

DE MONTFORT HALL – INVESTIGATION REPORT

ACTION PLAN

The following details an Action Plan for immediate implementation arising out of the recommendations proposed in the De Montfort Hall investigation report.

- (i) Directors' Board and Cabinet approve the recently revised Project Management Standards for immediate implementation covering all existing and future major projects as defined in the Standards by the Project Definition at 1.2.1.

ACTION: Chief Executive and Directors' Board

- (ii) With the assistance of external specialists a training programme based on the revised standards, be devised and implemented with immediate effect and provided for all officers involved in the delivery of major projects across all departments.

ACTION: Director of Arts & Leisure

- (iii) Job descriptions for Directors and Assistant Directors be amended to require a knowledge and implementation of Standing Orders, Financial Regulations, Capital and Revenue budget management and the Project Management Standards to ensure commitment to them by Project Managers.

ACTION: Chief Executive

- (iv) The Director of Corporate Resources assume immediate responsibility for coordinating resource support to all project directors/project managers for all existing and future major projects and the development of corporate reporting systems for these.

ACTION: Town Clerk & Director of Corporate Resources

- (v) Working Groups of the Cabinet be created and established on a standing basis with immediate effect for all existing and future major projects to ensure:

- ❖ corporate priorities are effectively communicated and championed;
- ❖ effective planning, realistic financing and contract complexity is communicated, discussed in detail and understood;
- ❖ effective progress reporting and monitoring of individual project development.

ACTION: Chief Executive and Directors