Purpose of report	☒ Decision ☐ Discussion ☐ Information only	**All projects within the framework require this form to be completed and forwarded to the CEO team before proceeding**. Projects requiring budget allocation from the unallocated project budget require MT approval. All other projects that dont require budget allocation but require resource allocation should also be sent to the MT for comment. All projects should be aligned with business plan deliverables. Projects over £50K need board and DfT approval.
Sensitive Information?	☒ Yes ☐ No	**Note**: indicative costs should be included in this brief which, once approved by the project sponsor and management team, provides the authority for funds to be committed within a permitted variance (greater of 5% of the total cost or £250). Cost variances outside the permitted range mean the project cannot proceed until MT approval has been given for the reworked costs.
Project code	*To be completed by CEO team*	
Project Step	**Project Brief**	
Project type		
Project Title	Extending the HS2 Panel contract for one year	
Work theme or programme		
Project Sponsor	Ian Wright	
Potential budget holder	Ian Wright	
Author / Project manager	Sultana Idris	
For consideration by and date	Management team, meeting on 24th November 2014	

1.0 Summary	
Please provide a max 100 word project summary, including any background history if relevant	In March 2014, Passenger Focus successfully launched the HS2 Passenger Panel on behalf of HS2 Ltd. The panel was set-up to run for one year, which is due to expire in March 2015. HS2 has funded the research as well as Passenger Focus' resource costs (for 2014/15 the total project cost was £95,000 GBP) .

The online panel is run by illuminas who is on our preferred supplier list. Passenger Focus has been primarily responsible for commissioning and managing the agency and their outputs.

The panel was set-up to provide HS2 with a platform to engage with passengers on various themes, run ideas past and get feedback on potential service developments. Since it's launch the panel has bought passengers' views to life for HS2 and Passenger Focus. Following it's success, HS2 Ltd would now like to extend the panel for another year with the current supplier (Illuminas). We would like to tender this contract to Illuminas to retain the current panel members and also save on set-up, recruitment and management fees. |

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	This paper is seeking management team's approval to extend the current contract with Illuminas for another year until March 2016 provided HS2 funds the total project costs (£100K).
1.1 Core Information	
How does this project fit into our longer term strategic aims, our *Passenger Power!* agenda and / or the current year's Work Plan themes or priorities?	Given that High Speed 2 is a multi-billion pound project aimed at releasing capacity on the network and improving inter-city transport, it is critical to ensure passengers' views are taken into consideration from the beginning. This project fits in with our long-term planning objectives where we stated we would "provide passenger input to the industry's long-term planning processes with particular attention paid to boosting capacity".
Measurable outcomes and benefits of the project	• The panel will continue to provide HS2 and Passenger Focus with on-going feedback as well as the opportunity to test key concepts past passengers. • We will have one face-to-face workshop with the panel members, to update them on the latest HS2 developments and also obtain their views on issues through various interactive sessions. • We will also look to present (jointly with HS2 where possible) some of the findings from the panel at national and international conferences. • We will also hold internal workshops with HS2 colleagues in order to build awarensss of the panel and how it can benefit them.
Impact or consequences of not doing the project, or not doing it now.	Given the profile and scale of the project, it will have a significant impact on passengers across the entire rail network. By managing the panel, Passenger Focus will continue to have the opportunity to influence how its developed and implemented going forward. It will also enable us to raise awareness of key issues which are important to passengers and so forth. By not doing this project we will be losing the opportunity to ensure passengers' views and needs are placed at the heart of the HS2 design process.

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1.2 Further information

What is the cost and variance?	Indicative costs of the project by cost type	£	Funding by external third party / parties	£
	Commissioned research Design Printing Distribution Stakeholder engagement	£88K	External Third Party (*please name*) – HS2 Ltd	*£100K*
	Other (please provide details) – PF management fee	£12K	Management fee (if any)	
	Total (including VAT)	**£100K**	**Total (including VAT)**	**£100K**
	Variance (greater of 5% of total cost or £250)	**£105K**		

Cost breakdown *(indicate the estimated amount of costs that will occur in each month)*	If the length of the project runs into a new financial year, please copy and paste the below table and complete as necessary.

