

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE

RISK MANAGEMENT - BUSINESS IMPACT ANALYSIS

Policy, Project, Activity: (e.g. SPI, PMM or FRA Paper, etc).	FRA Report	New/Existing? (If existing, please state which document it will replace)	
		Date:	
Directorate:		Department:	
Author:	Clerk to the Authority	Head of Department:	
Title:	Allocation of Seats to Political Groups and Appointments to Committees and Other Bodies		
Purpose:	1. To consider maintaining the current allocation of seats on Committees to political groups and retaining the current membership of Committees and other bodies until 28 September 2010, in light of the current Governance Review. 2. To determine appointments to outside bodies.		
Strategic Policy Implications			No
Does this policy/activity help us to deliver our IRMP and Corporate Objectives?			
Equality and Diversity Outcomes			Yes
Are there any equality and diversity outcomes for this policy/activity?			
Yes, the Authority will appoint a Member Champion for Equality & Diversity in addition to appointing Members to the Equality & Diversity Steering Group			
Equality Monitoring			No
Does the Service currently collate data specific to this activity for equality monitoring?			
Partnership Working			Yes
Does this policy/ activity involve working or interaction with other organisations?			
Members are appointed to other bodies such as the LGA, West Midlands Regional Management Forum			

Log No.

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Risk Management

Please complete all fields identifying the risk/ impact of your subject area.

The Risk Score is derived from the level of Impact and the Likelihood, calculated from the Strategic Risk Matrix – please see below. The risk matrix provides a score based upon the impact (low, medium or high effect) that this risk could have upon the Authority and the likelihood (low, medium or high) that this risk could actually happen during the application of the policy, decision or project.

Completion of this form ensures that all relevant corporate considerations have been addressed that may impact upon the Authority. Any residual risk scores of 7, 8 and 9 (the red areas) must be escalated to the Head of Corporate Risk for consideration into appropriate Risk Registers. Where the answer is no, the inherent and residual risk score will be **N/A**.

Risk Areas Identified <small>(Risk impact or concerns arising from the subject area being adopted)</small>	Inherent Risk Score <small>(before any control measures applied)</small>	Control Measures/Solution <small>(What action has or will be taken to reduce the inherent risk score and who is responsible?)</small>	Residual Risk Score <small>(after control measures/solutions are applied)</small>
1. Does this activity/policy involve or have an impact on these groups? If yes, please indicate: with a (✓) and state which group(s) Public ✓ Staff ✓ Partners ✓ Contractors Consultants Community Groups Local Government Local Resilience Forum			
By not appointing to outside bodies, the Authority will not have an input to LGA, LGA Fire Services Forum, West Midlands Regional Management Board or the West Midlands Fire and Rescue Services Regional Control Centre Company	8	Appoint to LGA, LGA Fire Services Forum, West Midlands Regional Management Board or the West Midlands Fire and Rescue Services Regional Control Centre Company	2
Equality & Diversity			
1. Does this subject area impact upon the six strands of equality? If yes, please indicate: Race Gender Disability Age Sexual Orientation Religion & Belief			
2. Could this activity prevent us promoting equality for any diverse group? No			
<i>If yes, please identify how and what the risk is here.</i>			
3. Could this activity potentially discourage the participation of any equality groups? No			
<i>If yes, please identify how and what the risk is here.</i>			
4. Could this activity promote negative attitudes towards any equality groups? No			

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<i>If yes, please identify how and what the risk is here.</i>			
5. Could this activity help to promote equality of opportunity between diverse groups? Yes			
<i>If no, please identify why and what the risk is here.</i>			
6. Is there any public concern that the function or policy is being carried out in a discriminatory way? No			
<i>If yes, please identify how and what the risk is here.</i>			
7. Has consultation internally/externally been completed with all groups affected? Yes			
Consultation has been carried out with Group Leaders. The Governance Review Group has provided updated to the Audit Committee and Standards Committee. The Audit Committee Chair is involved in the Review.			
8. Can the Service be sure that the policy/ activity is meeting all of the needs of all of these groups? Yes			
<i>If no, please identify what needs are not being met.</i>			
Strategic Policy/Governance Implications – e.g. Political impact, Leadership, or senior management change			
By not appointing to outside bodies, the Authority will not have an input to LGA, LGA Fire Services Forum, West Midlands Regional Management Board or the West Midlands Fire and Rescue Services Regional Control Centre Company. Allocation of seats is necessary for governance of Authority however the Committees will retain current functions unless changes are approved by the Authority in September.			
Operational – e.g. how we carry out our duties			
Legal – e.g. change or failure to comply with legislation including specialist advice			
Compliance with Local Government and Housing Act 1989 and Standing Orders			
Financial – e.g. monetary or resource implications			
Special Responsibility Allowances are included in agreed budgets			
Reputational – e.g. Will the reputation of the service be put at risk by the adoption of this policy/ activity?			

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Environmental – Is there any impact including Sustainability - e.g. Energy saving, waste disposal, decontamination and containment of fire-fighting media.			
<i>Please ensure that the Sustainability Impact Appraisal form has been completed and advice sought from the Head of Asset Management</i>			
Assets – Procurement/ ICT/Property/Fleet/Equipment – e.g. Purchasing, New builds, Maintenance/Alterations			
Human Resources – e.g. Recruitment, Policy changes, Monitoring information Establishment changes, Employee Relations, Employee Development			
Training – e.g. Is training required in this area? Will Training & Development need to be notified in order for them to assist in the delivery training in this area?			
Health and Safety e.g. Will this enhance or undermine Health, Safety and wellbeing			
Partnership – e.g. Working or interaction with other organisations			
Information Management – e.g. Data Quality, Privacy Impact Assessment, Data Protection and Freedom of Information, Environmental Regulation			
<i>Does this policy/activity conform to the Data Protection Act, Freedom of Information Act, Environmental Information Regulations and Data Quality principles?</i>			
Total Inherent Score		Total Residual Score	
Outcome:			Yes
Does this Policy/Project/Activity reduce the overall risk for the service? <i>If no, please state why there is not a reduction in risk</i>			

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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

Log No.

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Opportunities:	Responsible:
<i>What further Opportunities can be identified from this activity/policy matter?</i>	<i>Who is responsible for delivery?</i>

Publishing the Document:			
Is there any reason why this policy, PMM paper or FRA report and accompanying Business Impact Analysis should not be published? No			
<i>Please consider Data Protection, Privacy Impact Assessment and Freedom Of Information concerns. If there is a reason why this information can not be published, please state why.</i>			
Policy Author Signature:		Date:	
Head of Department/Mgr:		Date:	

TO BE COMPLETED BY CORPORATE RISK AND EQUALITY AND DIVERSITY ONLY:		
Escalation of Risk:	Yes / No	
<i>Please identify the escalation of risk e.g. Departmental or Strategic Risk Register, Equality and Diversity Steering Group or relevant Corporate Risk Consideration Lead e.g Training, Partnership</i>		
Authorisation:	Outcome:	Date:

Equality & Diversity Officer		
Head of Corporate Risk		

PMM AND FRA PAPERS ONLY:	
PMM:	
FRA:	
Programme Support:	
Procurement:	
Sustainability impact appraisal completed	