

Hemel Garden Communities DELIVERY TRACKER @ 04.12.19

Workstream	Deliverables	Sub-deliverables	Milestones (including those in bid)	Actions/Tasks	Progress, Issues and Risks (see Risk Register for greater detail)	Lead	RAG	Other
KEY STUDIES AND OUTPUTS	Sustainable Transport Strategy	Phase 2 High level strategy to 2030. Includes priority work to inform the Sustainable Transport Strategy for Hemel Hempstead. Phase 2: Takes the high level strategy and provides relevant detail to develop a plan to 2020 and progress for delivery with costings.	Final bids from Phase 1 by end of 2019. Draft budgets from Phase 1 by end of 2019.	Review project suits are being held with TfP.	PROGRESS: Work underway for deliver draft full report by mid-December. RSK: Study not delivered in time to influence Phase 1 application.	HCC		
	High Level Spatial Vision for Hemel Garden Communities	N/A	Intended to influence Hemel Garden Communities Phase 1 application expected May 2020.	Produce briefs and procure consultants.	PROGRESS: Authority meetings ongoing to scope initial briefs. RSK: Study not delivered in time to influence Phase 1 application.	Authorities - Hemel Garden Communities Officer Team		
	Hemel Garden Communities New Development Strategic Masterplan SPD	Socio-economic, environmental and spatial supporting studies (precise scope TBC)	Appoint consultants under same staged format as Sustainable Transport Strategy brief.	Produce briefs and procure consultants.	PROGRESS: Authority meetings ongoing to scope initial briefs.	Authorities - Hemel Garden Communities Officer Team		
	Hemel Hempstead Transformational Plan SPD	Socio-economic, environmental and spatial supporting studies (precise scope TBC)	Appoint consultants under same staged format as Sustainable Transport Strategy brief.	Produce briefs and procure consultants.	PROGRESS: Authority meetings ongoing to scope initial briefs.	Authorities - Hemel Garden Communities Officer Team		
	High Level Infrastructure Delivery Plan for Hemel Garden Communities	N/A	Intended to influence Hemel Garden Communities Phase 1 application expected May 2020.	Produce briefs and procure consultants.	PROGRESS: Authority meetings ongoing to scope initial briefs. RSK: Study not delivered in time to influence Phase 1 application.	Authorities - Hemel Garden Communities Officer Team		
	Infrastructure Delivery Plan	N/A	Appoint consultants under same staged format as Sustainable Transport Strategy brief.	Produce briefs and procure consultants.	PROGRESS: Authority meetings ongoing to scope initial briefs.	Authorities - Hemel Garden Communities Officer Team		
	Housing Delivery Strategy	N/A	Development Corporation/housing delivery strategy funding, with bid spring/summer 2020.	Scope and prepare bid starting March 2020.	RSK: Delivery subject to Development Corporation bid.	Authorities - Hemel Garden Communities Officer Team		
Stewardship Framework	N/A	Not yet determined.	Authorities to review TCE's Stewardship paper and provide comments.	PROGRESS: DDC visited South of Ashford to learn about stewardship approach. TCE has prepared Stewardship paper. RSK: Stewardship model not delivered in time with Phase 1 application.	Authorities - Hemel Garden Communities Officer Team			
LEGAL and S106 WORK	Hemel Garden Communities S106 approval and joint legal work	Number of pieces of work/Formal TIC	Not yet determined.	Authorities to agree approach.	RSK: If Hemel Garden Communities Infrastructure S106 requirements not approved before Phase 1 PPA agreed, TCE infrastructure contributions may not be reflective of the wider area requirements.	Authorities - Hemel Garden Communities Officer Team		
FINANCE	Budget	N/A	Scope and agree budget with authorities.	Meeting to agree approach	RSK: Budget not agreed	DC and SADC Officers		
	Funding Strategy	Budget planning; Internal and external funding strategy	Agree programme and outputs subject to budget available; Hemel Garden Communities Team to scope out a strategy linked to potential funding bids	Partner and authorities to agree approach and take strategy to March 2020 Board	RSK: If the planning and strategy are not in place then opportunities for funding may be missed, with potential impact on the delivery of the programme	Authorities - Hemel Garden Communities Officer Team		
COMMUNICATIONS AND ENGAGEMENT	Design Review Panel	Review of Phase 1 outline application.	Phase 1 Design Review 10th Dec 2019	Authorities to provide key information to Design Review Panel by 3rd Dec	RSK: Panel members and report do not provide robust feedback required.	Authorities		
	Community Review Panel	Review of Phase 1 outline application.	Review Phase 1 outline application in early 2020.	DC and SADC to agree approach to Phase 1 and Hemel Garden Communities going forward.	PROGRESS: DDC awaiting SADC feedback on preferred approach.	DC and SADC Officers		
	Communications and Engagement Strategy	Review of Hemel Garden Communities strategies/studies going forward. Includes Stakeholder, Member and community engagement, communications, marketing and branding.	Final strategy, consult with Hemel Garden Communities Stakeholder Steering Group and Board.	Strategy being produced jointly by Authorities	PROGRESS: First draft strategy produced. Officers developing collaboratively. Meeting arranged for Dec 12th.	DC		
GOVERNANCE	Hemel Garden Communities Officer Team	Recruit SADC Senior Project Lead Officer.	Recruit SADC Senior Project Lead Officer.	Recruiting through Public Practice	PROGRESS: Post recruited.	SADC		
		Recruit Programme Manager and DC Lead Senior Officer.	Recruit Programme Manager and DC Lead Senior Officer.	Advert to go out.	PROGRESS: interim Programme Manager appointed. RSK: Potential for recruitment to take a while and interim only in post until mid-Jan. Resource/capacity continues to be an issue until full dedicated team are in place.	DC		
		Team budget.	Budget to be agreed to fund team and jobs.	Budget endorsement by Board and Authorities.	RSK: Time period for this to be agreed.	DC and SADC Officers		
		HCC Senior Strategic Transport Officer and Technical Assistant posts.	Agree budget for HCC Senior Strategic Transport Officer part funding and Technical Assistant.	Budget to be agreed and payments organised.	RSK: Agreement subject to Board and Local Authority sign off. Resource/capacity continues to be an issue until full dedicated team are in place.	DC and SADC Officers		
	Hemel Garden Communities Stakeholder Steering Group	Monthly meetings.	Format changed to a timed agenda to provide Authorities space to discuss high level matters.	Implement new agenda format in January.	PROGRESS: Agreed at November Stakeholder Steering Group and will change in Jan 2020.	Authorities - Hemel Garden Communities Officer Team		
	Hemel Garden Communities Board	Quarterly meetings.	Regular quarterly meetings.	Agree governance matters and priority workstreams	PROGRESS: Partners to agree at December Board. RSK/ISSUES: Chair and voting rights still to be agreed as part of the Board Terms of Reference. Interim chair required. Question of independent chair remains.	Authorities - Hemel Garden Communities Officer Team		
	Memorandum of Understanding, High Level Governance Structure and Terms of Reference	Partner/Authority meetings.	Agree governance matters.	December Board to endorse and also to be agreed by LA formally.	PROGRESS: Documents drafted for endorsement at Board but require Local Authority sign off at Cabinet.	Authorities - Hemel Garden Communities Officer Team		

**RAG Key**

- Green - Item is in underway or complete. The Partners have control.
- Amber - Course of action is planned. The Partners may have control or influence.
- Red - Course of action is yet to be agreed. The Partners may have control or influence.