Year: *2015/16*

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Income (£)	25K			25K			25K			25K			£100K
Expenditure (£)	22K			22K			22K			22K			£88K

Outline plan

Proposed start and end dates for the project and key milestones or stages. Highlight if applicable, any external or third party drivers that dictate deadlines. Include details of people or teams involved in the delivery and what their roles will be.

Key stages	Start date	End date	Team/Staff Resource *(indicate roles in project)*
Project brief to extend panel signed off	24 Nov 2014	24 Nov 2014	Management Team
HS2 board signs off proposal to extend panel	Dec 2014	Dec 2014	HS2 Ltd
Project contract extended with Agency (illuminas)	Jan 2015	Feb 2015	Research team
Conitnue running panel for one more year	Apr 2015	Mar 2016	Agency / Research team and HS2 Ltd
Review panel and agree next steps	Jan 2016		Research Team / HS2 Ltd

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Risks, dependencies and constraints	Summarise the major known risks (including significant assumptions) at this point. A formal project risk assessment must be undertaken during the project and agreed with the project sponsor.
	• The panel is not providing any benefits – over the last eight months we have put in place key processes to ensure we are achieving our objectives. These include setting weekly tasks to panel members, meeting key stakeholders from HS2 on a regular basis, monitoring the agencies performance and outputs, as well as updating internal colleagues and presenting the panel's work at various conferences etc. This has been very successful which is why HS2 Ltd is keen to extend the contract. Going forward we will hold a feedback session with HS2 Ltd to see if there are any areas for us to develop/implement over the next year.

• Panel members drop out – we will have a minimum threshold in place to ensure if numbers fall below this the agency will recruit and refresh the panel.

• Lack of engagement with panel members – we will continue to work closely with HS2 to ensure there is an engagement/activity plan in place. This will be a working document, which is reviewed on a regular basis.

• HS2 plans are leaked to the media – Given the profile of HS2 and the publicity it attracts, all panel members will have to sign confidentiality agreements.

• Maintaining our independence and reputation – We would need to ensure that the work we do does not impact on our reputation or independence. We will be publishing the key findings from this research. |

1.3 External Stakeholders involved in delivery

List all external stakeholders who have a key interest in the outcomes of the project. **Important: put a √ in box X if there is a requirement (as a matter of policy, agreement or courtesy) to consult with this stakeholder BEFORE any project deliverable is finalised (eg printed or launched)**

Name	Organisation	Role	X
1 Professor Andrew McNaughton	HS2 Ltd	Technical Director	X
2			
3			
4			
5			

1.4 Impact assessment screening

Please confirm that privacy and equalities impact assessment screening has been completed for this project. Change the default values if

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Screen	Screen complete	Full impact assessment necessary?	Comments
appropriate.			
Privacy	**Yes**	**No**	
Equalities	**Yes**	**No**	

1.5 Key Performance Indicators

	Milestone	Target date	Milestone owner	Comments
Timescales: establish target dates and milestone owners for the projects start, end and review. Any other key project milestones should be established in the outline plan section of the project brief.				
A	Project start	1 April 2015	Sultana Idris	
B	Project end	31 March 2016	Sultana Idris	
C	Project review (D+30 days max)	30 April 2016	Sultana Idris	

	Selected project outcomes and benefits	How quality will be measured in the project review
Quality: the project team should discuss and agree which of the identified project outcomes and benefits should be measured for quality monitoring purposes. You may choose up to three. In each case, you should demonstrate how you will measure success.		
D	Panel member participation rate	Will monitor the panel members participation throughout the year
E	The quality of feedback/response received from the panel members	The outputs produced by the agency will be reviewed on a regular basis jointly by Passenger Focus and HS2 Ltd.
F		

	Cost element	Target £	Owned by	Comments
Costs: identify whole of project costs				
G	Total approved cost	£100K	Ian Wright	

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This PIA screen **must** be completed for every project in category B and above, and for category A projects that demonstrate data vulnerability or unknowns. However, the term "project" should be interpreted loosely and refers to whatever the activity or initiative it is that the organisation is assessing, including new systems, changes to processes, databases, services, schemes, data sharing, outsourcing, reviews etc - or changes to any of these.

