

# IMPACT ASSESSMENT TEMPLATE QUICK START GUIDE

December 2010

*This guide gives a quick, at a glance view of installing, using and completing the Impact Assessment Template. It should be read in conjunction with the IA Toolkit and Guidance.*

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Completing a IA for a Post Implementation Review






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# HOW TO INSTALL AND USE THE IMPACT ASSESSMENT TEMPLATE

## The technical bit...

*Following feedback from government staff on the Version 1 of the Impact Assessment template, the Better Regulation Executive has endeavoured to address the issues identified. However, unless the template is installed, and used, as per the following instructions, we cannot guarantee that it will function correctly.*

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# 1. Installing the template

Download the **IA template** from the BRE website at:

<http://www.bis.gov.uk/policies/better-regulation/policy/scrutinising-new-regulations/preparing-impact-assessments/>

The template uses customised code or macros to run certain features. If the template has not been installed correctly, these macros will be disabled and the template cannot function properly.

**Before using the template, you or your IT support team should install the template in a trusted location** for opening files - normally the templates folder on your local or shared drive. Because the location is trusted, when you create a new document or open an existing document based on the template in this location, the macros will be enabled automatically.

## If you are already confused consult your IT support team.

If you try to open the template from locations that are not trusted, depending on your security settings, you will be warned that the macros have been disabled or that the template may not open.

To install the template correctly on your local drive, please **follow the instructions for your version of MS Word below**. If you want all users to have access to the same template then it may be better to store the template in the workgroup templates folder on your shared drive. If your users will need access to the template away from the network (e.g. on a laptop working from home) then it should be stored in the user templates folder on each computer.

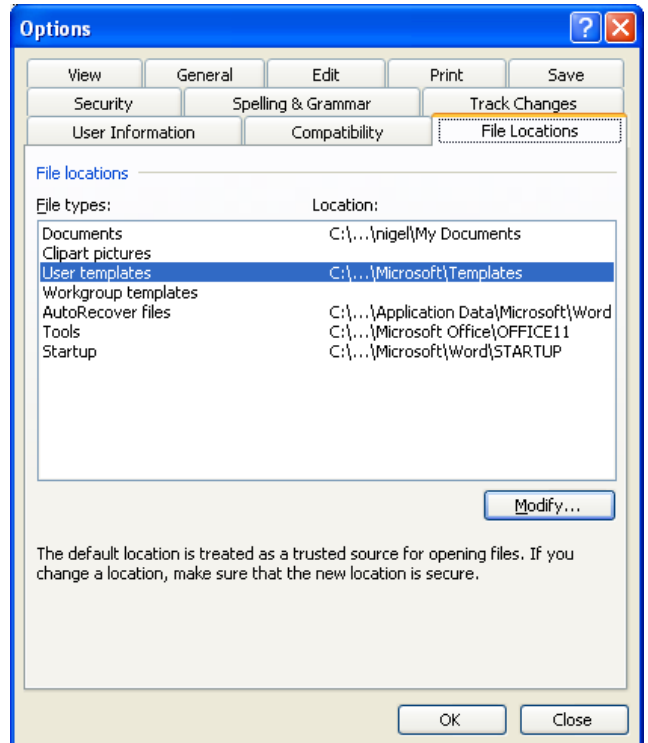
## MS Word 2003

Template files must be stored in the correct template folder.

There is a *User templates* location for you to store templates on your local hard drive. There may be others available but this is the default location that is treated as a trusted source for opening files.

The folder location can be found by opening Word and selecting *Tools | Options | File Locations*. Highlight *User templates* and click the *Modify* button to see the full file path.

Use My Computer or Windows Explorer to copy the template to the default template folder. Some IT departments set the default template folder as a hidden folder so you may need to change the setting. In My Computer or Windows Explorer, *Tools | Folder options | View tab* | look down the list for *Hidden files and folders* and select *Show hidden files and folders*.



**Confused? Consult your IT support team.**

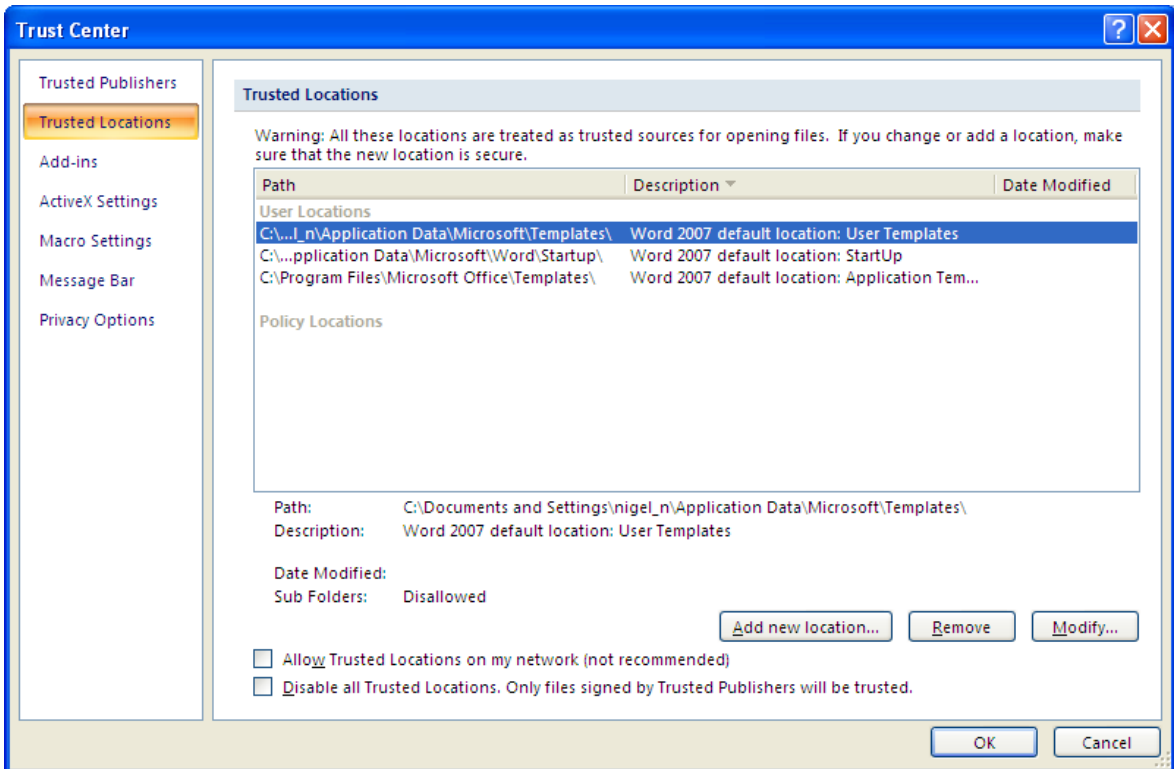
# MS Word 2007

Template files must be stored in the Word 2007 default location.

