

# CYMORTH COMMISSIONING PRIORITISATION/RISK ASSESSMENT AND EQUALITIES IMPACT ASSESSMENT GUIDANCE

## INTRODUCTION

A Prioritisation/Risk Assessment process has been used by core groups to prioritise their Development Proposals according to the service's importance to the delivery of the priorities within the Children and Young People's [CYP] Plan and the potential level of risk to children, young people and families if they were not delivered.

A number of current projects were not matched against proposals and the JCG is considering whether they should receive any further funding. Before this decision is made, the JCG needs to determine the risk to children and young people if these services are not delivered and also identify if there are any negative consequences for particular groups through an Equalities Impact Assessment [EIA].

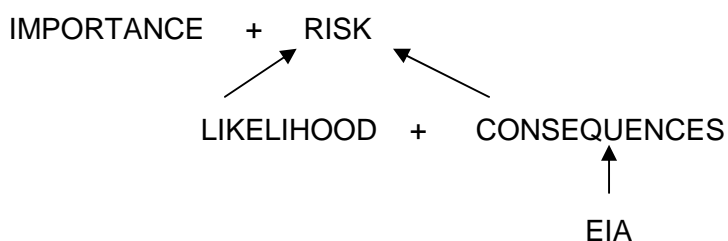
This guidance will help to explain the information that needs to be completed on the risk assessment/EIA form. The initial assessment meeting will help with the completion of this form although further information gathering/consultation may be necessary before the process can be completed.

To complete this process the following steps need to be taken:

1. Carry out the assessment
2. Make a recommendation (based on the assessment)
3. Create an action plan (based on the recommendation)

## 1. ASSESSMENT

The assessment is based on a number of different factors:



### i) IMPORTANCE

The following indicators can be used to identify the level of importance of the project/service in relation to the delivery of the CYP Plan.

Description	Indicators
<b>Critical</b>	<ul style="list-style-type: none"> <li>• This service is crucial to the delivery of one or more priorities in the CYP Plan</li> <li>• Failure to deliver the service would have a major impact on achievement of several key targets / objectives relating to the priorities as set out in the Plan and/or Delivery Plan</li> </ul>
<b>Significant</b>	<ul style="list-style-type: none"> <li>• This service makes/ would make a significant contribution to the delivery of one priority in the CYP Plan or some contribution to more than one</li> <li>• Failure to deliver the service would have a significant impact on achievement of a key target / objective or some impact on several targets / objectives relating to the priorities as set out in the Plan and/or Delivery Plan</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>• This service is in line with the general aims of the CYP Plan but makes either no specific contribution to the delivery of any of the priorities or only a moderate contribution</li> <li>• Failure to deliver the service would have very little impact on the</li> </ul>

	delivery of the priorities as set out in the Plan
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## ii) EQUALITIES IMPACT ASSESSMENT [EIA]

The EIA can be used to help assess how serious the consequences will be if a particular service is not delivered and how many children and young people are likely to be affected. There are seven equality strands to be considered: age, disability, gender, language, race, religious or non-religious belief and sexual orientation.

The equalities impact should be considered before the risk assessment so that the information can feed into the judgement about how serious the consequences will be, considering the numbers affected and the seriousness of the impact.

You are asked to:

### a) Identify which equalities group/s is/are likely to be most affected by the proposal.

This might be a specific group (e.g. if the project is specifically targeted at a particular group, such as disabled children) or reflect a more general impact (e.g. if the project happens to be accessed by high numbers from a particular group, such as BME young people).

### b) Quantify the EXTENT of the consequences

Quantify as far as possible from monitoring figures the potential numbers of children and young people from these equalities groups affected over a one year period (i.e. individuals rather than numbers of contacts). If this information is not known, this will need to be noted or an estimate made on the basis of the overall figures.

### c) Identify the SERIOUSNESS of the consequences

Consider what the consequences for that group will be. The indicators given here are only indicative and the assessors will need to consider the particular circumstances and consequences attached to the specific project.

Description	Indicators
<b>HIGH</b>	<ul style="list-style-type: none"><li>• If this particular service is not provided it would have a serious impact on the wellbeing of this group of service users/children and young people, either directly or indirectly (i.e. if the service is provided to parents and affects their care of their children)</li><li>• No other similar services would be available</li></ul>
<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• Lack of access to the service would have some impact on the wellbeing of this group of service users/children and young people either directly or indirectly</li><li>• This group of services users/children and young people would have to travel to access a similar service and/or would be unlikely to access an alternative</li></ul>
<b>LOW</b>	<ul style="list-style-type: none"><li>• A similar service will still be on offer from a different source</li><li>• There would be very little impact if this service not delivered</li></ul>

### iii) RISK ASSESSMENT

Risk can be defined as the chance of something happening or not happening that will have an influence upon the achievement of the Partnership's objectives (i.e. to secure improved outcomes for children and young people). Once risks have been identified and described they need to be assessed in terms of the likelihood of their occurring and the consequences if they do.