The full Privacy Impact Assessment
You should only carry out a full PIA if you are implementing or making a change to a process or system that *could or is likely to* have an impact on the privacy of individuals. If you are sure that there are no privacy implications in what you are doing, there is no need to do a full PIA.
**However, the only way to be sure that a full PIA is not needed is complete the PIA screen**

A. *Using the list of key stakeholders you identified in table 1.3, map the primary data flows*

Data source	Purpose of flow	Type of data (i)	Frequency of flow (ii)	Volume (iii)	Stakeholders √					Method of flow (iv)
					1	2	3	4	5	
Agency monthly reports	Update key stakeholders from HS2 Ltd	SCOM	monthly	Medium	X					email

Key to abbreviations

(i)	Please select either **UN** unclassified; **SCOM** sensitive commercial; **SPOL** sensitive policy; **SSTAFF** sensitive staff; or **SPER** sensitive personal protect
(ii)	Please state monthly, weekly, one-off or ad-hoc
(iii)	Please state **LOW** where dataset is 50 or less; **MEDIUM** where dataset is more than 50 but less than 1000; **HIGH** where dataset is 1000 or greater
(iv)	Please state via email, mail, courier or other

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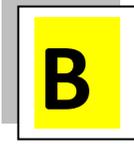
	Please answer the following questions and comment if necessary	YES/ NO?	COMMENTS
1.	Does the project involve new or different IT hardware or software that has *substantial* potential for privacy intrusion?	No	
2.	Does the project involve the intrusive identification of 'personal-protect' data subjects?	No	
3.	Might the project have the effect of changing current personal anonymity arrangements?	No	
4.	Does the project involve *multiple* organisations, whether they are government agencies or private sector organisations?	No	
5.	Does the project involve new or significantly changed handling of personal data that could be of particular concern to individuals?	No	
6.	Does the project involve changing the way we handle multiple records of personal data about each individual in a database?	No	
7.	Does the project involve new or significantly changed handling of personal data about a large number of individuals? If so, how many?	No	
8.	Does the project involve new or significantly changed configuration of personal data from multiple sources?	No	
9.	Does the project's justification include significant contributions to public security measures? (This is unlikely)	No	
10.	Does the project involve systematic disclosure of personal data to, or access by, third parties that are not subject to any kind of privacy regulation? If so, explain who and why.	No	

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Sometimes, an equalities impact assessment (EIA) is required for a given report, proposal or project. To help decide whether an EIA is required, a screen must be undertaken based on the information provided above. The screen seeks answers to four questions which are used to determine impact on the protected characteristics – **major, minor or none** (default). Please choose the correct impact value and, if **major**, link it to an explanation below.

Gender	Age	Sexual orient'n	Disability	Marital status	Political belief	Religious belief	Racial group
1. What is the likely impact on equality of opportunity for those affected by this proposal, for each of the Section 75 equality categories?							
None	None	None	None	None	None	None	None
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?							
None	None	None	None	None	None	None	None
3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?							
					None	None	None
4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?							
					None	None	None

*Summary of **major** impacts (if any)*

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Conclusion (the management team's consideration of this paper may result in a change of conclusion)

Based on the information above, and having regard to the guidance below, the sponsor and author of this paper agree that (√)	
(a) A full equalities impact assessment is **not** required	√
(b) A full equalities impact assessment is **not** required at this time but the impact values above suggest the matter should be kept under view during the lifetime of the project	
(c) A full equalities impact assessment is required and should be completed during the lifetime of the project	
(d) A full equalities impact assessment is required and should be completed immediately	
Please provide a brief explanation of why you have arrived at this conclusion	
The proposal has little or no relevance to equality of opportunity or good relations and / or is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.	

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