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Bwrdd Iechyd Prifysgol
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University Health Board

Canolbarth a Gorllewin Iachach

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dyfodol yn byw
bywydau iach



Risk Potential Assessment Form (RPA)

Sexual Assault Referral Centre (SARC)



Llywodraeth Cymru
Welsh Government

Welsh Government Integrated Assurance

Risk Potential Assessment Form (RPA)

(IAH-RPA)

Version 2 – April 2022

INTRODUCTION

About OGC Gateway™:

Programmes and projects provide an important vehicle for the efficient and timely delivery of government aims. Good and effective management and control of programmes and projects is therefore essential to the successful delivery of government objectives. The Welsh Government Assurance Process (consistent with the OGC Gateway) is the responsibility of the Integrated Assurance Hub (IAH) and authorised to deliver assurance under accredited licence from the Infrastructure and Projects Authority (IPA), which is part of the UK's Cabinet Office. This process is designed to provide independent guidance to Senior Responsible Owners (SROs), programme and project teams and to the departments who commission their work, on how best to ensure that their programmes and projects are successful

The OGC Gateway Process examines programmes and projects at 'key decision points' in their lifecycle, and looks ahead to provide assurance that they can progress successfully to the next stage. The OGC Gateway Process is regarded as best practice in central civil government throughout the UK, and applicable to a wide range of programmes and projects, including:

- o policy development and implementation
- o organisational change and other change initiatives
- o acquisition programmes and projects
- o property/construction developments
- o IT-enabled business change
- o procurements using or establishing framework arrangements.

Value of the OGC Gateway Process

OGC Gateway Reviews deliver a 'peer review', in which independent practitioners from outside the programme/project use their experience and expertise to examine the progress and likelihood of successful delivery of the programme or project. They are used to provide a valuable additional perspective on the issues facing the programme/project team, an external challenge to the robustness of plans and processes, and support to SROs in the discharge of their responsibilities to achieve their business aims, by helping to ensure:

- o the best available skills and experience are deployed on the programme/project
- o all the stakeholders covered by the programme/project fully understand the programme/project status and the issues involved
- o there is assurance that the programme/project can progress to the next stage of development or implementation and is well managed in order to provide value for money on a whole life basis
- o achievement of more realistic time and cost targets for programmes and projects
- o improvement of knowledge and skills among government staff through participation in Reviews
- o provision of advice and guidance to programme and project teams by fellow practitioners.

The Welsh Government's Risk Potential Assessment Form (IAH-RPA) is designed to provide a standard set of high-level criteria for assessing the **risk potential** of a programme/project in a strategic context.

The RPA enables a conversation to be had about the risks and responsibilities that the SRO has for delivery and that the programme/project in respect of visibility, reporting and assurance in a wider portfolio management context. The RPA can also help the programme/project to identify areas where specific skills sets, commensurate with the level of complexity, may be required.

The OGC Gateway Process offers an independent assurance for all potential high and medium risk programmes/projects within Welsh Government and Wider Welsh public sector. In order to determine the applicability of an OGC Gateway Review, the RPA **must** be completed by the SRO for the programme/project.

The RPA form is in five sections :

- Section 1 - (Programme/Project General Information) – gathers some basic information about the programme/project
- Section 2 - gathers a brief synopsis of the programme/project, its key objectives and the stage of the programme/project at the current time. This will provide context for the assessment by the IAH.
- Section 3 - is designed to build on information provided in Section 2, by capturing a standard set of high-level criteria for further assessing the **risk potential** of a proposed programme/project. This section is also used to determine if an Assessment Meeting with the SRO is appropriate to discuss whether an OGC Gateway Assurance might be of value to the programme/project. At the end of each question within this section the SRO is required to make a self assessment of the level of risk the programme/project carries. Further information and an explanatory note is required to support the self assessment.
- Section 4 – The SRO is required to provide an overall self assessment of the level of risk the programme/project is at.
- Section 5 – SRO sign off for the RPA form.

Completed forms must be sent directly for assessment to the Integrated Assurance Hub (IAH) Mailbox Assurance@gov.wales

