

Board meeting or out of meeting paper**Project / Additional Work Approval****Jul 16 BM D 2.6****Purpose of report**

- ☒
- 'Additional work' project
-
- ☐
- Project budget approval

Sensitive Information?

- ☐
- Yes
-
- ☒
- No

**If sensitive, protective marking¹****Date of Meeting or date of issue**

21/07/2016

Agenda Item if appropriate

D 2.6

Workplan / business plan category**Project Code and title**

Recruitment of new Board Member for Wales

Project Sponsor

Jon Carter

Project Manager

Michelle Calvert

Author(s)

Michelle Calvert/Jon carter

Purpose of document

This document is used to seek the board's approval of projects' which are designated Category D1-D3 'Additional' or those projects in Category A-C which have a budget beyond the management team's delegation of £75,000.

Project summary: please briefly explain what the project is about and why we're doing it

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.

Please tick this box to confirm this project is compliant with the Additional Work Principles, if applicable

√

Project costs and pricing summary

Detailed costs should be included in the project brief. All data should be net of VAT.

Cost type	Price charged to client	Cost to Transport Focus	Margin
Staff time			
Management time	8,500		8,500
Travel and subsistence			
3 rd party costs	5,500	5,500	0
Other costs			
Totals	13,000	5,500	8,500

Where staff and management time is being recharged to a client please set out the basis of the charges:

The charges are as agreed with the Welsh Government and appear reasonable to both parties. No detailed assessment of the time required has been made for this particular project.

¹ ie **OFFICIAL/SENSITIVE**: plus COMMERCIAL / POLICY / MANAGEMENT-STAFF / PERSONAL PROTECT

Financial and commercial risk

If this is a category D project, please comment on financial and commercial risks, and any measures in place to mitigate the impact of such risks.

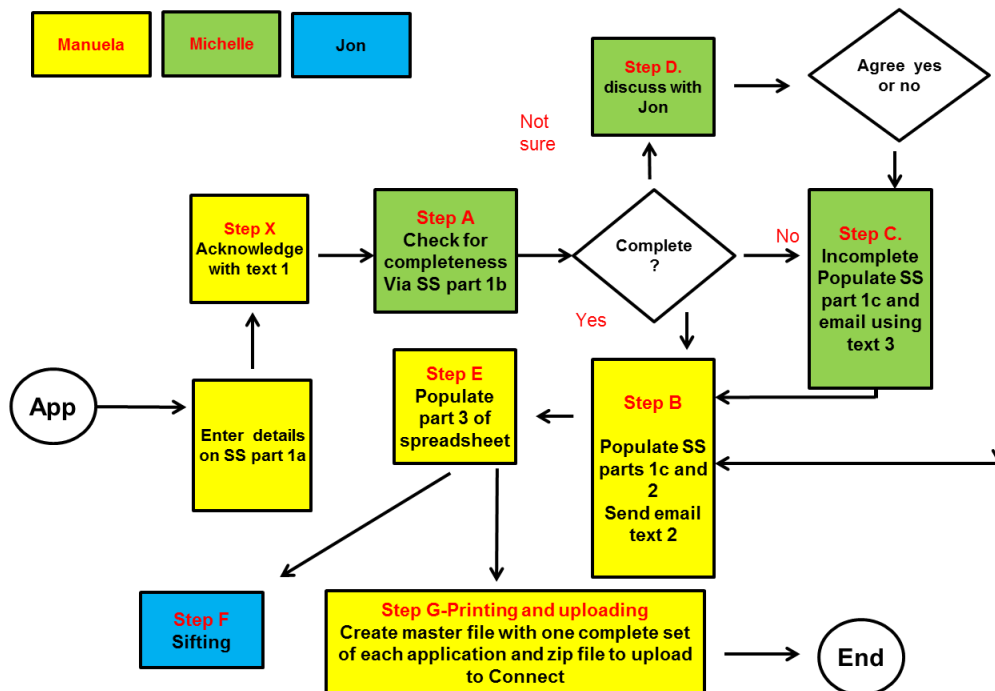
There are no financial or commercial risks.

Resourcing

Please include a statement from the project sponsor confirming that the human and other resources are available to manage and deliver this project with no adverse effect on other workstreams.

The responsibilities of this project are being shared between Jon Carter, Michelle Calvert and Manuela Widmer with the allocation of time set out below.

Wales 2016 campaign process map



Impact assessment screens

Please comment on your privacy and equalities impact assessment screens

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
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Links

General project framework information	Further details about this project
Additional Work Principles	Project Brief including IA screens (see papers)
Summary of work categories	Project Approval Notification (PAN) (see papers)
	Additional project information (if supplied)