There is a *User Templates* location for you to store templates on your local hard drive. There may be others available but this is the default location that is treated as a trusted source for opening files.

The folder location can be found by opening Word, clicking on the Office Button and selecting *Word Options | Trust Center*. Click the *Trust Center Settings* button and then select *Trusted Locations*. Highlight *User Templates* and click the *Modify* button to see the full file path.

Use My Computer or Windows Explorer to copy the template to the default template folder. Some IT departments set the default template folder as a hidden folder so you may need to change the setting. In My Computer or Windows Explorer, *Tools | Folder options | View tab* look down the list for *Hidden files and folders* and select *Show hidden files and folders*.



## 2. Opening the template

The best way to use templates is to store them in the default template folder (see Section 1 Installing the template) then create new documents based on the template and ensure you use .doc files for maximum compatibility. You should not need to open the .dot template file to change the template nor should you create new .dot templates.

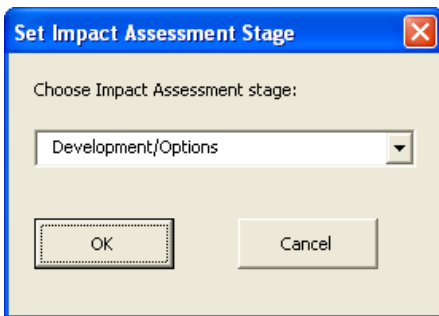
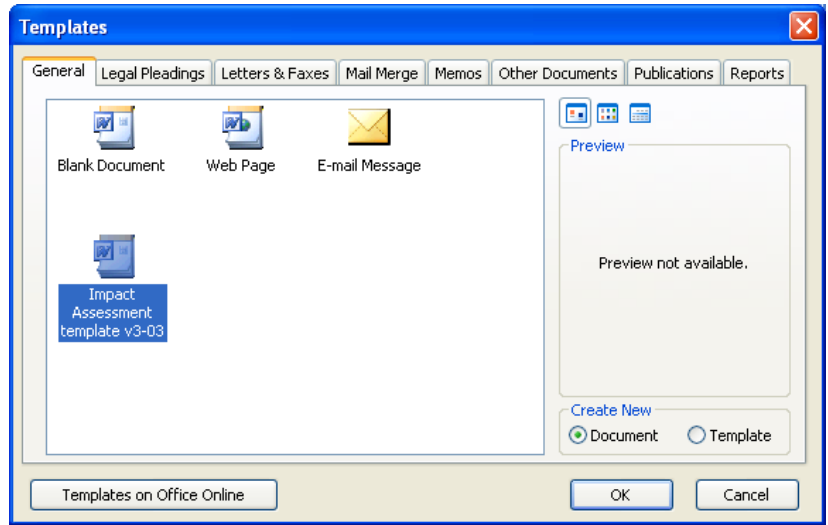
The macros and customised code are saved with the template, not with any documents that you create from the template. Therefore, if you separate a document from its template, for example by sending it to someone to review who does not have the template installed, the automated functionality and custom toolbar features will be lost. The document will retain the formats, styles and layout, it just loses the macros and toolbars.

To open the template and create a new document, **follow the instructions for your version of MS Word below.**

# MS Word 2003

Open Word and go to *File | New*, click *On my computer...* under *Templates*.

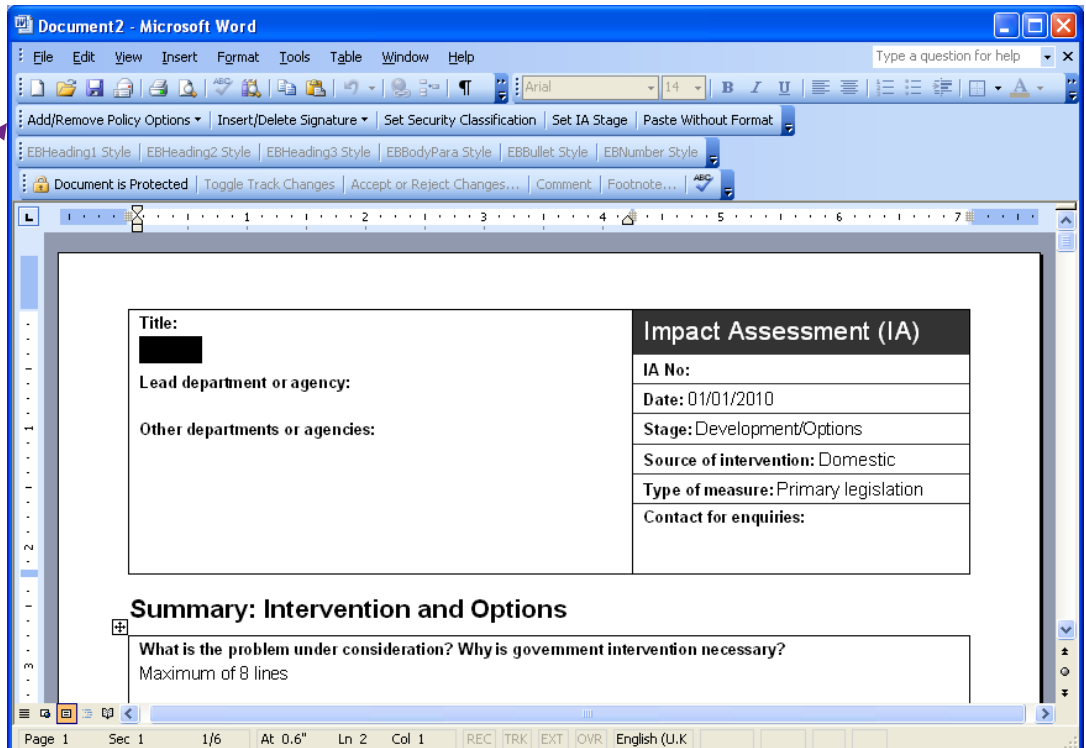
In the *General* tab window, select *Impact Assessment template Ver.2.0* ensure the *Document* button is checked under *Create New* and click *OK*.



A new document based on the template will appear in the background. In the foreground a window entitled *Set Impact Assessment Stage* will appear. Select the stage from the drop down menu and click *OK*. The options are: *Development/Options*; *Consultation*; *Final*; *Enactment*; and *Post-Implementation Review*.

The document will come to the foreground with the selected stage displayed in the field at the top right of the first page and customised toolbars providing access to features of the template will load under the Word toolbars displayed below the main Word menu.

