2018 Review Programme Update

1. Programme documentation will be provided to Commissioners for all scheduled Commission meetings, and will also be sent to them at regular intervals in between. The standard suite of documentation will be as set out in this paper.

Update since the last meeting

2. Commissioners last met on 25 February 2016, the day after the launch of the review. Operational highlights since that meeting have included:
    a. Following an external recruitment process, the appointment of a new Head of Reviews to lead the review teams through the 2018 review. The successful candidate, Tim Bowden, joins from the Local Government Boundary Commission for England, and starts with the Secretariat on 23 May 2016;
    b. Following a successful tendering process, the appointment of a digital supplier to build and host the Commission's consultation portal. The successful bidder was Informed Solutions, the company that built and supports the Commission's Geographic Information System (GIS).

Timetable (Project plan)

3. The timetable for the 2018 Review is set out at **Annex A** in the form of a project plan, built on the outline timetable agreed at the Commission's last formal meeting. Detailed component activities are set out within each broad operational business area, with anticipated dates for each (actual dates for past activities). The project plan is a 'living document', which is expected to reflect changes in the timetable as they are required. Dates and the description of activities will therefore generally be more broad the further away they are in time, becoming more specific and detailed as they come closer.

4. If Commissioners are content to approve Annex A, we will establish this as the 'baseline' plan for the review. The performance of the BCE can then be accurately assessed throughout the life of the review by comparison of future updated versions with this baseline version.

Risk register

5. Good management of the review involves use of a specific risk register to expressly identify and track both the key risks to the success of the project, and the mitigating actions taken to keep those risks within acceptable levels.

6. A risk register for the 2018 Review is at **Annex B**, and we would welcome views from Commissioners on both the design of the risk register template (in terms of intelligibility) and the substantive content (e.g. any key risks or mitigating actions not included that should be).

7. As with the project plan, the risk register is also maintained as a 'living document', with new risks added as they may arise, ongoing risks modified as they decrease/increase, and fully mitigated - or realised – risks being moved to the 'closed risks' tab of the spreadsheet.

Highlight report

8. The Highlight report at **Annex C** is the key 'one-pager' summary document where Commissioners can see at a glance all the most recent developments in relation to the project, whether that be new activities, changes to significant risks, and/or shifts in the projected delivery dates for certain activities or milestones.

9. As with the Risk register in particular, we would welcome Commissioners' views on the structure of the proposed highlight report, as this will be the document most frequently issued to Commissioners going forward.

Frequency

10. In addition to issuing all three documents for Commission meetings, **we recommend the project plan and risk register be issued to Commissioners on a bi-monthly basis, and the highlight report issued fortnightly**.