

ISSUE LOG
Frontline services Waste procurement project.

Date Created: 07/09/17
Date Last Updated: 30/04/19



Service	Waste
Programme	Frontline Waste Services Project

ID	Description	Priority (Select from drop)	Date Logged	Logged By	Action Owner	Latest Update	Closed Date	Status (Select from drop down)
P001	Project Board require base line docs (PID, Project Plan, Risk Reg etc.) in paper format. Reading a large amount of documents on an iPad is very difficult and the Board didn't like it.	Low	02/10/17	Justin	Justin	Large docs will in future be sent in paper format.		
P002	Electronic Voting isn't compatible from Microsoft outlook to Apple iPads. When I sent the first opportunity to the Board to vote electronically it didn't work.	Low	02/11/17	Justin	Justin	Don't use this form of voting.	02/11/17	Logged
P003	'Secure' Mod.gov Project group can be set up for members to receive project paperwork.	High	16/11/17	Justin	Justin	All seems to work fine although be careful as iPad don't pick up colours on highlight reports and risk registers.	16/11/17	Logged
P004	Using Survey Monkey to provide feedback on the project process seems to work and is a great way for receiving feedback anonymously	Low	16/11/17	Justin	Justin	Survey Monkey to be used at key stages of the project to inform and improve the next phase.	16/11/17	Work In progress
P005	Internet issues - Both councils internet and Network access went down during the Moderation of the initial SQ's. This meant accessing our secure filing structure was extremely difficult.	Medium	14/12/17	Justin	Justin	This was seen as something which was unavoidable unless the had a paper copy of everything, which goes against the Councils agile working policy.	Yes	
P006	Standard Questionnaires' form needs to be re-formatted allowing bidders to input information in whilst being readable to the moderator (Q6 - references)	Low	14/12/17	Justin	Lucy	Lucy has ammend the SQ form for future use.	14/12/17	Closed
P007								
P008	Clarifications - Indicate who will be responsible for responding, this should be in line with the responsible docs person list.	Medium	28/02/18	Justin	Justin		Yes	
P009	Clarifications - Agree a 'service standard' i.e. response to clarification from officer within 48 hours.	Medium	28/02/18	Justin	Justin		Yes	
P010	Moderation - Ensure those assessing the Quality element, don't see the Price element until they have finished scoring.	High	25/02/18	Justin	Lucy	Process has been changed to suit.	Yes	
P011	Look at Council reporting structure and ensure this falls inline with Project Board meeting dates.	Medium	28/02/18	Justin	Justin		Yes	Closed
P012	Dialogue Days - Clarifications must be sent through the Portal to ensure there is an audit trail.	Medium	03/04/18	Natalie	Natalie	This wasn't really adhered to which left a slight uncertainty on whether all questions that were asked were answered.	Yes	
P013	Clarifications - Build in a weekly meeting of 'key staff' to gain answers to Clarifications.	Medium	04/04/18	Justin	Justin	Weekly meetings booked in through the Detailed solutions stage to clear up outstanding clarifications. Worked really well.	Yes	Closed
P013a	Send outstanding clarifications to the meeting attendees 48 hours before the clarification meeting so preparation can be carried out.	Medium	19/06/18	Justin	Natalie		Yes	
P014	Detailed solution presentation by the bidders to all of the project team and not just the evaluation team to create greater understanding by the project team.	Low	20/05/18	Justin	Justin	Need to ensure project team are aware of the	Yes	
P015	Project Board to receive the Procurement Paperwork in Paper format (except the appendices) and not through electronic means as the Council does not have a system that the Project Board are comfortable using i.e. None of the members have 'Egress switch'.	Medium	25/05/18	Justin	Justin	Agreed at the board to provide procurement docs (except appendices) in paper format on the next occasion.	Yes	
P016	Member drop in sessions 'surgery style' to try and ensure we give the members every opportunity to ask questions about the procurement process.	Medium	10/06/18	Justin	Jane	This is a series of 'mop up' sessions that are over and above the informal Council sessions which are the main method of communicating project updates.	Yes	
P017	Review of moderation team to ensure the right people are moderating the right areas also to include the specialists in areas where new method statements have been added such as Health and Safety and Fleet management.	Medium	10/06/18	Justin	Lucy	This has reduced the work pressures on some people are moderating areas of their expertise. E.g. Ian Luscombe and Health & Safety.	Yes	
P018	Gain ceiling prices for the Consultants/legal coast	Medium	01/07/18	Justin	Neil/Justin	WYG have provided this and Andrew Ogalo has been requested to provide this.	Yes	
P019	FAQ's raised from the informal council meetings and from the drop in sessions should be collated and displayed on members area of the intranet.	Medium	17/07/18	Justin	Justin/Natalie	Complete	Yes	
P020	More detailed financials session required for the board members in the final tender stage so they can make an informed decision.	High	01/08/18	Justin	Justin	Organised for the next stage of the project	Yes	
P021	Email docs to Board Members well in advance of the Board meeting and then give them any document modifications in the form of a word table so this gives time to consider what they are being asked to read.	Medium	01/09/18	Justin	Justin	Seemed to be well received by members.	Yes	
P022	Q&A sessions before SH Full Council allowed Members to ask questions to calm any concerns they may have before debate in Full Council	Medium	07/12/18	Justin	Jane		Yes	
P023	Pre-planned press statements for all possible outcomes allowed us to react swiftly in updating staff and press on the outcomes of the Council Decision.	High	07/12/18	Justin	Helen/Lesley		Yes	
P024	There were various occasions throughout the project that we struggled to ensure we had quorate and on some occasions were were unable to be quorate which meant decisions could not be taken.	Medium	30/04/19	Justin		It is essential that Members accept the appointment knowing what the commitment is. When the West Devon members are appointed in the new Council I suggest that, as well as informing them of the scheduled dates for the forthcoming year (eighteen months?), they be asked to confirm availability immediately so that if there are dates they are unavailable they may be adjusted. That should make it difficult to be unavailable at short notice later on.	Yes	