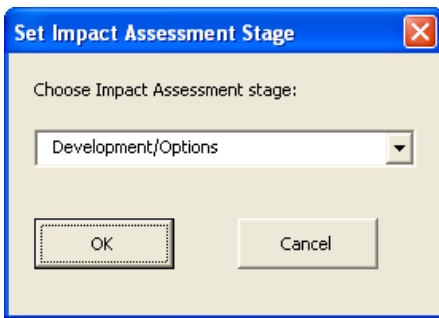
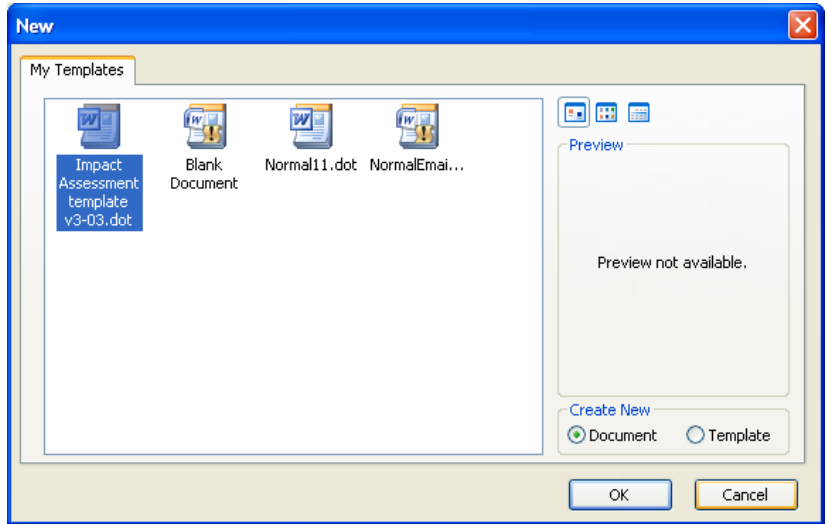
Customised  
 Toolbar



# MS Word 2007

Open Word, click the *Office Button* and click *New*. Select *My templates...* under *Templates*.

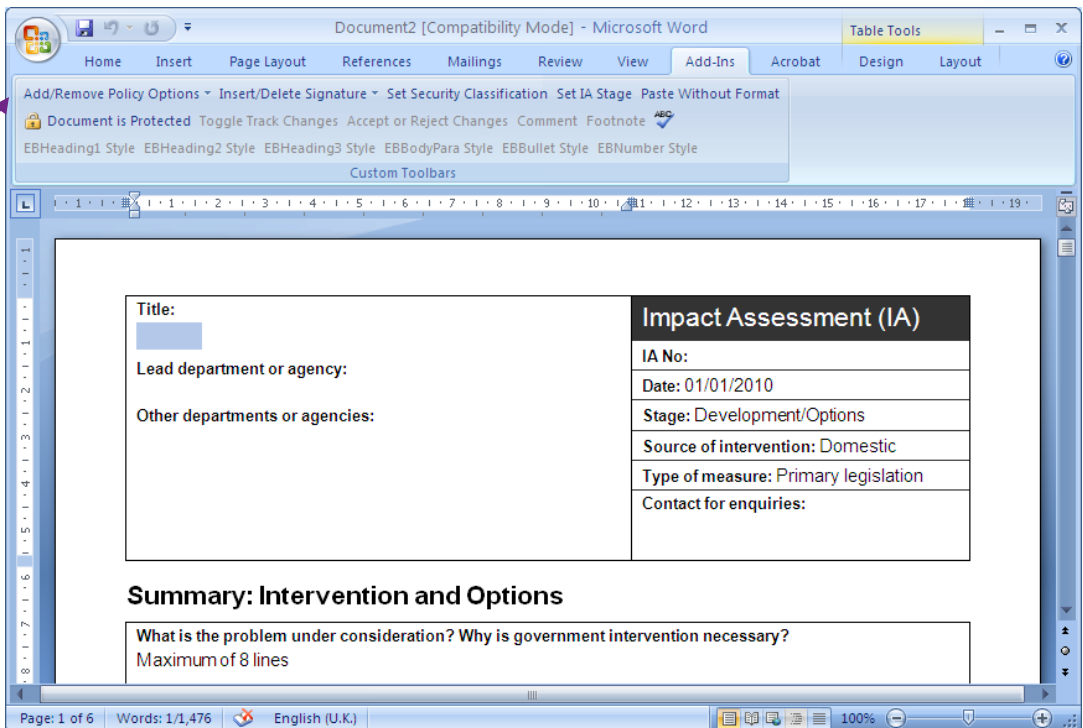
In the window, select *Impact Assessment template Ver.2.0.dot*, ensure the *Document* button is checked under *Create New* and click *OK*.



A new document based on the template will appear in the background. In the foreground a window entitled *Set Impact Assessment Stage* will appear. Select the stage from the drop down menu and click *OK*. The options are: *Development/Options*; *Consultation*; *Final*; *Enactment*; and *Post-Implementation Review*.

The document will come to the foreground with the selected stage displayed in the field at the top right of the first page. Click the *Add-Ins* tab and customised toolbars providing access to features of the template will display in the menu ribbon.

**When you save the document for the first time, you should select *Word 97-2003 Document (\*.doc)* document type for compatibility with users of earlier versions of Word.**



Customised  
 Toolbar

## 3. Using the template

The template has been designed with a combination of form fields and tables in the Summary sections (including the Policy Options) and form fields, tables and free text areas in the Evidence Base and the Annexes. **We strongly recommend that you navigate in the Summary sections using the tab key to advance to the next field and the shift + tab keys to return to the previous field to ensure that the placeholder is entirely selected before entering any text.**

A quirk in the way that Word works with form fields in tables means that precisely selecting text strings in some parts of the template is impossible. When the document is protected, you can place the cursor at any point in a form field with a single click, double clicking will select the word and treble clicking will select the entire field content. Double clicking the first or last word in a field will also select the entire contents of the field.

Text selection in the Evidence Base and additional Annexes works normally.

**The following features are available from the customised toolbars in Word 2003 or from the Add-Ins tab in Word 2007:**

### Add/Remove Policy Options

Use the *Add Section For New Policy* button when you want more than one policy option in your IA. Each one you add is numbered sequentially according to its position in the document not by when it was added. Use the *Remove Policy Option* button to remove policy options. The remaining options will automatically renumber sequentially. Dialogue windows will ask you where you want to add the new policy option or which existing policy option you want to delete.

### Insert /Delete Signature

At the bottom of the first page of the IA, there is a space where the Minister, Chief Executive or Chair responsible for the policy must sign it off (see page 10). You can use a prepared signature graphic at this point. To insert the graphic when your IA has been approved by the responsible signatory, use the *Insert Signature Graphic* command from the *Insert/Delete Signature* menu. A window will open so that you can browse and select the graphic before clicking the *Insert* button. When you insert the graphic it will be scaled and positioned automatically. Inserting a graphic automatically enters the date when the signature was added. You can edit this date manually if you need to amend it. If you need to remove a signature graphic, use *Delete Signature Graphic* from the same menu. This will also remove the date.

