



Blue Light Collaboration Opportunity Assessment

All sections in Parts 1 to 4 must be completed during the initial opportunity assessment.
Part 5 is 'supporting evidence' and must be provided in support of opportunities being put forward in Parts 1 to 4.

Reference	
STRAND	
DOCUMENT AUTHORS (NAME & ROLE)	
DATE SUBMITTED	

PART 1 – BASELINE INFORMATION

Service Details

1(a) DESCRIBE THE SERVICE CURRENTLY BEING DELIVERED?	
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1(b) WHICH PRIORITIES WOULD BE SIGNIFICANTLY AFFECTED IF THIS SERVICE WAS NOT DELIVERED?	FIRE PRIORITIES		POLICING PRIORITIES	
	1.		1.	
	2.		2.	
	3.		3.	
	4.		4.	
	5.		5.	

1(c) WHAT ARE THE KEY FUNCTIONS / PROCESSES DELIVERED?	Functions / key process	To be reviewed? (Y/N)	Comments: Please detail why it will or won't be reviewed to identify options for change

1(d) WHAT ARE THE LEGAL / STATUTORY REQUIREMENTS & POLICIES LINKED TO THIS SERVICE?		Details
	Legal / Statutory	
	National Rules <small>(e.g. APP, National directives, etc)</small>	
	National Guidance	
	Policies	

1(e) WHAT IS DELIVERED OVER AND ABOVE THE LEGAL / STATUTORY REQUIREMENTS?		Details
	Local Agreements <small>(eg. Partner agencies, CDRP etc)</small>	
	Internal arrangements	

	EXTERNAL CUSTOMERS	INTERNAL CUSTOMERS
1(f) WHO ARE THE KEY CUSTOMERS OF THE SERVICE?		

Resources & Costs

1(g) BUDGET BREAKDOWN (CURRENT)		
Please list the total budget allocated to the delivery of this service.	MFRS	Merseyside Police
STAFF COST BUDGET:		
NON-STAFF COST BUDGET:		
TOTAL BUDGET: (sum of staff and non-staff budget)		

PART 2 – OPPORTUNITIES

Options for Change

2(b) OPPORTUNITIES INCLUDING SUPPORTING EVIDENCE* (any options around invest to save or income generation should also be included in this section)	
Ref	Description of option
1	
2	
3	
4	
5	
6	

* Evidence may take the form of data, consultation, benchmarking or professional judgement and can be included in the above table, or it may be more appropriate to include as an appendix.

2(c) ESTIMATION OF SAVINGS AND COSTINGS (PER OPTION)										
Ref	FTE (+ / -)		Savings			Costs			Net Savings	
	FO	FS	FO	FS	Other	FO	FS	Other	FO & FS	Other
1										
2										
3										
4										
5										
6										

2(c) ESTIMATION OF SAVINGS AND COSTINGS (PER OPTION)										
Ref	FTE (+ / -)		Savings			Costs			Net Savings	
	PO	PS	PO	PS	Other	PO	PS	Other	PO & PS	Other
1										
2										
3										
4										
5										
6										

Notes:

To ensure there is no 'double counting', savings must exclude any that are being claimed through other internal change programmes.

2(d) BASED ON YOUR SCOPING AND APPLICATION OF PROFESSIONAL JUDGEMENT; PLEASE ASSESS YOUR OPTIONS IN TERMS OF:

COMPLEXITY (An informed measure of the intricacy of the service and the effort required to realise benefits)		H = Very Challenging M = Challenging L = Not challenging	RATIONALE FOR GRADING:
YIELD (Potential amount of savings that could be achieved in outline option)		H = £1m+ M = £250,000 - £999,999 L = £0 - £249,999	RATIONALE FOR GRADING:
PERCEPTION / REACTION (Probability of the negative perception of the changes being proposed e.g. political)		H = High chance of negative perception M = Medium chance of negative perception L = Low chance of negative perception	RATIONALE FOR GRADING:

2(e) WHAT ALTERNATIVE OPTIONS WERE CONSIDERED? (Please include rationale for not proposing in section 2b)

2(f) RISK ASSESSMENT (when assessing risk, give consideration to Operational, Cultural, Political and Equality & Diversity issues)

Risk (Describe the risks attached to the proposed option(s) in detail and the impact if the risks are realised)	Impact (H/M/L)	Likelihood (H/M/L)	Mitigation (if required) (Describe any action that should be taken to reduce the likelihood of the risk occurring or to mitigate its impact. If a very low likelihood/impact, the Force may decide to accept it without any action. If so, please indicate that)	Impact (H/M/L)	Likelihood (H/M/L)

PART 3 – CONSULTATION

3(a) Consultation

Please list all meetings, workshops or contacts that have formed part of this scoping activity.

DATE	IN ATTENDANCE	ROLE	CONTENT DISCUSSED	ANY ISSUES RAISED?

PART 4 – INTERDEPENDENCIES

4(a) Interdependencies

Please describe any links or interdependencies between this scoping activity and any other ongoing or proposed local Force projects or regional / national work.

PART 5 – SUPPORTING EVIDENCE

- All findings and options put forward must be underpinned by a thorough and demonstrable understanding of relevant resources, processes and demand data. **How you provide this evidence is at your discretion**, however, some suggested ‘templates’ for capturing information that could in turn be used to form the required evidence to support your options can be found in this section.
- To ensure proposed reductions are viable and sustainable, the evaluation work should be conducted using systems thinking / continuous improvement techniques.
- All supporting evidence should be attached as appendices.

5(a) DEMAND ANALYSIS (Use this to record all identified demand across the service).

DEMAND	ORIGIN	VOLUME (annual)	PREDICTABLE / UNPREDICTABLE (in the main)	VALUE / FAILURE

5(e) BENCHMARKING

Record here any comparisons that have been made with the arrangements of this function or service in other Forces / organisations.

ORGANISATION	SERVICE ASPECT COMPARED	OUTCOME OF RESEARCH

Use the below box to detail any other benchmarking data that will not fit the above boxes.