentation of next Project Highlight Report (PHR) 16.08.23 PHR covering June and July reviewed at this meeting; decision taken to reduce the Amber risk to a Green at this stage as it's a future risk not a current one. Report updated.		
16	PMO to produce wider project management documents suite	14.06.23	PMO	19.07.23 Ongoing 08.08.23 Ongoing		
17	MH to forward his draft due diligence checklist to PMO for inclusion with the document suite	14.06.23	MH	19.07.23 Ongoing		
18	MH to let Cllr Parish know about the work with BigSky on NORA	14.06.23	MH	22.08.23 MH confirmed this was actioned via email.	Yes	22.08.23
19	ACP funding dates to be added to the Major Housing Project Highlight Reports (PHR) (incl Parkway and Southend Road)	14.06.23	PMO	19.07.23 To be picked up in next round of PHR's 16.08.23 OMPB discussed ACP funding again - NP to be asked to confirm that delays on relevant sites are acceptable to Homes England. JG/CU have confirmed that all ACP funding has been received already, deadline dates will be added to the next PHRs		
20	AB to discuss MMPB with Cllr Parish to ascertain the direction of MMPB as seen by the new administration	14.06.23	AB	08.08.23 Superseded by agreement with the Leader to revised MMPB dates. Now set as 11th Sept, 13th Dec, 27th March	Yes	08.08.23
21	Southgates PHR to be split into two: Masterplanning and STARS	19.07.23	VAD	Actioned	Yes	28.07.23
22	Update the 'due diligence' checklist under development, to reflect the Open Space Section 123 requirement	16.08.23	VAD			
23	Arrange quarterly MMPB mtgs for 2024/25 and also bring in 'sifting' for these meetings	16.08.23	VAD			
24	MD to discuss financial entries on Project Highlight Reports with Chris Upton, needs to ensure consistency between these and the Capital Programme	16.08.23	MD	21.08.23 MD followed up with CU, list of changes required being worked through ahead of reports going to MMPB 23.08.23 Changes actioned	Yes	23.08.23
25	PHR June/July - Phase 1 Spec Units - double check date of infrastructure timescales and RAG status of issues - PHR shows mid-August 2023 - OJ asked whether this is going to be met	16.08.23	VAD	30.08.23 Followed up with MH, comments on report updated.	Yes	30.08.23
26	PHR June/July - Phase 2 Spec Units - query over whether this project, despite being put on hold, is fully funded. OMPB determined that the RAG status should be shown as red, not green. - OMPB determined that this report should go to the Sept 2023 MMPB to show the project is now on hold - and then be removed from the Major Projects list. If/when the project is revisited, a new Business Case will be required	16.08.23	VAD	23.08.23 Changes made to report and Project Sponsor updated	Yes	23.08.23
27	NORA 4 Project Officers to bring proposed Terms of Reference for the Post Project Evaluation to OMPB in Oct/Nov and MMPB in December	16.08.23	VAD	Added to Forward Work Plan for both meetings	Yes	23.08.23