### Set Security Classification

Use this button to select and apply a security classification that will appear in the header of each page. There are five classifications to select from: *Protect*; *Restricted*; *Confidential*; *Secret*; and *Top Secret*.

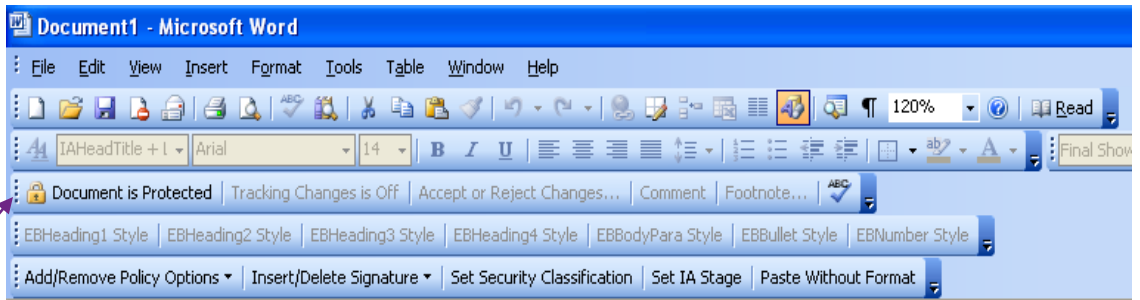
### Set IA Stage

The stage of the IA is selected from the pop-up window that appears when a new document is created from the template. You may want to change the stage of an existing document, however. For example, if an IA is moving from consultation to final stage, you may want to keep the original version by saving as a new document and amending the stage. Use this button to select the new stage and the stage and any dependent text, e.g. the sign off, will be updated to reflect the stage selected. When you select Post Implementation Review, you will be prompted to confirm the change. This is because there is some content in the existing version that will be lost if you continue with the change. You should click Yes only if you have saved a version of the original IA.

## 3. Using the template...continued

### Paste Without Format

Many of the text fields in the template are protected, pre-formatted, form fields which do not support additional formatting such as tabs, bullets, bold, italics etc. They will also ignore any formatting applied to text that you copy and paste from another document. The Evidence Base and the Annexes sections are, however, unprotected and you can copy prepared text from another document and paste it into these sections. However, because there is a risk that the introduction of external text may not conform to the standard format, we recommend that text from external documents is copied in the normal way but then pasted into position using this button. You can then use the EB styles (see below) on the toolbar to apply heading and paragraph formats consistent with the template.



### Document is Protected

The template uses form fields that have to be protected. However, some features of the template will only work when the template is unprotected. Use this button to turn protection on or off. Features in the toolbar that require an unprotected document to work are greyed out and disabled when the document is protected. You must protect the document again when you have finished using these features. Please note that if you have more than one document opened based on the IA template, changing the status on one document will change the declared status on all of them. To avoid confusion, we strongly recommend that you have only one document based on the template opened when you use this button.

**You will need to unprotect document to enable and use the following features, and protect the document again, once you have finished using them.**

### Track Changes is On/Off

Use this button when you want to turn track changes on or off. You are strongly advised to track changes only when editing the free text in the Evidence Base and Annexes, and to turn track changes off before making any changes to the fields or using any of the Policy, Signature, Classification or Stage features.

### Accept or Reject Changes

Use this button to open the Accept or Reject Changes window and use it in the normal way to review changes that have been tracked in the document.

### Comment

Use this button to insert a comment at the point where the cursor has been placed. Comments can be deleted by right clicking on them when the document is unprotected.

### Footnote

Use this button to open the Footnote and Endnote window. It inserts a footnote at the point where the cursor has been placed. Footnotes can be deleted by right clicking on them. Please use footnotes in the Evidence Base and Annexes only.

### Spellcheck

This tool opens the Spelling window and runs the spellcheck from the beginning of the document. This is a custom tool that includes spell checking of the fields and it can only be run when the document is protected.

### EB Styles

Use the buttons to apply standard styles to text in the Evidence Base to keep the formatting consistent.

# HOW TO COMPLETE THE IMPACT ASSESSMENT TEMPLATE

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It should be easy to understand, and where relevant relate to the legislation or regulation to which the IA relates. Do not use the words "Impact Assessment" as part of the title.

Provide the name of the Department or Agency leading the development of the policy/legislation.

Unique departmental Acronym + nnnn

Date IA is published

<b>Title:</b>	Impact Assessment (IA)
<b>Lead department or agency:</b>	IA No:
<b>Other departments or agencies:</b>	Date: 01/01/2010
	Stage: Final
	Source of intervention: Domestic
	Type of measure: Primary legislation
	Contact for enquiries:

**Domestic:** When the Government is proposing the intervention;  
**EU:** When the proposed intervention implements an EU obligation;  
**International:** from an international source other than the EU.

From drop-down menu : whether the legislation underpinning the IA is **primary** or **secondary** legislation, or whether it is a non-legislative measure (**Other**)

Name, telephone & e-mail

**Summary: Intervention and Options**

**What is the problem under consideration? Why is government intervention necessary?**  
 Maximum of 8 lines

Give evidence and nature of the problem, including its scale and the context in which it arises or has arisen; the probability that it will occur and its likely frequency; who it will impact on; and who is best placed to manage/resolve the problem?

**What are the policy objectives and the intended effects?**  
 Maximum of 8 lines

State clearly the objectives of the policy and the impacts intended, what the policy is intended to achieve.

**What policy options have been considered, including any alternatives to regulation? Please justify preferred option (further details in Evidence Base)**  
 Maximum of 10 lines

This information may change throughout policy development and stage at which the IA is published. It is important for non-regulatory options to be considered from the outset.

**Will the policy be reviewed?** It will/will not be reviewed. **If applicable, set review date:** Month/Year  
**What is the basis for this review?** Please select. **If applicable, set sunset clause date:** Month/Year  
**Are there arrangements in place that will allow a systematic collection of monitoring information for future policy review?** Yes/No

A date for PIR should ordinarily be set out in the final stage IA. A PIR is normally expected 3-5 years after implementation.

**SELECT SIGNATORY Sign-off** For final proposal stage Impact Assessments:  
*I have read the Impact Assessment and I am satisfied that (a) it represents a fair and reasonable view of the expected costs, benefits and impact of the policy, and (b) the benefits justify the costs.*

If the legislation is subject to a sunset clause set out the date

**Signed by the responsible SELECT SIGNATORY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This could involve use of existing arrangements or require the collection of new policy specific information.

The Minister, Chief Executive or the chair responsible for the policy is required to sign off published Impact Assessments at the Consultation, Final/Enactment, and PIR stages. Ministerial declarations vary at different public stages.  
 Use the 'Insert Signature Graphic' from the Insert/Delete Signature menu button

Date signature is inserted will appear automatically, but can be edited, if so you wish.

