

Sussex North Offsetting Water Scheme (SNOWS)

Project review – October 2023

For Crawley Borough Council

Purpose

1. Current project progress, including deliverables produced to date
2. Review of outstanding project scope to be delivered, including high-level schedule

Current progress

Outline Business Case - complete

The **Outline Business Case** was endorsed by the Chief Executives at the Board meeting on 17 April, the next meeting following the original deadline to produce this by 31 March.

Comms & Engagement Plan – complete

The **Comms & Engagement Plan** was published internally on 6 April, shortly after the original deadline of 31 March. We are now working to v3.1.

Comms & Engagement deliverables – ongoing

The **Risk, issue & opportunity strategy** was finalised and published on 12 July. The **Risk, issue & opportunity register** was published on 11 September, following wide consultation amongst the sponsoring local authorities, plus external project stakeholders, including the Environment Agency, Natural England and Southern Water.

Project scope – complete

The final **SNOWS Project Scope** was published on 15 June. The forecast delivery dates and resources / consultations required will however need to be updated once the detailed delivery schedule has been produced. Further changes to the scope after publication will need to go through the formal change control procedures.

Change control – complete

The project's **change control procedures** and associated **change evaluation & decision log** were published on 22 September.

Monitoring & Reporting – ongoing

The aim is to have a first draft of the **Monitoring & Reporting Plan** ready for internal consultation by the end of October. This is an important document that will need to be widely consulted internally and externally (to Natural England and Southern Water at least). Most of the other M&R deliverables are regular reports, so these will be produced later in the project life cycle.

Delivery schedule – ongoing

A first draft **SNOWS Schedule** was produced by the Project Manager for initial review purposes only. Now that the scope has been finalised, the Project Manager will work with OIG and others to develop the detailed delivery schedule. This will give an indication of the forecast scheme launch date. The Project Manager is currently assessing suitable scheduling tools.

Procurement – ongoing

The first draft of the **Procurement Plan** has been reviewed by the project sponsors. Initial discussions have taken place with Horsham District Council's Finance and Procurement teams. Based on these discussions, further updates will be made and the plan will be consulted internally before being finalised and signed-off by local authority leadership. Once the plan is approved, procurement of necessary services can take place, prioritising legal support for the project and procurement of an offsetting supplier for the first phase of offsetting.

Costs & Funding – ongoing

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Outstanding scope to be delivered

Business Case

- Full Business Case – aim for **early 2024** production

Comms & engagement

- Internal 'lines to take' – aim for **November** production
- Internal FAQs – aim for **October/November** production
- Housing team workshop – aim to take place in **November**
- Registered Provider webinar (x2) – aim to take place in **November or December**
- Developer webinar (x2) – aim to take place in **January and March 2024**

Monitoring, reporting & quality management

- Lessons learned register – aim for **October** production
- WNLOG update report – aim to produce template in **early 2024**
- Scheme update reports – aim to produce templates in **early 2024**
- Audit reports (data & financial; offset provision) – aim to produce templates in **early 2024**

Delivery

- Delivery Plan – aim for **early 2024** production
- Registers/databases (applications; offset properties; financial) – aim for **early 2024** production
- Internal reporting dashboard – aim for **early 2024** production
- User guides (DM teams; applicants) – aim for **early-mid 2024** production
- DM team training webinars – aim to take place **shortly prior to scheme launch**
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