PROJECT WORKBOOK Click HERE for the guidance

PROJECT TITLE	Recruitment of new Board Member for Wales
PROJECT SPONSOR	Jon Carter
PROJECT MANAGER	Michelle Calvert
WORKPLAN/BUSINESS PLAN CATEGORY	**D3 ADDITIONAL FUNDED WORK:MANAGEMENT FEE**

Click HERE for the guidance

PROJECT CODE	A77

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PROJECT SPONSOR	Jon Carter
PROJECT MANAGER	Michelle Calvert
SENSITIVE?	No: the project details / outcomes are publicly disclosable
TRANSPORT FOCUS AIM	Aim 6: Increase the influence of Transport Focus through building trust in our work
WORK/BUS PLAN CATEGORY	D3 ADDITIONAL FUNDED WORK:MANAGEMENT FEE
WORKSTREAM OR PROGRAMME	Board Appointments

transportfocus

PROJECT BRIEF FOR APPROVAL

A PROJECT SUMMARY

After some internal discussions the Welsh Government have asked us to plan and manage the campaign to appoint a new Board Member for Wales. We have considerable experience of this type of work. It is planned that Diane McCrea, who has already resigned, will see her appointment formally end with the appointment of the new Board Member.

B MEASURABLE OUTCOMES OF THE PROJECT: Please list the top three ONLY. These will be used to assess project performance

B1	Two suitable individuals shortlisted from which the Welsh Cabinet Secretary can chose
B2	An initial field of candidates (from which to shortlist) that represents the diversity of public transport users in Wales
B3	

C OPPORTUNITY COSTS: what are the consequences of not doing the project or not doing it now?

The Welsh Government have specified the need for us to take responsibility of this process and so if we were to withdraw our services the recruitment process may not go ahead. There is also a need to begin this project now as the organisation is going through a Change process and changes in staff may result in not having the needed resources to complete the recruitment.

D COST: what is the total cost of the project, including VAT? Costs you provide will be used to assess project performance. | £ 5,500 |

Please tick the relevant VAT status (Please discuss with a member of the Resources Team for clarification)

☐ This project is subject to accounting for VAT

☑ This project is outside of the scope for VAT accounting. Eg Grant in Aid funded work

Breakdown of Total Project costs

Description	Cost
Advertising	3,000
Independent Assessor	1,500
Interview expenses	500
Miscellaneous	500
etc	

Funding

Third Parties	Direct payment to supplier	Payment to Transport Focu		Additional Management Fee
Welsh Gov		5,500	Welsh Gov	8,500
XX22				
XX33				
Total Third Party Funding	**0**	**5,500**		
Grant in aid funded				

Total Project Cost	5,500

Total Funding	5,500

Total MF	8,500

Surplus	**£ 8,500**

E COST PROFILE: Please show when costs to be borne by Transport Focus are likely to become due for payment

Financial year 2015-16	
Financial year 2016-17	
Financial year 2017-18	
Total	0.00

Further and more detailed information regarding costings can be found on the separate Cost Profile tab in the Workbook

F PROJECT STAKEHOLDERS: please indicate which of our stakeholders have an interest in this project, and to what extent

Welsh Governmemnt	Agree
Public Appts Commissioner	Gen interest
DfT	Consult

G OUTLINE PROJECT PLAN: Transport Focus projects have ten key stages. Please provide milestone month-end dates for those shown (eg Mar-16 means the end of March 2016). These will be used in assessing project performance

PRE-PROJECT		Date
KS1	Conceptual	
KS2	Workplan priority	

IN-PROJECT		Date
KS3	Project brief in development	
KS4	project brief approved: project live	Jun-16
KS5	Project complete: with PIT/Comms	Nov-16
KS6	Project complete: awaiting publication / closure	
KS7	Project published / closed	Dec-16

POST-PROJECT		Date
KS8	Review awaiting sign-off	Jan-16
KS9	Review signed off by MT	
KS10	Outcomes / lessons logged	

H PROJECT RISKS what are the top 3 project risks and how will you mitigate their potential impact?

#	Description of risk	RAG	Mitigating measures in place / planned	Res RAG
1	Timetable failure - this is the norm with public appointments	HIGH	Manuela to be charged with delivery of the timetable	MEDIUM
2	Lack of diversity in initial field of candidates	HIGH	Innovative ways to reach candidates to be explored with Comms	MEDIUM
3				

I IMPACT ANALYSIS: once you have completed your impact analysis, please select your conclusions from the drop down list

Equalities impact assessment screen
A: an EIA screen has been completed and a full EIA is not required

Privacy impact assessment screen
A: a PIA screen has been completed and a full PIA is not required

Other teams impacted by this project and extent of pre-project planning (KS2) for collaboration:

Team	Extent of involvement	Pre-project cross team work planning	Date of discussion
Chief Executives Team	Mission critical-deeply involved	We've had outline discussions about it	28/06/2016
Communications Team	Substantial	We've had some detailed discussions about it	23/06/2016
Finance Team	Some	We've had outline discussions about it	22/06/2016

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PRIVACY IMPACT ASSESSMENT SCREEN

Some projects require a privacy impact assessment to assess the possibility of an impact on the privacy of individuals. Most, however, do not.
All projects are therefore screened to check that a full PIA is not required. Where it is, you should raise the matter with the **Senior Information Risk Owner.**

