

# Change Initiative Mandate Key/Local

Corporate Portfolio Management Office

## Change Initiative Mandate for Key/Local Projects

### Mandatory

#### Project: Free Period Products – Community Scheme Pilot Local

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#### PURPOSE:

The Change Initiative Mandate is the first document required to initiate a project. It is a pre-project document; it encapsulates the ideas and basic information that is available at this point.


The Mandate has been prepared to provide a defining document to which stakeholders can sign up, and under which the project (up to and including the production of a Business Case may be delivered).

The content of this document will be used to help with strategic alignment and change portfolio analysis. In addition, it is used to create a Project in the PERFORM reporting system. The data in PERFORM is reported upon monthly to your departmental portfolio review meetings and to the Executive Leadership Team (ELT), as required.

#### Note:

There is a [Glossary of Terms](#) available in all of the CPMO Project Delivery Documentation, to access double click the link in the footer of any page.

To embed an email, save the email to your computer (File / Save As / select location to save) and then embed the email into the document (Insert / Object / Object / Create from file / select the email file).

Sign Off			
Name:	Role:	Signature:	Date:
Ian Burns	Senior Responsible Officer (SRO) for Sponsoring Body  <i>I confirm that that there is a clear mandate for change.</i>	<i>(Embed email approval or Insert Electronic Signature)</i>	05/09/2022
	Senior Responsible Officer (SRO) for Supplying Body  <i>I confirm that there is a clear mandate for change.</i>	<i>(Embed email approval or Insert Electronic Signature)</i>	Click or tap to enter a date.
	Project Manager  <i>I confirm that there is a clear mandate for change.</i>	<i>(Embed email approval or Insert Electronic Signature)</i>	05/09/2022

Item	Description
<b>Title</b> <i>Free Period Products Pilot – community scheme pilot.</i>	To provide Jersey residence access to free period products across several government owned sites and third sector partners.
<b>Government Plan Project Code</b> <i>Projects that are not in the Government Plan will be assigned a code once they are uploaded in to Perform</i>	<b>TBC</b>
<b>Initiative Type</b>	Project
<b>Linked initiative</b> <i>Is this initiative linked to any other, include programme/project code if known</i>	Ministerial mini budget 100 day plan.
<b>Embed your Initiative Sizing Matrix here</b> <i>(Insert / Object / Create from File / Browse to find Initiative Sizing Matrix)</i>	<a href="#">2022-09-05FreePeriodProductsPilot</a>
<b>Initiative Size</b>	Local
<b>Created by</b> <i>Name of individual submitting this mandate</i>	██████████
<b>Commissioned By</b> <i>Name of the Accountable Officer, Senior Responsible Officer (SRO) that has commissioned this mandate</i>	Ian Burns
<b>Project Manager</b> <i>If known at this stage, please enter the name of the Project Manager</i>	██████████
<b>Lead Minister</b>	Minister for Social Security
<b>Sponsoring State Body</b> <i>The Sponsoring States Body will normally be the States Body that will be the primary end beneficiary of the project outcome. For example, for a project to build a new school the Sponsoring State body would be CYPES.</i>	CLS - Customer & Local Services
<b>Department / Service Area</b> <i>Select from drop down box</i>	CLS - Local Services
<b>Supplying State Body</b> <i>The Supplying State Body is the body which is responsible for the delivery of the project. For example, for a project to</i>	CLS - Customer & Local Services

<p><i>build a new school the Supplying States Body would be IHE.</i></p>											
<p>Other Departments Impacted</p>	<table border="0"> <tr> <td><input type="checkbox"/> CLS</td> <td><input type="checkbox"/> JHA</td> </tr> <tr> <td><input type="checkbox"/> COO</td> <td><input type="checkbox"/> OCE</td> </tr> <tr> <td><input type="checkbox"/> CYPES</td> <td><input type="checkbox"/> Non-MINS</td> </tr> <tr> <td><input checked="" type="checkbox"/> HCS</td> <td><input type="checkbox"/> SPPP</td> </tr> <tr> <td><input type="checkbox"/> IHE</td> <td><input type="checkbox"/> T&amp;E</td> </tr> </table>	<input type="checkbox"/> CLS	<input type="checkbox"/> JHA	<input type="checkbox"/> COO	<input type="checkbox"/> OCE	<input type="checkbox"/> CYPES	<input type="checkbox"/> Non-MINS	<input checked="" type="checkbox"/> HCS	<input type="checkbox"/> SPPP	<input type="checkbox"/> IHE	<input type="checkbox"/> T&E
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<p>High Level Description</p> <p><i>Current state/problem statement.</i></p> <p><i>Desired outputs/objectives outcomes</i></p>	<p>What is problem we are trying to solve:</p> <p><b>The issue</b></p> <ul style="list-style-type: none"> <li>• 1 in 10 have been unable to afford sanitary wear</li> <li>• 1 in 10 had to improvise sanitary wear</li> <li>• 1 in 5 of girls have used a less suitable product due to cost</li> <li>• 14% of girls didn't know what was happening when they started their period</li> <li>• 48% of girls feel embarrassed by their period (56% of 14-year-olds)</li> <li>• 1 in 7 girls have received comments about their cleanliness or hygiene, (1 in 4 amongst 19-year-olds)</li> </ul> <p><b>Developments in other jurisdictions</b></p> <ul style="list-style-type: none"> <li>• Removal of VAT/taxes</li> <li>• Access to free provision in schools</li> <li>• Access to free provision in the community – Wales (limited approach) Scotland – Act 2021</li> </ul> <p><b>Developments in Jersey</b></p> <ul style="list-style-type: none"> <li>• E-petition 'Follow Scotland and make period products free for all'</li> <li>• Commitment to a school's scheme</li> <li>• Removal of GST</li> <li>• 100-day action plan – Introduce a proposition to deliver free sanitary products</li> </ul> <p><b>Policy intent</b></p> <ul style="list-style-type: none"> <li>• To ensure that anyone in Jersey who menstruates can have reasonable access to free products as and when they are required.</li> <li>• De-stigmatise/normalise the issue of periods</li> <li>• Address period poverty and ensure period dignity</li> </ul> <p><b>Rationale</b></p> <ul style="list-style-type: none"> <li>• The evidence from the UK re CYP and adults shows this is an issue</li> <li>• Support in previous Assembly – P66 Debate</li> </ul> <p><b>Scope</b></p> <ul style="list-style-type: none"> <li>• Available to any person in Jersey who needs them</li> <li>• No reason required but might include: coming on unexpectedly; leaving products at home; higher than average need due to a medical condition</li> </ul> <p><b>Guiding Principles</b></p> <ul style="list-style-type: none"> <li>• Reasonably easy to obtain</li> <li>• Respect dignity</li> <li>• Reasonable choice</li> <li>• Sufficient supplies to meet people's needs</li> </ul>										

