



**REPORT of
DIRECTOR OF STRATEGY AND RESOURCES**

to
STRATEGY AND RESOURCES COMMITTEE
13 JUNE 2024

**PROJECT AND IMPROVEMENT MANAGEMENT FRAMEWORK AND MALDON
DISTRICT COUNCIL PRODUCTIVITY PLAN**

1. PURPOSE OF THE REPORT

- 1.1 To provide the Corporate Project Management Office (PMO) and Improvement Framework (the Framework) for Committee review and adoption. To provide a 'Productivity Plan' for Committee review and adoption as requested by the Department for Levelling Up, Housing and Communities (DLUHC).

2. RECOMMENDATIONS

- (i) That the Project Management Office (PMO) and Improvement Strategic Framework (**APPENDIX 1**) be adopted;
- (ii) That the Committee approves the 'Productivity Plan' at **APPENDIX 2** and receives a six-monthly update on this going forwards.

3. SUMMARY OF KEY ISSUES

- 3.1 The DLUHC wrote to the Council on 16 April 2024 to advise on expectations for 'Productivity in Local government' and the requirement that Councils produce Productivity Plans as part of the Local Government Finance Settlement.
- 3.2 The Productivity Plans should include:
- how the Council has transformed the way it designs and delivers services to make better use of resources;
 - how the Council plans to take advantage of technology and better use of data to improve decision making, service design and use of resources;
 - the Council's plans to reduce wasteful spend in organisation and systems;
 - any barriers to progress that Government can help reduce or remove.
- 3.3 The Council adopted a Process Improvement Framework in 2021 which set out how it would use improvement methodologies to improve productivity as a Council. The Framework document at **APPENDIX 1** is an update to the 2021 document and builds on the learning and achievements of the last three years of activity.
- 3.4 Additionally in the 2024 / 25 budget setting process, the PMO and Process Improvement resource was combined for the authority to contribute a staffing cost saving. The revisions to the Framework include how the PMO approach is set out for the Council, and an approach to delivery within the team resource.

- 3.5 Within the Framework, the Council also links to the [Data Management and Insight Strategy](#) and the Technology Strategy for Maldon District Council (MDC), which are core documents that define the path of our improvement work and focus as a council. Together these documents also form the basis for the Council's Productivity Plan which is set out at **APPENDIX 2**.

4. CONCLUSION

- 4.1 Building on best practice, the Project and Improvement Management Framework is presented for member adoption. Additionally, as this is a key document to support the Productivity Plan requirement, this paper highlights the Council's overall 'Productivity Plan' and call on Central government for what support it needs to achieve this.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

5.1 Smarter finances

- 5.1.1 These are key documents to define how the Council will drive efficiency and smart spending of resource at MDC.

5.2 Provide good quality services.

- 5.2.1 A key objective of Projects and Improvements is better service delivery for residents.

6. IMPLICATIONS

- (i) **Impact on Customers** – A key objective of Projects and Improvements is better service delivery for our residents.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – A methodical approach to projects and improvements and clear governance / challenge of this helps to limit corporate risk.
- (iv) **Impact on Resources (financial)** – These are key documents to define how the Council will drive efficiency and smart spending of resource at MDC.
- (v) **Impact on Resources (human)** – These are key documents to define how the Council will drive efficiency and smart spending of resource at MDC.

Background Papers:

[Data Management and Insight Strategy](#)
[Process Improvement Framework 2021 - 2024](#)

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