The year chosen for the constant price presentation of the estimates.

All monetised costs and benefits should be expressed in £m

Present Value Base Year: This is normally the year in which the estimates are undertaken or policy decisions taken.

The length in years of the life of the policy. Use ten years, unless there are good reasons to choose a different period.

**Summary: Analysis and Evidence**

Policy Option 1

Description:

Total monetised benefit less total monetised costs

Price Base Year	PV Base Year	Time Period Years	Net Benefit (Present Value (PV)) (£m)		
			Low: Optional	High: Optional	Best Estimate:
<b>COSTS (£m)</b>		<b>Total Transition (Constant Price) Years</b>	<b>Average Annual (excl. Transition) (Constant Price)</b>	<b>Total Cost (Present Value)</b>	
Low	Optional		Optional	Optional	
High	Optional		Optional	Optional	
Best Estimate					
Description and scale of key monetised costs by 'main affected groups' Maximum of 5 lines					
Other key non-monetised costs by 'main affected groups' Maximum of 5 lines					
May involve particular industries, sectors, firm size, social groups or regions					
<b>BENEFITS (£m)</b>		<b>Total Transition (Constant Price) Years</b>	<b>Average Annual (excl. Transition) (Constant Price)</b>	<b>Total Benefit (Present Value)</b>	
Low	Optional		Optional	Optional	
High	Optional		Optional	Optional	
Best Estimate					
Description and scale of key monetised benefits by 'main affected groups' Maximum of 5 lines					
Other key non-monetised benefits by 'main affected groups' Maximum of 5 lines					
Key assumptions/sensitivities/risks Maximum of 8 lines					Discount rate (%)
These should be tested to ensure your costs and benefits estimates used for your final recommendation are not driven by a particular assumption.					
Direct impact on business (Equivalent Annual) £m:			In scope of OIOO?	Measure qualifies as	
Costs:	Benefits:	Net:	Yes/No	IN/OUT	

Includes all monetised costs and benefits over the life of the policy, expressed in **Present Value** terms.

In order to reflect the inherent uncertainty, you may want to provide ranges of the estimates of benefits and costs

The Best Estimate must be provided and will be the most likely point in the range

These are the costs and benefits that will reoccur in every year while the policy measure remains in force (although the scale of the impact may change over time). These are expressed as an annual average (over the life of the policy).

These are transient, or one-off costs or benefits that occur, which normally relate to the implementation of the measure.

Default discount rate 3.5%.

**Monetised** costs and benefits should normally be based on **market prices** as they usually reflect the best alternative uses that the goods or services could be put to. Other forms of quantification could be used where appropriate

Following One In, One Out methodology: Direct impacts include more than just direct expenditure. A regulation which imposes a restriction, or determines how an agent should act/operate e.g. Working Time Regulations, has a direct cost (the opportunity cost of doing something else/differently), although this may not necessarily be direct expenditure.

Initially, OIOO will apply to only primary and secondary UK legislation, which impacts on business and the civil society organisations

INs include all measures with formal central government backing arising from implementing regulation; A measure can be considered an OUT if it reduces the burden of costs on businesses and civil society orgs.

Legislation bearing on business can only commence on 6th April or 1st October each year

Hampton Pples aimed at reducing unnecessary burdens on business, without compromising regulatory regimes.

Choose one of the options. If 'other', specify in the field available next to the menu:

If your proposal goes beyond the minimum requirements of the EU Directive that it implements, you will need to make the case for this in the Evidence Base

## Enforcement, Implementation and Wider Impacts

What is the geographic coverage of the policy/option?	Options				
From what date will the policy be implemented?	01/01/2010				
Which organisation(s) will enforce the policy?					
What is the annual change in enforcement cost (£m)?					
Does enforcement comply with Hampton principles?	Yes/No				
Does implementation go beyond minimum EU requirements?	Yes/No				
What is the CO <sub>2</sub> equivalent change in greenhouse gas emissions? (Million tonnes CO <sub>2</sub> equivalent)	Traded:		Non-traded:		
Does the proposal have an impact on competition?	Yes/No				
What proportion (%) of Total PV costs/benefits is directly attributable to primary legislation, if applicable?	Costs:		Benefits:		
Distribution of annual cost (%) by organisation size (excl. Transition) (Constant Price)	Micro	< 20	Small	Medium	Large
Are any of these organisations exempt?	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

This refers to the change in the cost of enforcement with respect to the existing situation. The change in cost may be positive or negative. Use constant prices.

If it appears that your policy does not affect an activity or sector that may have a significant impact on emissions of greenhouse gases, you do not need to conduct a full Greenhouse Gas Impact Assessment

To reduce the disproportionate regulatory burden faced by micro and small business, careful consideration must also be given to exemption of these categories. Consult BIS's guidance.

This refers to the % of cost that falls into the different categories of organisations by size (below), not per organisation within each category.  
**Micro** <10 employees  
**Small** < 50 employees  
**Medium** < 250 employees  
**Large** 250+

Consult the OFT's guidance on Competition Assessment to help you consider the effect of different policy options on competition

Primary legislation IAs should include costs and benefits that relate directly to primary legislation and future secondary legislation, enabled by the primary legislation. Break down the costs/benefits that occur directly from primary legislation over the total present value cost / benefit of primary legislation

The Government has developed a range of tests to ensure that policy development is joined up and that individual policy proposals take account of the Government's broad policy objectives. Some of the tests are designed to help policy-makers monetise costs and benefits, whether economic, environmental or social. Other tests enable policy-makers to identify non-monetised costs and benefits, or to identify the differential impacts of policy proposals.

## Specific Impact Tests: Checklist

Set out in the table below where information on any SITs undertaken as part of the analysis of the policy options can be found in the evidence base. For guidance on how to complete each test, double-click on the link for the guidance provided by the relevant department.

Please note this checklist is not intended to list each and every statutory consideration that departments should take into account when deciding which policy option to follow. It is the responsibility of departments to make sure that their duties are complied with.

