

	<b>Project Initiation Document</b>		
<b>Project Title</b>	<b>Integrated Impact Assessment</b>		
<b>Project Sponsor</b>	Chris Williams (Chairman of BSPIG)		
<b>Project No.</b>	N/A	<b>Doc Version</b>	04.00
<b>Partners Committed</b>	Wycombe District Council Aylesbury Vale District Council Chiltern District Council South Bucks District Council  Buckinghamshire PCT Buckinghamshire County Council  Thames Valley Police (Community Impact Bucks) (Buckinghamshire Fire and Rescue)	<b>Name</b>	Jacqueline Ford; Tracey Aldworth; James Streeter; Alex Rowland/Laura Campbell; Tracey Ironmonger; Angie Sarchet/ Sheilah Moore; Muriel Alleamue Susie Yapp (Michael Hunt) (Steve Hawkins)

### **Background**

In a climate of reducing public sector finance it is important to ensure efficient use of resources, eliminate duplication and maximise the impact of tools. Impact Assessments are tools which should be helpful in ensuring that officers are able to identify and address impact issues at an early point in planning.

Buckinghamshire public sector organisations have developed and use different Impact Assessments to evaluate the potential impact of proposed policies, strategies and/or projects. The issue has been raised by the strategic partnership and an action has been included in the Bucks Improvement Plan.

### **Project Definition and Objectives**

The project will result in a single integrated impact assessment for Buckinghamshire. Partners listed above have committed to adopt the integrated assessment process and other agencies such as OBMH will be approached in due course. It is not intended for the assessment to be restrictive, but would allow flexibility to reflect differences, for example in thresholds, between partners. The aim of the project is to ensure that there is a single, similar process being undertaken across the county.

The project will also include the development of guidance.

### **Business Benefits**

The business benefits of the project include:

- A reduction in the number of different impact assessments officers are required to undertake

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- A simplification of the impact assessment process
  - The opportunity to evidence and promote the benefits of undertaking early impact assessments
  - Transparency of approach across the public sector
  - Reduction in the duplication particularly in relation to cross-agency projects through clear development of protocols
  - Better engagement by partners in the impact assessment process

### **Project Scope**

The project will involve the rationalisation of current impact assessment tools and from partner organisations and will seek to combine these into a single impact assessment which meets the requirements of partners. The resulting product will simplify the process of impact assessing for all involved.

### **Risks**

Analysis of the current approach has shown that partners use a range of different impact assessments - different both in terms of topic and content. It will be important to ensure that the requirements of the different partners are adequately met by the new tool and that use of the new tool is cascaded down through each organisation and embedded. If the project fails to address this issue, there is a risk that partners will continue to use the old impact assessment methods, with consequent issues of duplication, inconsistency and missed opportunities.

### **Constraints or Restrictions**

- Capacity of officers across partners to develop the complete tool;
- Resources to develop an interactive, online tool;
- Capacity within partner organisations to promote the use of the tool;

### **Products**

The product will be the development of a single, integrated impact assessment. It will have a number of aspects including:

1. A screening tool – primarily to help with thresholds and to identify which areas, if any, need further focus; and
2. An integrated impact assessment – a single impact assessment which covers all areas currently required by partner organisations
3. The development of guidance and protocols including a partnership evaluation methodology. Evaluation will consider quality, accessibility and streamlining of the process as there is no baseline figure for the no. of impact assessment currently undertaken due to the present lack of transparency around the impact assessment process.

### **Interfaces**

The integrated impact assessment links to the Audit Commission's health inequalities report and the Bucks Improvement Plan.

### **Project Organisation Structure**

This project comes under BSP governance arrangements. All participating organisations are equally responsible for the successful completion of this project.

### **Budget Plan**

There is no additional or special funding allocated to this project. However in order to produce an online integrated assessment tool, there will be a funding implication.

### **Stakeholders and Communication Plan**

Engagement with those currently responsible within partner organisations for impact assessments is essential to ensure successful development and implementation of the integrated impact assessment tool. The representatives from each organisation are responsible for communication within their own organisations and the BSP e-magazine will contain regular updates on progress.

### **Project quality and controls**

BSPIG is asked to sign off this document as the agreed specification for the project and regular reporting will be made to BSPIG.

### **Timescales**

Screening tool drafted - May 2010

Initial trial of approach - July/August 2010

Draft integrated impact assessment - summer 2010

Guidance and protocols and development of online tool - autumn 2010

Launch - early 2011

Evaluation - summer 2011

### **Document Revision History**

<b>Version Ref</b>	<b>Live Draft</b>	<b>/</b>	<b>Revision date</b>	<b>Changes made by</b>
V0.1	Draft		21/5/2010	
V0.2	Draft		26/5/2010	JF/SM/CC
V0.3	Draft		27/5/2010	SM
V0.4	Final draft		10/6/2010	SM