SECTION 1 :	Programme/Project General Information
1. Is this a Portfolio/Programme or Project?	Project
2. Programme/Project name	Sexual Assault Referral Centre (SARC)
3. Your Division/Department	Capital Planning
4. Programme/Project Type	Capital Construction
5. SRO Contact Details (to include telephone number, mobile number and e-mail address)	Lee Davies, Executive Director of Strategic Development and Operational Delivery lee.davies3@wales.nhs.uk
6. Programme/Project Director details (to include telephone number, mobile number and e-mail address)	Peter Skitt Hywel Dda University Health Board Ceredigion County Director peter.b.skitt@wales.nhs.uk
7. Primary contact point for administration of the OGC Gateway™ Review (to include telephone number, mobile number and e-mail address)	Eldeg Rosser Head of Capital Planning Hywel Dda university Health Board Eldeg.Rosser@wales.nhs.uk 07813769310
8. Finance Officer details: Review (to include telephone number, mobile number and e-mail address) <i>(N.B. review costs will initially be met by the Integrated Assurance Hub but will be recouped via journal at the end of the review)</i>	Sarah Welsby Business Partner, Planning and Major Projects Hywel Dda University Health Board Sarah.Welsby@wales.nhs.uk 01267283036
9. Date of previous Gateway Review if applicable – <i>please include previous Gateway Product & IAH unique number).</i>	Click here to enter a date. Choose an item.
10. Does the Programme/Project have an Integrated Assurance and Approvals Plan?	Yes

SECTION 2 : PROGRAMME / PROJECT DETAILS

Please provide a brief synopsis of the programme/project, the key objectives and at which stage the programme/project is currently at:

Sexual Assault Referral Centre (SARC) acute demand in Aberystwyth is currently met by the Bow Street SARC, operated by third sector provider New Pathways.

The Bow Street SARC has benefited from an investment of £75,000 to refurbish it to ISO 15189 standards, and accreditation is expected before October 2023. Nonetheless the facility's capacity is limited as it is next to a care home with no scope for expansion, and does not meet disabled access standards, therefore would need to be relocated at some point.

In addition, Ceredigion County Council has confirmed that the facility will no longer be available from 1st April 2025. SARC services must continue to be provided in Aberystwyth with no break in service continuity, therefore it is imperative that the Project is accredited and operational from 1st April 2025 at the latest. If an ISO 15189:2022-compliant facility with the appropriate space and capacity to meet the needs of service users is not put in place by 1st April 2025, there is a risk that it may not be possible to collect admissible evidence for all cases.

Currently, Hywel Dda University Health Board to invest in the development of a new SARC in Aberystwyth (the Project) is planning to submit an interim Business Justification Case based on tender cost estimates to enable the development of accredited infrastructure for the delivery of adult (16+) acute SARC services and non-acute SARC services to people of all ages in Aberystwyth and surrounding areas. The BJC will be re-submitted with robust costs at tender stage.

Spending objectives:

	Driver	Spending Objective	Specific	Measurable	Achievable	Realistic	Time-bound
1	Effectiveness	To deliver an acute and non-acute Aberystwyth SARC facility compliant with ISO accredited standards from which DPP, the University Health Board and the third sector can deliver their respective services.	✓	✓	✓	✓	✓
2	Efficiency	To deliver an acute and non-acute Aberystwyth SARC facility that is compliant with accredited standards to meet an anticipated in acute demand of 194% resulting from the consolidation of services from Newtown and Carmarthen.	✓	✓	✓	✓	✓
3	Economy	To deliver an acute and non-acute Aberystwyth SARC facility that is compliant with accredited standards to allow for the consolidation of services and the rationalisation of estate.	✓	✓	✓	✓	✓

4	Compliance	To deliver an acute and non-acute Aberystwyth SARC facility which meets the standards required for ISO 15189:2022 and complies with the requirements of the Equality Act on disabled access.	✓	✓	✓	✓	✓
5	Replacement	To replace the current acute and non-acute Aberystwyth SARC facilities to provide business continuity and prevent the loss of essential SARC services serving Aberystwyth and surrounding areas.	✓	✓	✓	✓	✓

SECTION 3 : GUIDANCE

Section 3 of the RPA assesses the potential risk for the programmes/project. The overall RPA assessment process at this point is an **indicator** of risk potential and is not an exhaustive risk analysis model. However, it can be the starting point for a more exhaustive risk assessment of a programme/project.

This section is made up of a series of five key short assessments, which will determine the basic and initial risk rating of the programme/project. These assessments are made using the knowledge and judgement of the SRO and programme/project team and should be considered in the light of a programme/project's strategic context. Each question requires an answer using the drop down boxes, a self assessment of the level of risk and a short explanatory note of the reasoning for the self assessment mark. This will provide further detail for the IAH and an audit trail of the considerations.

After completion, the SRO should e-mail the RPA Form directly to the IAH for initial assessment. The IAH will then formally write to the SRO to notify them of the outcome.

The initial assessment will normally be used throughout the life of the OGC Gateway Review process. However, and even though the score might decline during the programme/project lifecycle, should the programme/project's risk assessment increase, the higher assessment may take precedent.

