

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:				Author	
Purpose:					

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	x	Potential loss of resources through fraud
Legal		
Facilities (Property)		
Financial	x	Potential loss through fraud
Human Resources		
Strategic Policy Implications		
Operational Issues		
Partnership Issues		
Reputational Issues	x	Damage to reputation should fraud be discovered
Environmental Issues		
Data Quality Issues		
Equality/Ethical Issues	Complete Equality Impact Assessment (EIA) Screening Process (page 3).	

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.

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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
Resources	Risk Score 4	Various	Risk Score 3		Risk Score
Financial	Risk Score 5	Various	Risk Score 3		Risk Score
Reputational	Risk Score 5	various	Risk Score 3		

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?	n/a	
• Are there measures in place to initiate change to the activity/policy if it is not delivering the objective defined at the outset?	n/a	
• 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.