

BRIEF FOR LAA REWARD TARGET RISK ASSESSMENTS

1. Project Mandate

The Leicestershire Strategic Senior Officer Group (SSOG) at its March meeting requested that a risk assessment be carried out against the LAA reward targets which would identify the likely outcome against targets by March 2009 and options for addressing any gaps.

2. Project Management

It is recommended that a small number of people (2 or 3) carry out the assessment with evidence gathered from others as necessary. In terms of members it should include the outcome lead for the relevant indicator and have the involvement of the block lead and block performance lead.

3. Timescales

Report by June 30th

4. Key Steps in Risk Assessment of Reward Targets

1. Data analysis

- Where we are now against the indicators and what has the historical trend been?

2. Current and Planned Intervention

- What are we already doing to hit the target (this should include reference to mainstream activity) and what do we have planned that will impact on the target

3. Trajectory and gap analysis

- What are the likely trajectories under current circumstances and what is the size of any gaps?
- Consider likely changes in need (unlikely to be large in the timeframe)
- Consider risks to planned activity
- Consider trajectory against 60% and 100% threshold.
- Calculate likely reward funding to be drawn down.

If the target is shown to be well on track with little risk after steps 1 to 3 you need not complete steps 4 and 5.

4. Options appraisal

- What are the specific challenges and/or barriers that need further or different attention in order to improve overall performance? Any specific target groups/communities?
- What are the options for the addressing the gaps? Summarise the pros and cons, likely impact of each and estimated costs (if any)

5. Action Plan – Proposals – what preferred option can be recommended to SSOG?

- Do nothing
- Do something – what and costs?

6. Format

In report format following the structure above recording the results of considering the question in each of the steps. Include supporting appendices as necessary.

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