Note: Column L and M contains list (do not delete)

ISSUE LOG
Frontline services Waste procurement project.

Date Created:	27/12/18
Date Last Updated:	05/03/19

Service	Waste
Programme	Frontline Waste Services Project - Mobilisation

Logged
Decision pending
Work In
Escalate to Project Board   Low
Escalate to HUB/Committ   Medium
Closed   High

ID	Description	Priority (Select from drop)	Date Logged	Logged By	Action Owner	Latest Update	Closed Date	Status (Select from drop down)
M01	Reduce work streams numbers to reduce to opportunity of tasks not being allocated and tracked.	Low	27/12/18	Justin	Justin/ Natalie	Work streams reduced	27/12/18	Logged
M02	Increase the number of 'touch base' meetings with Contractor to fortnightly Face to Face meetings and fortnightly Conference meetings.	Low	16/02/19	Justin	Justin/ Natalie	Now in place	25/02/18	Logged
M03	Modify the Highlight report to feedback individual work stream progress so the Board have the right level of detail in their updates.	Low	25/02/19	Justin	Justin	Created	29/03/19	Logged
M04	Ensure there is a list of Contracts (mainly services such as Telephone lines and Broadband, Gas, Electric etc.) is made which include contract end dates and any termination penalties.	Medium	05/03/19	Justin	Justin	Noted for future projects	29/03/19	Logged
M05	When considering meeting dates/ key decision points consider what might be going on the Council at that time .i.e. Elections, Council summer Break etc.	Low	01/03/19	Justin	Justin	Noted	29/03/19	Logged
M06	Ask the Work stream leads to update the board themselves which allowed more insightful Q&A.	Medium	11/03/19	Justin	Justin	Asked to come to next meeting	29/03/19	Logged
M07	When providing the Final Contract to the Contractor solicitor for confirmation, is an electronic version acceptable? As when the contract was to be printed of the Print Room wanted over a week to Print and bind it.	Medium	30/03/19	Justin	Justin	Noted	29/03/19	Logged
M08	Ensure all electronic devices are able to be unlocked on day one by providing log details and passwords.	Medium	01/04/19	Justin	Mike W		29/03/19	Logged
M09								