

Committee: Joint Partnership Committee

Agenda Item

Date: 17 January 2011

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Title: Project Manager Specification

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Item for decision

Summary

1. A proposed specification for a project manager to oversee the implementation of the Revenues and Benefits Partnership is attached.

Recommendations

2. That Members consider and agree the specification
3. That officers proceed with recruitment

Financial Implications

Recommendations have costs but these are already budgeted.	Project management costs will be covered by the grant from Improvement East, and are set out in the reports to both Councils in October/November 2010
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Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

- 5.

Communication/Consultation	None
Community Safety	None
Equalities	The Project Manager will be expected to produce Equality Impact Assessments at appropriate stages
Health and Safety	None
Human Rights/Legal Implications	None

Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	Staff and Trades Unions will be engaged in the process

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
A Project Manager is not appointed	1 – there is commitment to the partnership	4 – the expertise does not lie within either Council	Appoint Project Manager

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.