Does your policy option/proposal have an impact on...?	Impact	Page ref within IA
<b>Statutory equality duties<sup>1</sup></b> <a href="#">Statutory Equality Duties Impact Test guidance</a>	Yes/No $\pm$	
<b>Economic impacts</b>		
<b>Competition</b> <a href="#">Competition Assessment Impact Test guidance</a>	Yes/No	
<b>Small firms</b> <a href="#">Small Firms Impact Test guidance</a>	Yes/No	
<b>Environmental impacts</b>		
<b>Greenhouse gas assessment</b> <a href="#">Greenhouse Gas Assessment Impact Test guidance</a>	Yes/No	
<b>Wider environmental issues</b> <a href="#">Wider Environmental Issues Impact Test guidance</a>	Yes/No	
<b>Social impacts</b>		
<b>Health and well-being</b> <a href="#">Health and Well-being Impact Test guidance</a>	Yes/No	
<b>Human rights</b> <a href="#">Human Rights Impact Test guidance</a>	Yes/No	
<b>Justice system</b> <a href="#">Justice Impact Test guidance</a>	Yes/No	
<b>Rural proofing</b> <a href="#">Rural Proofing Impact Test guidance</a>	Yes/No	
<b>Sustainable development</b> <a href="#">Sustainable Development Impact Test guidance</a>	Yes/No	

Public bodies including Whitehall departments are required to consider the impact of their policies and measures on race, disability and gender. It is intended to extend this consideration requirement under the Equality Act 2010 to cover age, sexual orientation, religion or belief and gender reassignment from April 2011 (to Great Britain only)

Where the use of Specific Impact Assessments provides evidence contributing to the identification or quantification of (monetised and non-monetised) costs and benefits resulting from the policy options, the results should be set out in the main Evidence Base and included in the Summary: Analysis & Evidence page.

Where the tests yield information relevant to an overall understanding of policy options, the detailed results may be annexed to the Impact Assessment

The Evidence Base should include a mixture of narrative, analysis and research that support the answers given on the summary pages of the IA template.

## Evidence Base (for summary sheets) – Notes

Use this space to set out the relevant references, evidence, analysis and detailed narrative from which you have generated your policy options or proposal. Please fill in **References** section.

### References

Include the links to relevant legislation and publications, such as public impact assessments of earlier stages (e.g. Consultation, Final, Enactment) and those of the matching IN or OUTs measures.

No.	Legislation or publication
1	
2	
3	
4	

+ Add another row

Annual Profile of monetised costs is for the **preferred option only**

### Evidence Base

Ensure that the information in this section provides clear evidence of the information provided in the summary pages of this form (recommended maximum of 30 pages). Complete the **Annual profile of monetised costs and benefits** (transition and recurring) below over the life of the preferred policy (use the spreadsheet attached if the period is longer than 10 years).

The spreadsheet also contains an emission changes table that you will need to fill in if your measure has an impact on greenhouse gas emissions.

### Annual profile of monetised costs and benefits\* - (£m) constant prices

	Y <sub>0</sub>	Y <sub>1</sub>	Y <sub>2</sub>	Y <sub>3</sub>	Y <sub>4</sub>	Y <sub>5</sub>	Y <sub>6</sub>	Y <sub>7</sub>	Y <sub>8</sub>	Y <sub>9</sub>
Transition costs										
Annual recurring cost										
Total annual costs										
Transition benefits										
Annual recurring benefits										
Total annual benefits										

\* For non-monetised benefits please see summary pages and main evidence base section



Click here to see the spreadsheet design – for use when costs are calculated for **more than 10 years**

The information must stand up to external scrutiny – i.e. it should be accessible to the lay reader, and external parties with an interest must be able to contest the data. It should also be consistent with the HM Treasury Green Book guidance on appraisal and evaluation.

## Evidence Base (for summary sheets)

There is discretion for departments and regulators as to how to set out the evidence base. However, it is desirable that the following points are covered:

- Problem under consideration;
- Rationale for intervention;
- Policy objective;
- Description of options considered (including do nothing);
- Costs and benefits of each option (including administrative burden);
- Risks and assumptions;
- Direct costs and benefits to business calculations (following OIOO methodology);
- Wider impacts;
- Summary and preferred option with description of implementation plan.

### Inserting text for this section:

Replace the notes on this page with the text for the evidence base.

To maintain consistent formatting, apply Styles from the toolbar. The **Paste Without Format** toolbar button can be used to paste text from other documents in the current style here.

It is particularly important that the Evidence Base set out clear evidence that justify the inclusion in the analysis of any monetised as well as non-monetised cost or benefits, and show how the headline costs and benefits have been generated, by clear and transparent presentation of figures and any assumptions used. Maximum 30 pages recommended

## Annexes

Annex 1 should be used to set out the Post Implementation Review Plan as detailed below. Further annexes may be added where the Specific Impact Tests yield information relevant to an overall understanding of policy options.

### Annex 1: Post Implementation Review (PIR) Plan

A PIR should be undertaken, usually three to five years after implementation of the policy, but exceptionally a longer period may be more appropriate. If the policy is subject to a sunset clause, the review should be carried out sufficiently early that any renewal or amendment to legislation can be enacted before the expiry date. A PIR should examine the extent to which the implemented regulations have achieved their objectives, assess their costs and benefits and identify whether they are having any unintended consequences. Please set out the PIR Plan as detailed below. If there is no plan to do a PIR please provide reasons below.

<p><b>Basis of the review:</b> [The basis of the review could be statutory (forming part of the legislation), i.e. a sunset clause or a duty to review, or there could be a political commitment to review (PIR)];</p>
<p><b>Review objective:</b> [Is it intended as a proportionate check that regulation is operating as expected to tackle the problem of concern?, or as a wider exploration of the policy approach taken?, or as a link from policy objective to outcome?]</p>
<p><b>Review approach and rationale:</b> [e.g. describe here the review approach (in-depth evaluation, scope review of monitoring data, scan of stakeholder views, etc.) and the rationale that made choosing such an approach]</p>
<p><b>Baseline:</b> [The current (baseline) position against which the change introduced by the legislation can be measured]</p>
<p><b>Success criteria:</b> [Criteria showing achievement of the policy objectives as set out in the final impact assessment; criteria for modifying or replacing the policy if it does not achieve its objectives]</p>
<p><b>Monitoring information arrangements:</b> [Provide further details of the planned/existing arrangements in place that will allow a systematic collection systematic collection of monitoring information for future policy review]</p>
<p><b>Reasons for not planning a review:</b> [If there is no plan to do a PIR please provide reasons here]</p>

Add annexes here.

Where the tests yield information relevant to an overall understanding of policy options, the detailed results may be annexed to the Impact Assessment

Monitoring how the policy is working in practice is a core element of sound policy making. For this reason it is a key stage in the ROAMEF policy cycle.

- Monitoring should at the very least involve keeping in regular contact with representatives of those subject to regulations and to agencies responsible for enforcement;
- It may also include routine collection of data, for example relating to compliance rates, pecuniary costs, success indicators etc.

Resources devoted to PIR should be proportionate to the likely benefits accruing from PIR. It is for Departments to assess the likely benefits and determine their approach to PIR. However, the likely benefits of a PIR are driven by two main factors:

- The impact of the policy;
- The ability of the Department to change policy in response to lessons learned.

# HOW TO COMPLETE THE POST IMPLEMENTATION REVIEW IMPACT ASSESSMENT TEMPLATE



MAKING LIFE AS  
**SIMPLE**  
AS POSSIBLE



Where original text and data is shown you should consider whether it is relevant to the new headings used and amend as appropriate.

