**Sector Assessment Process**

**Project Brief**

The development of an assessment process for the sector is a key area of work that will significantly contribute towards fulfilling the three strategic objectives of the Project as set by the funders. The process will provide measurable benefits across all objectives:

**Coordination** – The process will result in the completion of a comprehensive assessment of activity across the sector, highlighting the key issues affecting migrant settlement across the four broad thematic (RIGHTS, HEALTH, OPPORTUNITIES, COMMUNITY) areas of the Project. As the assessment will encompass issues across the whole sector it will be of relevance to both specialist and generalist organisations, encouraging engagement with identified priorities and generate a wide sector response.

**Communication** – The assessment will highlight key issues and priorities that can be used in discussions with partners and stakeholders by providing an evidential basis to agree action. Through the highlighting of current activity and best practice amongst organisations, it will increase awareness outside of the sector with policymakers and the wider public.

**Strategic Understanding** – The assessment process will provide detailed insight into current activity within the sector, including how outcomes for service users are measured. It will identify any gaps in provision, new emerging issues and enable a pathway between services to be developed and embedded in the sector.

Three key products that will be developed by the Project to conduct this process:

**Sector Assessment** – The assessment will be produced every 12 months and document the current state of the sector. It will provide a snapshot of current activity, gaps identified through research and challenges. By utilising the four broad themes of the Project will allow all groups that support with migrants to be consulted and involved. Each assessment will identify four key issues (one per theme) affecting the sector that can be developed, actioned and resolved.

The Sector Assessment will be used to drive the key business of the Project. Thematic leads on the Project Board will each take ownership of one key issue, with the aim of leading on a response. The Project will commission sub-groups attended by key stakeholders to assist in developing this response. Key issues will be reviewed every 12 months.

The first iteration of the assessment will by nature include several gaps around sector knowledge, but with recommendations of how to close these. As knowledge increases through outreach work, these will be resolved and replaced by new emerging issues that will be identified by further assessment, research and engagement with partners.

**Intelligence Collection Plan** – The Plan is used as a guide to assist in compiling the Assessment. Once the four key issues have been agreed, it will generate a number of questions that will need to be answered in order to provide a detailed assessment of the key issue. The Plan is used to identify and record the sources of data needed to answer these questions as well as tracking the status of obtaining these.

Through regular reviews of the plan, it may indicate that information required is not available, or must be generated (for example through the use of focus groups). In this case, then the particular question becomes a knowledge gap and included in the assessment as a recommendation to be resolved.

Use of a Collection Plan will ensure that the Assessment is completed within timescales and that all relevant data sources are identified and accessed, ensuring the most comprehensive document possible.

**Asset Register** – The Register is essential in creating the structure to conduct assessments on an ongoing basis. It will collate information from across the region; recording how the demand from service users and capacity of organisations to respond are measured. It will differ from existing service directories in that it will also record how the outcome of activities are measured and whether this results in further action or referral.

To ensure that the register is as comprehensive as possible, it is important that it includes not just specialist organisations, but also those that support migrants as part of a wider client group. This will also identify opportunities for collaboration and potential referral pathways for clients.

As the register is compiled, and knowledge of activity increases, it will also identify potential members for sub-groups to address key issues as well as those who could provide the data needed to fill knowledge gaps. It will also highlight any needs that may exist in service provision for clients.

Although the register could act as a service directory for the region, this is only seen as a by-product of the process. Its primary focus will be to document and understand activity in the sector across the region.

This process will embed an intelligence cycle within the sector that will enable us to identify, analyse and resolve key issues impacting upon the lives of migrants in the region. It will therefore support the goal of promoting and influencing effective settlement as set out in the Project objectives.

**Process Map**

**PLAN – Key Sector Issues identified, with one priority per thematic area.**

**COLLECTION – Intelligence Collection Plan developed with data sources needed.**

**PROCESS – Asset Register used to identify key stakeholders and develop data.**

**ANALYSE – Sector Assessment produced.**

**EVALUATE – Project Board commissions sub-groups and actions to resolve Key Issues.**

For this process to be effective for the sector, it will run on a rolling twelve month cycle so that work can be evaluated, new priorities identified and plans developed.