

## HEREFORD & WORCESTER FIRE AND RESCUE SERVICE

### RISK MANAGEMENT - BUSINESS IMPACT ANALYSIS

#### Purpose

This form needs to be used when compiling all Service/Policy Instructions (SPI's) and relevant PMM and FRA Papers, to **measure and address the business impact your policy or documentation has on the Service**. You should use this form **as a tool to guide** your completion of the proposed documentation and **identify how it links** to Service priorities (Corporate Plan) and current policy framework. This process will improve the Service's management of Corporate Risk and Equality and Diversity. This summary will enable Principal Management and Authority Members to be confident that all Corporate considerations have been **addressed prior to approval**.

PMM Papers (please tick)	FRA Committee Papers (please tick)	✓	Service Policy/Instruction (please tick)	
Paper/Policy Title:	Allocation of Seats to Political Groups and Appointments to Committees and Other Bodies		Author	Clerk
Purpose:	To consider the allocation of seats on Committees to political groups and to authorise the Clerk following consultation with Group Leaders to make appointments to Committees and other bodies.			

Please identify the implications/considerations in the space provided (Comments). Please complete all fields. Make sure you have addressed all relevant corporate considerations within your document.

Corporate Considerations	✓	Comments
Resource Implications		None
Legal		Compliance with Local Government and Housing Act 1989 and Standing Orders
Facilities (Property)		None
Financial		Special Responsibility Allowances are included in agreed budgets
Human Resources		None
Strategic Policy Implications		Allocation of seats necessary for governance of Authority
Operational Issues		None
Partnership Issues		None
Reputational Issues		Yes
Environmental Issues		None
Data Quality Issues		None
Equality/Ethical Issues		Complete Equality Impact Assessment (EIA) Screening Process (page 3).

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Using the information above you are required to complete the table overleaf with any risks that need to be addressed and incorporated into appropriate Risk Registers.

Managing Risk								
The Risk Score is derived from the level of Impact and the Likelihood, calculated from the Strategic Risk Matrix – please see below.								
Risk Identified	Inherent Risk Evaluation		Control Measures	Residual Risk Evaluation		Opportunities	Risk Evaluation	
Legal	Risk Score	6	Appoint committees in accordance with recommendations	Risk Score	1		Risk Score	
Reputational	Risk Score	6		Risk Score	1		Risk Score	

Impact	High	Important risks - may potentially affect provision of key services or duties  6	Key risk- may potentially affect provision of key services or duties  8	Immediate action needed - serious threat to provision and/or achievement of key services or duties  9
		Monitor as necessary - less important but still could have a serious effect on the provision of key services or duties  3	Monitor as necessary - less important but still could have a serious effect on the provision of key services or duties  5	Key risks - may potentially affect provision of key services or duties  7
	Low	No action necessary  1	Monitor as necessary - ensure being properly managed  2	Monitor as necessary- less important but still could have a serious effect on the provision of key services or duties  4
		Low	Likelihood	High

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## Equality Impact Assessment (EIA) Screening Process

The purpose of an EIA is to work out how a policy or legislative proposal will affect people from different minority groups. **For the purposes of this assessment due consideration should be given to all six areas of equality i.e. Race, Gender, Disability, Sexual orientation, Age, Religion or Belief.** If there are any equality issues, refer to the [EIA Flowchart](#) ensuring that there are no likely adverse affects on minority groups. Until the screening process is complete, it is to be assumed that all policies are relevant to the equalities duties. Please complete the following in detail:

Nature of Activity/Report/Policy	Potential Impact (Yes/No)	Explanation If 'yes', please expand.
• Does this impact upon the six strands of Equality legislation? If yes, please state which groups i.e. Race, Gender, Disability, Age, Sexual Orientation, Religion or Belief	no	
• Is there any evidence to suggest that different groups have different needs, experiences, issues and priorities with regards to this activity area or policy?	no	
• Does the activity/policy identify and take account of diverse needs?	no	
• Have any previous activities/policies raised Equality and Diversity considerations for this particular activity/policy?	no	
• Is the activity/policy meant to overcome inequalities or eliminate barriers? For example harassment, bullying, eliminate stereotypes or other types of disadvantage?	no	
• If so, should there be equality objectives?	no	
• Are there measures in place to initiate change to the activity/policy if it is not delivering the objective defined at the outset?	yes	Compliance with legislation/standing orders
• Is there any evidence that any part of the proposed activity/policy could discriminate unlawfully, directly or indirectly?	no	
• Is the proposed activity/policy likely to affect or promote relations between different groups?	no	
• Is there the potential to enhance equality of opportunity through this activity/policy?	no	
• Have consultations indicated that the particular activity/policy creates problems specific to any groups?	no	
• Does the Service currently collate data specific to this activity for equality monitoring? If no monitoring takes place, speak to the Equality and Diversity Officer.	no	

**If you have answered 'Yes' or 'Not Known' to any of these questions, the proposed activity may be relevant to the equality duties. Please seek advice from the Equality and Diversity Manager who will assist you with carrying out a full impact assessment.**