Step 1: Data flow mapping

Data Source	Purpose of flow	Data sensitivity	Frequency	Volume	Key stakeholders involved	Method of flow	Data risk
Original TF work	As agreed via JPA	sensitive: public appointments	Weekly	Medium	Welsh Government and internal	email: basic protected	MEDIUM

Step 2: Sensitive personal data

Does ANY flow of data include sensitive personal data as defined by the Data Protection Act 1998?	Yes
If you have answered yes, probably or possibly to the previous question please confirm you have the informed consent of the data subject to use their sensitive personal data	Yes

Step 3: Further questions to help determine the scope for privacy breach or data handling failure

			Please comment if you are unable to answer 'no'
A	Does the project involve IT hardware or software that has substantial potential for privacy intrusion?	No	
B	Does the project involve the intrusive identification of individuals or 'data subjects'?	No	
C	Might the project have the effect of changing current personal anonymity arrangements	No	
D	Does the project involve multiple, complex, organisations where data protection might be problematic?	No	
E	Does the project involve new or significantly changed methods of data handling?	No	
F	Does the project involve changing the way we handle multiple records of personal data in datasets / datab	No	
G	Does the project involve new or significantly changed handling of personal data from a large number of pe	No	
H	Does the project involve new or significantly changed configuration of personal data from personal source	No	
I	Is the project likely to impact on public security measures?	No	
J	Does the project involve the systematic disclosure of personal data to, or access by, third parties that are not subject to any kind of privacy regulation? Regulation may include, but is not limited to, The MRS Code of Conduct or a Data Sharing Agreement concluded with Transport Focus.	No	

Step 4: Conclusion

Based on the information you have thought through above, you now need to determine where there is a need for a privacy impact assessment for this project.
Select the most appropriate statement on your project brief. Remember, on considering the brief for approval, Management Team may change your statement!

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EQUALITIES IMPACT ASSESSMENT SCREEN

Step 1: please complete the following screen by selecting options from the drop down list. It is very easy just to select 'no' but please think carefully.
Your answers may be scrutinised in the event of any audit of our compliance with the Equalities Act. All answers are **mandatory.**

Gender	Age	Sexuality	Disability	Marital status	Political belief	Religion	Racial group

1. Is there likely to be an impact on opportunity for those groups of people who may be affected by this project?

Gender	Age	Sexuality	Disability	Marital status	Political belief	Religion	Racial group
Probably	Possibly	Possibly	Possibly	No	No	No	No

2. Are there opportunities to better promote equaity of opportunity among people of these groups?

Gender	Age	Sexuality	Disability	Marital status	Political belief	Religion	Racial group
Yes	Yes	No	Yes	No	No	No	Yes

3.Is the project likely to impact on good relations between people of the following groups?

Gender	Age	Sexuality	Disability	Marital status	Political belief	Religion	Racial group
					No	No	No

4. Are there oportunities to better promote good relations between people of the following groups?

Gender	Age	Sexuality	Disability	Marital status	Political belief	Religion	Racial group
					No	No	No

If you have answered 'yes' or 'probably' in response to any of the above, please provide details below of what you might do in pusuit of our duty to do *something*

A plan is being developed to reach as wide a filed of candidates as possible.

Step 2: Conclusion
Based on the information you have thought through above, you now need to determine where there is a need for an equalities impact assessment for this project.
Select the most appropriate statement on your project brief. Remember, on considering the brief for approval, Management Team may change your statement!

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SENSITIVE?	No: the contents of this brief are publicly disclosable
TRANSPORT FOCUS AIM	Not directly related to a Transport Focus Aim
WORK/BUS PLAN CATEGORY	D3 ADDITIONAL FUNDED WORK:MANAGEMENT FEE
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FROM MICHELLE CALVERT, BUSINESS SERVICES EXECUTIVE

PROJECT AUTHORISATION NOTIFICATION (PAN)

1 Management Team considered this project brief on | 27/06/2016

2 Management Team's consideration of this project was | Approved without qualification

QUALIFICATIONS OR REASONS FOR NON APPROVAL

3 Costs are reconfirmed as follows

Total Project Cost	5,500	**Total Funding**	5,500	**Total MF**	8,500
				Surplus	£ 8,500

4 Management team reviewed the **risks** you identified and made any comments as follows:

5 Management team reviewed your **impact assessments** and has either reconfirmed them or changed them as follows:

Equalities impact assessment screen	**Privacy impact assessment screen**
A: an EIA screen has been completed and a full EIA is not required	A: a PIA screen has been completed and a full PIA is not required

6 **Regular in-project reviews are required** by this framework as approved by Audit & Risk Assurance Committee.
Based on the estimated life cycle of this project you are **required** to report project progress to me | Monthly
Where project progress reports are monthly or less often, your report must be completed (and I must be notified) n**o later than the Monday before the monthly MT meeting**

7 **Project code**: I have assigned the following project code to this project | A77
This code will be used by the Reources team to allocate budget and record costs, and you should use this code in all communications with the team.

8 **Board approval:** The value of this project (or otherwise the extent to which it may be regarded as novel or contentious) means it | **need not be** | sent to the board for final approval

9 This PAN is made under the authority of Management Team based on its delegated authority from the Board
e-signed by:

X
_____   Michelle Calvert 29/06/2016
Michelle Calvert
Business Services Executive