

Impact Assessment of: Project Assurance Unit : Service Plan 08/09
Service/ Directorate: Resources Directorate
Date Completed: 16 September 2008 (independent review March 2009)
Lead Officer: Nigel Street

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Nigel Street	LCC	Principal Officer
Jessica Linville-Boud	LCC	Senior PAU Officer
Jenny Friday	LCC	Senior PAU Officer
Tayba Amber	LCC	Independent Reviewer

Brief description of policy/ service:

The Project Assurance Unit (PAU) provides an independent assessment of major corporate business change programmes and projects on behalf of the Programme or Project Sponsor and Board. The PAU ensures that such programmes and projects are governed and managed in compliance with 'LCC Policy on the Governance of Business Change Programmes and Projects' and the corporate project management framework, 'Delivering Successful Change'. The function forms part of the Council's overall control environment and contributes to the Council's Corporate Governance Statement.

The PAU, through the HealthCheck Review process, perform a structured review to assess whether a programme or project is progressing in line with its business case and plan and that risks and issues are reported, managed and resolved. The benefits of independent project assurance are:

- To provide an independent appraisal of programme/project progress and current status for the Programme or Project Board.
- To provide Programme and Project Management (PPM) and PPM methodology knowledge and advice to Programme/Project Boards, Programme/Project Managers and teams, many of whom may lack a formal PPM background.
- To provide a regular Project Assurance Health Check Review which enables timely reporting of the current status of the programme or project along with any risks and issues to the Programme or Project Sponsor, Programme or Project Board and other key stakeholders.
- To provide assurances that programme/project risks and delivery of benefits are tracked, measured and managed throughout its life cycle.
- To conduct Post Project Reviews to ensure that the benefits of the programme/project have been realised.

Brief account of how the impact assessment was carried out:

The impact assessment was carried out by Nigel Street, Principal Project Assurance Officer and Jessica Linville-Boud and Jenny Friday, Senior Project Assurance Officers. An independent review was performed by Tayba Amber, Office Manager, Internal Audit. The previous Impact Assessment (completed 09 February 2007) was used as a baseline and also provided the opportunity to review the actions previously identified. Evidence viewed during the assessment included:

- PAU Service Plan 2008/09
- PAU 2007 Equality Impact Assessment Report (completed 09 February 2007)
- PAU Annual Performance Review Report 2007
- Internal Audit Report completed on the PAU (08 February 2008)
- Findings from the Service Plan Challenge Workshop (08 July 2008)
- Staff Appraisals 2008/09 (objectives linked to Service Plan outcomes)
- Staff One2One Meeting Templates

The 'Annual PAU Performance Review' is the key communication process, capturing feedback and comments from customers/users relating to the service including any equality and diversity issues. Such feedback and comments are analysed by the PAU and used in support of developing the Key Service Outcomes for the following years PAU Service Plan.

Brief description of any adverse affects found:

None

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Section C. Liaise with HR to confirm that communication of the Service Plan is provided via the HR Induction Checklist. Spoke to Emma Green, Senior HR Officer (02/03/09) and confirmed that Service Plan is included in the HR Induction Checklist.	N.Street	March 09 Completed 02/03/09
Section C. Confirm how requests for Braille or large print copies of the Service Plan can be obtained. David Gold, Equality Team advised by email (17/03/09) that Braille or large print copies of the Service Plan can be ordered from Leeds Society for Deaf and Blind People tel 0113 2469990.	N.Street	March 09 Completed 17/03/09.

Contacts for further information:

Nigel Street, Principal Project Assurance Officer : 395 2007

Date published on Council Website:

8th April 2009