<b>Title:</b>	Impact Assessment (IA)
<b>Lead department or agency:</b>	<b>IA No:</b>
<b>Other departments or agencies:</b>	<b>Date:</b> 01/01/2010
	<b>Stage:</b> Post Implementation Review
	<b>Source of intervention:</b> Domestic
	<b>Type of measure:</b> Primary legislation
	<b>Contact for enquiries:</b>

Name, telephone & e-mail of the person carrying out the PIR IA.

**Summary: Intervention and Options**

**What was the problem under consideration? Why was government intervention necessary?**  
Maximum of 8 lines

**What were the policy objectives and the intended effects?**  
Maximum of 8 lines

You should summarise the extent to which the objectives and success criteria of the policy are being met. You should also identify if the implementation of the policy gave rise to unintended consequences. This box is a summary only; the analysis underpinning the conclusions should be recorded in the Evidence Base.

**How have the policy objectives been achieved? Please highlight any unintended consequences.**  
Maximum of 10 lines

**What was the original commitment date to review this policy?** 01/2010  
**If you did not meet the original commitment date to review this policy please explain why.**  
Maximum of 3 lines

You will also need to confirm whether you have carried out the PIR to the timetable originally planned in the Final/Enactment IA. The date for review contained in the final stage IA is not a binding promise. There may be good reasons for Departments to decide nearer the time to change the date for review. In such cases, you should give the reasons behind the decision to delay or forego the planned review.

**SELECT SIGNATORY Sign-off** For Post Implementation Review Impact Assessments:  
*I have read the IA and I am satisfied that it represents a fair and proportionate assessment of the impact of the policy.*

**Signed by the responsible SELECT SIGNATORY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Minister or the Chief Executive responsible for the policy is required to sign off published Impact Assessments at the PIR stage.

Chief economists should sign off the robustness and accuracy of the costs, benefit and impact analysis - but not sign the IA

If the Final IA was loaded and the IA stage changed to PIR, the original text and figures will be displayed.

**Summary: Analysis and Evidence**

Policy Option 1

**Description:**

Price Base Year	PV Base Year	Time Period Years	Net Benefit (Present Value (PV)) (£m)		
			Low: Optional	High: Optional	Best Estimate:
<b>COSTS (£m)</b>	<b>Total Transition (Constant Price) Years</b>		<b>Average Annual (excl. Transition) (Constant Price)</b>		<b>Total Cost (Present Value)</b>
<b>Low</b>	Optional		Optional		<b>Optional</b>
<b>High</b>	Optional		Optional		<b>Optional</b>
<b>Best Estimate</b>					
<b>Description and scale of key monetised costs by 'main affected groups'</b> Maximum of 5 lines					
<b>Other key non-monetised costs by 'main affected groups'</b> Maximum of 5 lines					
<b>BENEFITS (£m)</b>	<b>Total Transition (Constant Price) Years</b>		<b>Average Annual (excl. Transition) (Constant Price)</b>		<b>Total Benefit (Present Value)</b>
<b>Low</b>	Optional		Optional		<b>Optional</b>
<b>High</b>	Optional		Optional		<b>Optional</b>
<b>Best Estimate</b>					
<b>Description and scale of key monetised benefits by 'main affected groups'</b> Maximum of 5 lines					
<b>Other key non-monetised benefits by 'main affected groups'</b> Maximum of 5 lines					
<b>Key assumptions/sensitivities/risks</b>					<b>Discount rate (%)</b>
Maximum of 8 lines					
<b>Direct impact on business (Equivalent Annual) £m):</b>			<b>In scope of OIOO?</b>	<b>Measure qualifies as</b>	
<b>Costs:</b>	<b>Benefits:</b>	<b>Net:</b>	Yes/No	IN/OUT	

All PIRs should address the questions of whether the policy is working as intended. Some qualitative evaluation of the actual costs and benefits is intrinsic to this question.

A 'desktop review' will not in most cases be expected to include a full re-estimation of actual costs and benefits. The recommended approach is to ask the question: do I have reason to believe that the expected costs or benefits were materially inaccurate? If the answer is yes, it is likely to be proportionate to amend the estimates, consistently with the principle of proportionality

Where the likely benefits arising from a PIR are assessed as high, a higher-intensity PIR is expected. For example, in most cases, policies imposing burdens above £50m a year should be subject to a **full review**. The resources devoted to a full-scope review are likely to be significant.

In conducting a full-scope review you are also expected to re-estimate the monetised costs and benefits.

Following One In, One Out methodology: Direct impacts include more than just direct expenditure. A regulation which imposes a restriction, or determines how an agent should act/operate e.g. Working Time Regulations, has a direct cost (the opportunity cost of doing something else/differently), although this may not necessarily be direct expenditure.

Initially, OIOO will apply to only primary and secondary UK legislation, which impacts on business and the civil society organisations

INs include all measures with formal central government backing arising from implementing regulation; A measure can be considered an OUT if it reduces the burden of costs on businesses and civil society orgs.

## Enforcement, Implementation and Wider Impacts

What is the geographic coverage of the policy/option?	Options				
From what date was the policy implemented?	01/01/2010				
Which organisation(s) enforce(s) the policy?					
What is the annual change in enforcement cost (£m)?					
Does enforcement comply with Hampton principles?	Yes/No				
Does implementation go beyond minimum EU requirements?	Yes/No				
What is the CO <sub>2</sub> equivalent change in greenhouse gas emissions? (Million tonnes CO <sub>2</sub> equivalent)	<b>Traded:</b>		<b>Non-traded:</b>		
Does the proposal have an impact on competition?	Yes/No				
What proportion (%) of Total PV costs/benefits is directly attributable to primary legislation, if applicable?	<b>Costs:</b>		<b>Benefits:</b>		
Distribution of annual cost (%) by organisation size (excl. Transition) (Constant Price)	<b>Micro</b>	<b>&lt; 20</b>	<b>Small</b>	<b>Medium</b>	<b>Large</b>
Are any of these organisations exempt?	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Where original text and data is shown you should consider whether it is relevant to the new headings used and amend as appropriate.

## Specific Impact Tests: Checklist

Set out in the table below where information on any SITs undertaken as part of the analysis of the policy options can be found in the evidence base. For guidance on how to complete each test, double-click on the link for the guidance provided by the relevant department.

Please note this checklist is not intended to list each and every statutory consideration that departments should take into account when deciding which policy option to follow. It is the responsibility of departments to make sure that their duties are complied with.