	<p><b>Key stages of development</b></p> <ul style="list-style-type: none"> <li>• Consultation (product and venue preferences, digital offering)</li> <li>• Commercial and financial implications</li> <li>• Full procurement exercise (aligned with school scheme)</li> <li>• Implementation and comms campaign</li> </ul> <p><b>Proposed approach</b></p> <ul style="list-style-type: none"> <li>• Pilot role of products in limited number of venues from October 2022 (within 100 days) <ul style="list-style-type: none"> <li>• Jersey library (St Helier and Communicare)</li> <li>• Fort Regent and Les Quennevais (Springfield from January 2023)</li> <li>• Jersey General Hospital</li> <li>• Key third sector partners (Women's Refuge, Shelter)</li> </ul> </li> <li>• Fully implement from Sept 2023</li> </ul>
Customers	How does the initiative/project align with the customer pillars of being Accessible / Consistent / Easy and Thinking ahead? (ACE+ Principles). See <a href="#">glossary</a> for more information.
<i>Accessible - Customers can access services according to their needs</i>	The primary aim is to ensure products are accessible to all who require them.
<i>Consistent – consistent customer service standards and training</i>	The available and services will be consistent through the various venues that are going to supply the products
<i>Easy – simple processes</i>	The launch will include information to the public on where and when they can obtain products and marketing campaign will support the key messages.
<i>+ Thinking Ahead – use insights to understand and anticipate our customer needs</i>	We will be conducting consultations to ensure we know what product types people want. Where they would like the products to be obtained from and how. This data will shape the roll out of the pilot and any future government initiatives.
<b>Total Budget Estimate</b> <i>Please provide a high-level total cost estimate for completion of the initiative (£)</i>	2023 -500K 2024 – 400K 2025 – 400K 2026- 400K  Total – £1,700,000.
Funding mechanism	Department Budget If other, please specify
Business Unit and Object Code <i>Please enter the business unit or units which will be used to track expenditure as confirmed by your Finance Business Partner, if allocated</i>	Business Unit <b>CLS</b> (████████████████████)
Primary Strategic Objective <i>Common Strategic Policy 2018-2022</i> <i>For further information, please click here</i>	2. Improve Islander's wellbeing and mental and physical health

<p>Departmental Strategic Objective</p> <p><i>If the project is linked to achieving a Departmental Strategic Objective, please state which objective.</i></p>	Government mini budget 100 day plan.
<p>High Level Project Objective</p> <p><i>What does the project aim to achieve?</i></p> <p><i>Please list the top 3 objectives, there will be opportunity in later stages to expand on this list.</i></p>	<ul style="list-style-type: none"> <li>To ensure that anyone in Jersey who menstruates can have reasonable access to free products as and when they are required.</li> <li>De-stigmatise/normalise the issue of periods</li> <li>Address period poverty and ensure period dignity</li> </ul>
<p>High Level Scope</p> <p><i>The project scope is the total amount of work that needs to be done to complete a project. What the project will do in the timeframe and for the budget stated eg. In Scope: Roll out of new invoicing system. Out of Scope: Transferring data from old system to new system.</i></p>	<p>In Scope</p> <ul style="list-style-type: none"> <li>Agree venues that will hold and supply products.</li> <li>Create consultation strategy to understand demand types.</li> <li>Create procurement process for products</li> <li>Create ordering process for both GoJ and TSO to order products</li> <li>Create data capturing requirements to shape full roll out for Sep 2023.</li> </ul>
	<p>Out of Scope</p>
	<p>Online ordering during pilot.</p>
<p>High Level Financial Benefits</p> <p><i>What measurable financial benefits will be derived from the project e.g.cost reduction, increased revenue</i></p>	<p>This initiative will support the cost-of-living mini budget proposals that are being delivered over the next 100 days. Providing free products without means testing will allow all islanders to receive these products at local service locations across the island without having to buy these products at commercial venues.</p>
<p>High Level Non-Financial Benefits</p> <p><i>What measurable non-financial improvements will be derived from the project e.g. increased customer satisfaction</i></p>	<ol style="list-style-type: none"> <li>Reduction in absences at school or the workplace.</li> <li>De-stigmatise/normalise the issue of periods</li> <li>Address period poverty and ensure period dignity</li> </ol>
<p>Date Submitted</p>	05/09/2022
<p>Estimated start date</p>	<b>12/09/2022</b>

Estimated end date	<b>19/12/2022</b>
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