#### a) Likelihood

The likelihood table below provides a framework which will be used to score the likelihood of a risk occurring, with A being very likely to D being very unlikely.

Description	Indicators
<b>A</b> - Very Likely	<ul style="list-style-type: none"><li>• Is almost inevitable if the service is not delivered</li><li>• Impact would be felt by service users frequently – daily/ weekly/monthly</li></ul>
<b>B</b> - Likely	<ul style="list-style-type: none"><li>• Will probably occur if the service is not delivered</li><li>• Impact would be felt by service users but not on a frequent basis</li></ul>
<b>C</b> - Unlikely	<ul style="list-style-type: none"><li>• Not expected to happen, but is possible</li><li>• Would rarely have any direct impact on service users</li></ul>
<b>D</b> - Very Unlikely	<ul style="list-style-type: none"><li>• May occur only in exceptional circumstances</li><li>• Would not have any direct impact on service users</li></ul>

#### b) Consequences

The 'Consequences' table below can be used to assess what would happen in each area of risk if the service in question were not funded. These are only indicators and may need to be interpreted to suit particular circumstances.

Taking each area of risk in turn, the consequences in terms of the impact should be considered, scoring each area as major, significant, moderate or minor. The ratings of each consequence are likely to be mixed, for example the consequence of a risk happening may be moderate in terms of reputation but may still have a significant impact on children, young people and families.

Once a judgement has been made for each consequence a 'line of best fit' should be determined. For example, if the consequences of a service not being delivered are mainly significant with one or two moderate consequences then the overall expected consequence of this would be significant.

## THE CONSEQUENCES TABLE

IMPACT	1 - Major	2 - Significant	3 - Moderate	4 - Minor
<b>AREA OF RISK</b> <b>Implications for children, young people and families</b>	Children, young people and families would be unable to pursue their rights and entitlements (as set out in the United Nations Declaration on the Rights of the Child and the Seven Core Aims) and may face serious consequences	Children, young people and families would experience considerable difficulty in pursuing rights and entitlements (as set out in the UNCRC and the Seven Core Aims)	Some effects on the ability of children, young people and families to pursue rights and entitlements, e.g. other sources or avenues would be available	The interests of children, young people and families would not be affected
<b>Community impact: Implications for Equality Groups (using the EIA assessment)</b>	Significant numbers of service users from more than one equality group would no longer have access to this type of service  Lack of access would have a major impact on their wellbeing	Significant numbers of service users from one equality group or smaller numbers from more than one affected  Restricted access to service would have significant impact on their wellbeing	Smaller numbers of service users from an equality group affected  Service available in other parts of Cardiff and/or only moderate impact on their wellbeing	Very few service users from equality groups affected  Still access to service albeit not from the same provider
<b>Community impact: Implications for other vulnerable Groups</b>	Serious impact on more than one vulnerable community or group	Significant impact on a vulnerable community or group or some impact on more than one	Some impact on a vulnerable community or group	No lasting detrimental impact on any vulnerable community or group
<b>Implications for Partnership</b>	Complete failure/ breakdown of relationship with key partners leading to adverse effect on partnership arrangements	Significant impact on relationship with at least one key partner leading to adverse effect on partnership arrangements	Some impact on partnership arrangements	Minimal impact on Partnership arrangements
<b>Reputation</b>	Adverse Cardiff-wide publicity of a significant and persistent nature  Adverse response from Welsh Assembly Government potentially involving (threat of) withdrawal of funding	Adverse publicity within specific communities of a significant and persistent nature  Adverse response from local councillors	Some adverse local publicity/local public opinion aware  Complaints from individuals/small group	Complaint from individual/small group, of arguable merit
<b>Financial</b>	No other possible sources of funding  Serious impact on other (match) funding leading to loss of services funded other than by Cymorth	Other sources of funding unlikely  Other funding affected, with some impact on services funded other than by Cymorth	Other sources of funding might be available  A small impact on other funding but no implications for services	Service could be provided from existing resources  No impact on other funding sources

## **2. RECOMMENDATION**

There are three main recommendations that we will be considering:

### **1. Maintain under current arrangements**

This would extend the project for another year under the existing grant arrangements

### **2. Continue service but move to new arrangements (new commission)**

If the service is considered to be of critical importance, but the current project/delivery arrangements need review, the recommendation might be that there is a new service specification for commission.

### **3. Discontinue funding (but with mitigation)**

The assessment may support the ending of funding even if there are identified risks. These will need to be mitigated/managed and will need to be identified in the Action Plan.

The assessment meeting will help us towards these conclusions although further consultation/information gathering may be necessary before the final judgement can be made.

## **3. ACTION PLAN**

The Action Plan will need to identify any further actions needed as a result of the recommendations, either to ensure that the service continues or to mitigate any significant risks if the service is discontinued.

It would be helpful if assessors can identify the issues and possible actions which will need to be referred to the relevant core group who will be responsible for considering the recommendation and agreeing/overseeing the actions needed.