

REPORT OF THE GENERAL PURPOSES AND LICENSING COMMITTEE

(Meeting held 20 September 2002)

1. AMENDMENTS TO STANDING ORDERS AS TO CONTRACTS (MINUTE NO 20) (REPORT A).

The Committee has considered proposals to amend the current set of Standing Orders as to Contracts, mainly to take account of capital projects where more than one client is involved in a particular scheme. Additional guidance has been produced following a recent review, as part of a more formal approach to project management. This involves the establishment of a Project Board, Project Team and Project Manager where individual schemes involve more than one client.

A further proposed change relates to the use of a newly-adopted Capital Project Assessment Pro-Forma which will be required to be completed as part of the expenditure planning process.

The Committee has agreed that the proposed amendments to the existing Standing Orders are useful and should be recommended for adoption. They also supported a minor change to the wording of the additional guidance for Budget Estimates and Outline Programme as set out below.

RECOMMENDED:

- (a) ***That the additional guidance at Appendix A to this report be approved as an addition to Standing Orders as to Contracts (Appendix 4);***
- (b) ***That the additional wording "Officers shall complete a Capital Project Assessment Sheet for all proposals for new capital schemes (available from Accountancy Services). These Assessment Sheets shall then be included in, and form part of, the capital expenditure planning round for the particular year in question" be included in the guidance notes included in Standing Orders as to Contracts under "Budget Estimate and Outline Programme (Overall Scheme)", page 45.***

2. PROPOSED POLLING DISTRICTS FOR NEW DISTRICT WARDS (MINUTE NO 24) (REPORT D).

The Committee discussed the need to designate polling districts for the new district wards which are to come into effect for the 1 May 2003 Quadrennial Elections. All of the district wards are directly affected, with the result that the polling districts within the area need to be revised.

Polling districts break wards down into manageable electorate sizes for the purpose of polling. Generally, electors from a particular polling district are allotted a polling station within that polling district, with the allocation of electors to particular polling stations being a matter for the Returning Officer.

In general, local Members and the Parish and Town Councils have either expressed satisfaction with, or raised no objection to, the proposals for polling districts forwarded to them earlier in 2002. However, in Fawley local Members made a number of comments on the boundary proposals, which were subsequently re-drawn. The Parish Council and the Fawley local members are now satisfied with the proposals. In Marchwood, representations were received from both the local Member and the Parish Council and the two polling districts in that Parish have also been re-drawn. The local Member is now content and no further comments have been received from the Parish Council. In Boldre, the Parish Council is continuing to consult residents on the possible discontinuation of the South Baddesley ward, which might lead to an adjustment in the polling district and the polling station in Boldre. The consultation process is likely to take some months and any change proposed will not be in place prior to the May 2003 elections, so no change to the existing polling districts is recommended at this stage.

Members noted that further Government guidance is anticipated on the operation of pilot election schemes. A report on this issue will be made to the next meeting of the Committee.

The maps indicating the new polling districts were circulated with the agenda for the General Purposes and Licensing Committee and will also be displayed at the Council meeting.

RECOMMENDED:

That the new polling districts as shown on Maps 1 to 34 in Report D to the Committee and as exhibited at the meeting of the Council, be approved.

**Cllr W H Dow
CHAIRMAN**

(GP200902)

STANDING ORDERS AS TO CONTRACTS – APPENDIX 4

ADDENDUM TO CAPITAL PROJECTS CHECK LIST

The following arrangements must be put in place where a potential scheme has been identified that involves more than one 'client', i.e. where a joint scheme is to be developed. This may occur where funding is to be provided by more than one portfolio or other outside agencies or where a number of in-house service units are involved in the development of a scheme.

1. Once a multi faceted scheme has been identified a **Project Board** shall be set up.
2. The Board shall be chaired by the appropriate Portfolio Holder and will include senior officers who have an interest in the scheme, representatives from interested parties, a local member and representative from the local town/parish council, if appropriate.
3. The responsibilities of the Board shall be to set the parameters of the scheme e.g. brief, timetable, funding.
4. The Project Board shall be responsible for setting up a **Project Team**.
5. The Project Team will be the design team, made up of various designers and operational people who will be responsible for translating the requirements of the Project Board into a scheme design. Once the scheme is approved by the Project Board, the Project Team shall be responsible for letting the contract.
6. Linking the Project Board and the Project Team shall be a **Project Manager**. Depending on the scale and nature of the scheme, he/she shall be a member of the project team or an independent person. If the latter, the Project Manager shall preferably be trained in project management and have no specific task other than ensuring that the scheme is completed in accordance with the requirements of the Project Board.
7. The Project Manager shall lead the Project Team, ensure that the Checklist is adhered to and be the single point of contact for the contractor(s) once construction work has started.
8. The Project Manager shall set up and lead regular meetings as follows;
 - a. chair monthly site meetings with the contractor,
 - b. chair monthly meetings with the Project team and
 - c. meet with the Project Board to keep them up-dated.