If you have further questions about the use or completion of this section, please contact the Integrated Assurance Hub on 0300 025 0149 or 0300 025 3901 or you can e-mail us on Assurance@gov.wales

SECTION 3.1 Strategic Alignment & Commitment	
3.1.1: Does the programme/project satisfy a ministerial commitment? If YES, please state who is the responsible minister(s)	Yes The Well-being of Future Generations (Wales) Act; and A Healthier Wales: long term plan for health and social care. Eluned Morgan
3.1.2: Does the programme/project cut across ministerial portfolios	No
3.1.3: Does the programme/project satisfy a major policy commitment? If YES, Which policy?	Yes <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">The project is part of the National Sexual Assault Referral Centre Programme of work and is led by NHS Wales Health Collaborative</div>
3.1.4: Does the Programme/Project impact Key Organisational Objectives?	Critical link to delivery of key strategic objectives /targets
3.1.5: Does the Programme/Project impact Business Change?	Low impact
Strategic Alignment & Commitment – Self assessed risk rating	Low
Further information & explanatory note: The project seeks to maintain the essential delivery of SARC services to the population of Mid and West Wales, and therefore aligns with SARC and AHMWW strategy.	

SECTION 3.2: Financial/funding impact	
3.2.1: How much is the projected budget for the programme/project? <i>N.B. when completing this part of the form, please take into account the <u>whole-life costs</u> of the programme/project (as defined by HM Treasury Green Book)</i>	£1M - £5M

3.2.2: How long is the programme/project expected to run?	Over 2 Years
3.2.3: Is funding secured and in place for the entire lifecycle of the programme/project?	No
3.2.4: Does the programme/project receive external funding?	Yes - Capital Revenue
3.2.5: How is the Programme/Project budget managed?	Budget within delegations and local control
Financial/Funding Impact – Self assessed risk rating	Low
Further information & explanatory note:	
3.2.4: Capital: Project requires All Wales capital investment which will be via submission of a Business Justification Case.	
3.2.4: Revenue: Costs will be subject to the Welsh Sexual Assault Services cost pooling arrangement.	

SECTION 3.3 Stakeholder Engagement

3.3.1: Has the Programme/Project identified all stakeholders?	Yes - All stakeholders identified and engaged
3.3.2: How complex is stakeholder management?	several stakeholders across organisations
3.3.3: Impact on resources	resources yet to be identified
3.3.4: How many staff within the organisation will be affected by the programme/project?	less than 10
3.3.5: Impact on Public	No impact
Stakeholder Engagement – Self Assessed Risk Rating	Low
Further information & explanatory note:	
The purpose of the project is to deliver sustainable accredited infrastructure to enable SARC services in Aberystwyth to operate from. Outside of the project scope is the SARC programme of work which is responsible for and leading on any public communication and engagement activity requirements.	

SECTION 3.4 Governance

3.4.1: Has the programme/project undertaken a scoping exercise to ensure there is no duplication of work in any other part of the organisation?	Yes
3.4.2: Are the Programme/Project Governance arrangements in place?	Yes
3.4.3: Are the Programme/Projects Time & Quality Targets Achievable?	Yes
3.4.4: Has the Programmes/Projects benefits been identified?	Yes
3.4.5: Has the programme/project considered and implemented security standards in compliance with regulatory Acts e.g. GDPR?	Yes
3.4.6: Governance – Self Assessed Risk Rating	Low
Further information & explanatory note: No further comments	

SECTION 3.5 Programme/Project Dependencies

3.5.1: Is the Programme or Project dependant on or connected to wider initiatives?	standalone programme/project with no dependency
3.5.2: Does the programme/project depend on key components, consent or approvals which are outside the organisations direct control?	key component of programme/project objective requires consent or approval from external organisation
3.5.3: Does the programme/project key objective require new IT systems and/or the need to develop interfaces with existing IT systems?	key component requires new IT system and/or interface with internal systems
3.5.4: How complex are the commissioning/procurement arrangements for the programme/project	Single supplier required from existing commissioning/procurement framework
Programme/Project Dependencies – Self Assessed Risk Rating	Low
Further information & explanatory note: 3.5.1: The project is dependent on All Wales capital funding and is aligned to the National SARC Programme of work in terms of achieving additional service sustainability.	

3.5.2: External Organisations: meaning the SARC Board which in addition to Health as members includes, Dyfed Powys Police and 3rd Sector members. Other external organisations would also include Ceredigion Local Authority on the approval of planning permission.

Section 4: Programme/Project overall self assessment risk rating

Low

Section 5: SRO ENDORSEMENT

I am satisfied that the Risk Potential Assessment provides an accurate reflection of the programme/project at this stage of development.

Signed: Lee Davies, Executive Director of Strategic Development and Operational Delivery
(Senior Responsible Owner)

Date 24 05 2023

Signature

I will re-asses the programme/project if there is a significant change to the programme/project scope or budget or if significant changes emerge that may threaten successful delivery.

Signed: Lee Davies, Executive Director of Strategic Development and Operational Delivery
(Senior Responsible Owner)

Date

Signature