Further to your Freedom of Information request FOI67563 please find your questions and our responses below:

- Development Policies & Procedures
- Capital Works Policies & Procedures
- Major Projects Policies & Procedures

Response

Please see attached

The development plan policies that relate to the Royal Borough are on the planning pages of the Council’s website – here - http://www.rbwm.gov.uk/web/pp_planning_policy_index.htm?_ga=1.99767646.1975207115.1429608303. This includes the Adopted Local Plan, Maidenhead Town Centre Area Action Plan, South East Plan Policy NRM6, the Replacement Minerals Local Plan (Incorporating the Alterations Adopted in December 1997 and May 2001), the Waste Local Plan for Berkshire (adopted December 1998) and in the south of the Borough the Ascot & Sunninghill and Sunningdale Neighbourhood Plan.

The emerging borough local plan is being prepared under Town and Country Planning (Local Planning) (England) Regulations 2012. The Borough Local Plan is a Development Plan Document (DPD), setting out the long-term spatial vision for the authority and the central planning policies that will deliver that vision. DPDs are adopted under the Planning and Compulsory Purchase Act 2004. These are the plan making ‘procedures’ that the council is required to follow.

2.1 Managing projects using IPPM

Due to the breadth of projects carried out across the borough the IPPM Project Management Methodology contains 3 types of project:

- Large Project
- Medium Project
- Small Project (or Work Package)

Any of the above can be categorised as a “KEY Corporate Project”

The type of project will determine how much Governance is required. Each type of project will be defined by a set of criteria to act as a guide.

The RBWM Methodology will use VERTO to manage projects. However the system recognises that across the borough there are specialist tools developed by directorates that are used to record specific information for use in systems outside the Methodology. In this case, and by agreement with the Directors or nominated Heads of Service, these tools
can be used alongside the VERTO system to provide all required mandatory documentation. VERTO software will be used to manage the project through the Gateways and provide visibility of the current status of the work. VERTO will determine the data that is required, through the use of mandatory fields on the system. The methodology also recognises that there is a lot of work done in the borough that is done on an annual provision basis, and is therefore more ‘Business as usual’ rather than a ‘project’. The decision as to whether to include this annual provision work within the methodology will sit with the Directors or nominated Heads of Service within each directorate.

In order to bring the borough’s project management approach in line with best practice the methodology requires that all Large and Medium Projects have a Project Sponsor, and that all Large Projects additionally have a Project Board. Medium Projects can have a Project Board; however this is at the discretion of the Project Sponsor/Project Manager. Another best practice recommendation being introduced by the methodology is a gateway review process. These review points (or check points) examine programmes and projects at key decision points and ensure that the project has sufficient documentation and processes in place to successfully move to the next stage in the lifecycle.

2.1.1. Large (or Key) Project

A “Large Project” or “Key Project” is defined as either:-

- Any project with a cost greater than £100,000 (linked to Constitution rules). (This cost includes the one-off capital costs, but not the on-going running costs)

OR

- Any project that is nominated by Directors or Nominated Heads of Service as a Key Corporate Project (KCP) – because of having a significant consequence if it fails, either because of its political sensitivity or the damage or costs arising from its failure. These nominations are driven by the Corporate Management Team (CMT).

- Projects whose whole life costs are above departmental financial delegated authority limits.

- Projects that are high risk and complex in their materialisation and delivery of projects.

- Projects that are precedent setting.

A Large or KCP project will sit as an individual project within the directorate or within a programme, and will be managed using the full RBWM Project Management Methodology. Large & KCP’s are reported on a monthly basis and will be reviewed at the monthly CMT.

Large projects will have both a Project Sponsor and a Project Board, and will be managed by qualified, experienced Project Managers with appropriate time allocated to the task.
If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager  
Royal Borough of Windsor & Maidenhead  
Town Hall, St Ives Road  
Maidenhead  
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

http://www.rbwm.gov.uk/web/foi_information_requests.htm

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.

Yours sincerely

David Davies  
Information Management Officer  
Legal Department  
Corporate Directorate  
Royal Borough of Windsor & Maidenhead  
Town Hall, St Ives Road