Does your policy option/proposal have an impact on...?	Impact	Page ref within IA
<b>Statutory equality duties<sup>1</sup></b> <a href="#">Statutory Equality Duties Impact Test guidance</a>	Yes/No	
<b>Economic impacts</b>		
Competition <a href="#">Competition Assessment Impact Test guidance</a>	Yes/No	
Small firms <a href="#">Small Firms Impact Test guidance</a>	Yes/No	
<b>Environmental impacts</b>		
Greenhouse gas assessment <a href="#">Greenhouse Gas Assessment Impact Test guidance</a>	Yes/No	
Wider environmental issues <a href="#">Wider Environmental Issues Impact Test guidance</a>	Yes/No	
<b>Social impacts</b>		
Health and well-being <a href="#">Health and Well-being Impact Test guidance</a>	Yes/No	
Human rights <a href="#">Human Rights Impact Test guidance</a>	Yes/No	
Justice system <a href="#">Justice Impact Test guidance</a>	Yes/No	
Rural proofing <a href="#">Rural Proofing Impact Test guidance</a>	Yes/No	
<b>Sustainable development</b> <a href="#">Sustainable Development Impact Test guidance</a>	Yes/No	

<sup>1</sup> Public bodies including Whitehall departments are required to consider the impact of their policies and measures on race, disability and gender. It is intended to extend this consideration requirement under the Equality Act 2010 to cover age, sexual orientation, religion or belief and gender reassignment from April 2011 (to Great Britain only). The Toolkit provides advice on statutory equality duties for public authorities with a remit in Northern Ireland.

In conducting a full-scope review you are also expected to re-examine each of the relevant specific impact tests.

The Evidence Base of the IA at the PIR stage should be updated in light of the new information and evidence collected during routine monitoring and as a result of conducting the PIR

## Evidence Base (for summary sheets) – Notes

Use this space to set out the relevant references, evidence, analysis and detailed narrative from which you have generated your policy options or proposal. Please fill in **References** section.

### References

Include the links to relevant legislation and publications, such as public impact assessments of earlier stages (e.g. Consultation, Final, Enactment) and those of the matching IN or OUTs measures.

No.	Legislation or publication
1	
2	
3	
4	

+ Add another row

### Evidence Base

for the preferred option only

Ensure that the information in this section provides clear evidence of the information provided in the summary pages of this form (recommended maximum of 30 pages). Complete the **Annual profile of monetised costs and benefits** (transition and recurring) below over the life of the preferred policy (use the spreadsheet attached if the period is longer than 10 years).

The spreadsheet also contains an emission changes table that you will need to fill in if your measure has an impact on greenhouse gas emissions.

### Annual profile of monetised costs and benefits\* - (£m) constant prices

	Y <sub>0</sub>	Y <sub>1</sub>	Y <sub>2</sub>	Y <sub>3</sub>	Y <sub>4</sub>	Y <sub>5</sub>	Y <sub>6</sub>	Y <sub>7</sub>	Y <sub>8</sub>	Y <sub>9</sub>
Transition costs										
Annual recurring cost										
Total annual costs										
Transition benefits										
Annual recurring benefits										
Total annual benefits										

\* For non-monetised benefits please see summary pages and main evidence base section



Microsoft Office  
Excel Worksheet

Click here to see the spreadsheet design – for use when costs are calculated for more than 10 years.

The information must stand up to external scrutiny – i.e. it should be accessible to the lay reader, and external parties with an interest must be able to contest the data. It should also be consistent with the HM Treasury Green Book guidance on appraisal and evaluation.

## Evidence Base (for summary sheets)

There is discretion for departments and regulators as to how to set out the evidence base. However, it is desirable that the following points are covered:

- Problem under consideration;
- Rationale for intervention;
- Policy objective;
- Costs and benefits of the policy;
- Risks and assumptions;
- Direct costs and benefits to business calculations (following OIOO methodology);
- Wider impacts;
- Please give an indication of the resources you used to undertake the post-implementation review;
- Provide details of the results of your PIR.

The IA Toolkit provides more details of what can be expected from a PIR.

### Inserting text for this section:

Replace the notes on this page with the text for the evidence base.

To maintain consistent formatting, apply Styles from the toolbar. The **Paste Without Format** toolbar button can be used to paste text from other documents in the current style here.

It is particularly important that the Evidence Base set out clear evidence that justify the inclusion in the analysis of any monetised as well as non-monetised cost or benefits, and show how the headline costs and benefits have been generated, by clear and transparent presentation of figures and any assumptions used. Maximum 30 pages recommended

## Annexes

Annexes may be added to provide further information about non-monetary costs and benefits from Specific Impact Tests, if relevant to an overall understanding of policy options.

Add annexes here.

# Spreadsheet used for where life of policy exceeds 10 years and to calculate impact on greenhouse gases

Microsoft Excel - Worksheet in Document1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Annual profile costs and benefits - (£m) constant prices</b>												
2		Y <sub>0</sub>	Y <sub>1</sub>	Y <sub>2</sub>	Y <sub>3</sub>	Y <sub>4</sub>	Y <sub>5</sub>	Y <sub>6</sub>	Y <sub>7</sub>	Y <sub>8</sub>	Y <sub>9</sub>		
3	Transition costs	12345											
4	Annual recurring cost		12345	12345									
5	Total annual costs												
6	Transition benefits												
7	Annual recurring benefits							12345	12345	12345	12345		
8	Total annual benefits				12345	12345							
9													
10													
11													
12													
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25													

Annual costs & benefits / Emission changes /

Microsoft Excel - Worksheet in Document1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		<b>Version of GHG guidance used:</b> e.g. March 2010														
3																
4		<b>Sector</b>		<b>Emission Changes* (MtCO<sub>2</sub>e) - By Budget Period</b>			<b>Emission Changes (MtCO<sub>2</sub>e) - Annual Projections</b>									
5				CB I; 2008-2012	CB II; 2013-2017	CB III; 2018-2022	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
6		Power sector	Traded	0	0	0										
7			Non-traded	0	0	0										
8		Transport	Traded	0	0	0										
9			Non-traded	0	0	0										
10		Workplaces & Industry	Traded	0	0	0										
11			Non-traded	0	0	0										
12		Homes	Traded	0	0	0										
13			Non-traded	0	0	0										
14		Waste	Traded	0	0	0										
15			Non-traded	0	0	0										
16		Agriculture	Traded	0	0	0										
17			Non-traded	0	0	0										
18		Public	Traded	0	0	0										
19			Non-traded	0	0	0										
20		<b>Total</b>	Traded	0	0	0	0	0	0	0	0	0	0	0	0	0
21			Non-traded	0	0	0	0	0	0	0	0	0	0	0	0	0
22		<b>Cost effectiveness</b>	% of lifetime emissions below traded cost comparator													
23			% of lifetime emissions below non-traded cost comparator													
24																
25																
26																

\* Important note: Please enter net emission savings as positive numbers and net emission increases as negative numbers.

Annual costs & benefits / Emission changes /

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[Back to PIR IA](#)