

## HOST PROJECT PANEL

1 DECEMBER 2005

Chair: \* Councillor Dighé

Councillors: \* D Ashton † Thornton  
\* Margaret Davine

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**

1. **Appointment of Chair:**  
One nomination was received for the appointment of Chair, which was duly seconded and it was  
**RESOLVED:** That Councillor Dighé be appointed as Chair of the Panel for the remainder of the Municipal Year 2005/06.
2. **Declarations of Interest:**  
**RESOLVED:** To note that there were no declarations of interest made by Members in relation to the business to be transacted at this meeting.
3. **Appointment of Vice-Chair:**  
**RESOLVED:** That Councillor David Ashton be appointed as Vice-Chair of the Panel for the remainder of the Municipal Year 2005/06.
4. **Arrangement of Agenda:**  
**RESOLVED:** That all business be considered with the press and public present with the exception of the following item for the reason set out below:-
 

<u>Item</u>	<u>Reason</u>
10. HOST Programme - Appendix A	The Appendix contained exempt information under paragraph 8 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it related to the amount of expenditure proposed to be incurred by the Authority under a particular contract.
5. **Petitions:**  
**RESOLVED:** To note that no petitions had been received under the provisions of Executive Procedure Rule 14 (Part 4D of the Constitution).
6. **Public Questions:**  
**RESOLVED:** To note that no public questions had been received under the provisions of Executive Procedure Rule 15 (Part 4D of the Constitution).
7. **Terms of Reference:**  
**RESOLVED:** To note the Panel's terms of reference.
8. **HOST Programme (Harrow Online Social Care Technology):**  
The Director of Strategy (People First) introduced the report, which sought the approval of an amendment to the capital programme in order to ensure adequate capital provision for the delivery of the Harrow Online Social Care Technology (HOST) Programme.  
  
Members received a presentation, during which officers outlined the reasons for replacing Harrow's Social Care System, the choice of Framework-I, and the benefits of the system. Officers explained the processes and the screens that could be viewed in the system.

The Director of Strategy (People First) advised that it had been recognised that improvements to the programme and budget management of HOST were required and outlined those measures that had been implemented. He drew attention to a tabled paper, which provided background information in relation to Programme Management in Harrow for Members reference.

Members were advised that, when it had been identified that there were significant areas in relation to training and the secondment of staff that had not been incorporated into capital programme although they had been included in the costing for HOST, the project plan had been re-visited. This had resulted in a programme cost of £3m. Officers advised that they were now attempting to renegotiate the licenses and training to reduce costs.

In response to a Member's question in relation to Phase 2 of the HOST programme, the Director of Strategy (People First) advised that the current estimated cost was £1.7m but that this was subject to Cabinet approval of the business case. He added that there would be a correlation between Phase 2, if approved, and the Business Transformation Partnership. The Member responded that he was seeking a reassurance that there would not be a reoccurrence of the problems experienced with Phase 1 of the project and added that Members should have a greater input in projects of this size. It was acknowledged that whilst the Members' IT Forum had been kept informed it appeared that there had been a weakness in communication in relation to HOST.

Members indicated that a framework for Member involvement in projects such as HOST was required. The Director of Strategy (People First) advised that a Programme Board had been established and that the budget issues, such as those experienced with the implementation of HOST, should therefore not arise in the future but he acknowledged the need for Member consultation and involvement in such projects. He suggested that, in future, a series of Member workshops be arranged to demonstrate the added value of a new system and added that this would also enable Members to ask questions and to become familiar with the system. The Director of Strategy (People First) indicated that a Member level group should, in future, oversee Phase 1 of the process.

In response to a Member's question, the Director of Strategy (People First) advised that the Programme Board met on a monthly basis and operated a traffic light system for all projects. The Programme Board reports were incorporated into the Strategic Performance Report considered by Cabinet on a quarterly basis. A Member indicated that it was necessary to identify at the outset those areas that required particular attention and suggested that there be a quarterly review of projects.

**RESOLVED:** That (1) the amendment to the capital programme be approved in order to ensure adequate capital provision for the delivery of the HOST project in line with the full costs of the programme set out in Appendix E to the report of the Director of Strategy (People First);

(2) the measures set out in section 2.2.3 of the report of the Director of Strategy (People First) be endorsed and that the Executive Director (People First) be instructed to ensure that all future projects are subject to these standards of programme and budget management;

(3) Cabinet be advised of the Panel's decision at their meeting on 15 December 2005 and that the action plan for the implementation of a framework for consulting Members on such projects be reported on the Information Circular in January 2006.

9. **HOST Programme:**  
Members received a confidential appendix to the report of the Director of Strategy (People First).

**RESOLVED:** That the appendix be noted.

(Note: The meeting having commenced at 6.35 pm, closed at 7.49 pm)

(Signed) COUNCILLOR SANJAY DIGHÉ  
Chair