

Template for Impact Assessment Level 1: Initial screening assessment

Subject of assessment:	Programme and Project Management Policy			
Coverage:	Cross-cutting			
This is a decision relating to:	<input type="checkbox"/> Strategy	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input type="checkbox"/>	Revision of an existing approach:	<input type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>
Description:	<p><u>Key aims, objectives and activities</u></p> <p>The policy sets out the Council's approach to programme and project management, ensuring that formal programmes and projects are effectively managed, and opportunities exploited to deliver strategic priorities for the town.</p> <p><u>Statutory drivers (set out exact reference)</u></p> <p>Local Government Act 1999 - Best Value Duty. 2024 Best Value Statutory Guidance. Local Government and Housing Act 1989. Local Audit and Accountability Act 2014.</p> <p><u>Differences from any previous approach</u></p> <p>The policy has been amended to set out the arrangements for activities that will not meet the threshold at which it would be appropriate to deploy additional governance in the form of PPM oversight.</p> <p><u>Key stakeholders and intended beneficiaries (internal and external as appropriate)</u></p> <p>Those staff, residents, visitors and businesses in the area that are affected by the services the Council delivers,</p> <p><u>Intended outcomes.</u></p> <p>To ensure that the Council has an approach to delivery of change activity that maximises its ability to deliver the Council Plan.</p>			
Live date:	April 2026			
Lifespan:	April 2026 – April 2029			
Date of next review:	April 2029			

Screening questions	Response			Evidence
	No	Yes	Uncertain	
Human Rights Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Policy aims to ensure the Council has in place to oversee delivery of programmes and projects within an approach that ensures the intended benefits are delivered.</p> <p>There are no concerns that the Programme and Project Management Policy could have an adverse impact on human rights.</p> <p>Evidence used to inform this assessment includes analysis of the Human Rights Act 1998, consideration of the policy content and information on how it will support compliance with the statutory drivers listed in this impact assessment.</p>
Equality Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Public Sector Equality Duty (PSED) requires that when exercising its functions the Councils must have due regard to the need to:-</p> <ul style="list-style-type: none"> eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. <p>In having due regard to the need to advance equality of opportunity, the Council must consider, as part of a single equality duty:</p> <ul style="list-style-type: none"> removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic; taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it; and; encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation is low. <p>The Policy aims to ensure the Council has in place to oversee delivery of programmes and projects within an approach that ensures the intended benefits are delivered.</p> <p>There are no concerns that the Programme and Project Management Policy could have an adverse impact on individuals or groups because they hold one or more protected characteristics.</p> <p>Evidence used to inform this assessment includes analysis of the PSED, consideration of the policy content and information on how it will support compliance with the statutory drivers listed in this impact assessment.</p>
Community cohesion Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There are no concerns that the policy could impact negatively on these areas. Evidence used to inform this assessment includes analysis of the PSED, consideration of the policy content and information on how it will support compliance with the statutory drivers listed in this impact assessment.</p> <p>Evidence used to inform this assessment includes analysis of the policy and its commitment to delivering the Council Plan and information on how it will support compliance with statutory drivers listed in this impact assessment.</p>

* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.

Screening questions	Response			Evidence
Armed Forces Could the decision impact negatively on those who are currently members of the armed forces of former members in the areas of Council delivered healthcare, compulsory education and housing policies?*	☒	☐	☐	
Care leavers Could the decision impact negatively on those who are care experienced?*	☒	☐	☐	
Reducing Poverty Could the decision impact negatively on the Council's ambitions to reduce poverty in the town?	☒	☐	☐	

Next steps:

- ➡ If the answer to all of the above screening questions is No then the process is completed.
- ➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed.

Assessment completed by:	Ann-Marie Johnstone	Head of Service:	n/a
Date:	26 February 2026	Date: 8 Jan 2026	n/a