

County Council

Meeting Venue
**Council Chamber - County Hall,
Llandrindod Wells, Powys**

Meeting date
Thursday, 21 February 2019

Meeting time
10.30 am

For further information please contact
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County Hall
Llandrindod Wells
Powys
LD1 5LG

15 February 2019

Mae croeso i chi siarad yn Gymraeg neu yn Saesneg yn y cyfarfod, a bydd gwasanaeth cyfieithu ar y pryd ar gael.
You are welcome to speak Welsh or English in the meeting, and a simultaneous translation service will be provided.

AGENDA

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| 1. | APOLOGIES |
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To receive apologies for absence.

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| 2. | DECLARATIONS OF INTEREST |
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To receive any declarations of interest from Members relating to items to be considered on the agenda.

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| 3. | BUDGET FOR 2019-20, MEDIUM TERM FINANCIAL STRATEGY 2019-2024 AND CAPITAL PROGRAMME FOR 2019-2024 |
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To consider the budget for 2019-20, Medium Term Financial Strategy 2019-2024 and Capital Programme for 2019-2024.
(Pages 3 - 1036)

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| 4. | BUDGET VIREMENTS |
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To consider budget virements.

- 4.1. **Virement for North Powys Recycling Bulking Facility**
(Pages 1037 - 1040)

4.2. **Virement for 21st Century School Projects**
(Pages 1041 - 1044)

4.3. **Virement for Capitalisation Direction**
(Pages 1045 - 1048)

Not before 2.00 p.m.

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| 5. | BANW C.P. SCHOOL AND LLANERFYL C. IN W. (FOUNDATION) SCHOOL |
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To consider a report by County Councillor Aled Davies, Portfolio Holder for Finance, Countryside and Transport.
(To Follow)

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| 6. | EXEMPT ITEMS |
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The Monitoring Officer has determined that category 1 of the Access to Information Procedure Rules applies to the following item. His view on the public interest test (having taken account of the provisions of Rule 14.8 of the Council's Access to Information Rules) was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest requiring the disclosure of personal data he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider these factors when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

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| 7. | SENIOR MANAGEMENT TEAM REORGANISATION |
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To consider the confidential report.
(To Follow)

CYNGOR SIR POWYS COUNTY COUNCIL.

COUNTY COUNCIL
21st February 2019

REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance

SUBJECT: Budget for 2019-20, Medium Term Financial Strategy 2019-2024 and Capital Programme for 2019-2024

REPORT FOR: Decision

1. Introduction

- 1.1 This report and the appendices attached set out the proposals for the Revenue Budget and Capital Programme for the financial year commencing 1st April 2019 with provisional proposals for the next 4 years to 31st March 2024. The Medium Term Financial Strategy (MTFS) is attached at Appendix 1.
- 1.2 The Council is required under the Local Government Act 2003 to set a balanced budget for the forthcoming financial year. The MTFS reports a balanced budget for 2019/20. There is no requirement to set out a balanced position beyond the next year but the five-year strategy has been developed to enable longer term planning and transformation.
- 1.3 The Council continues to respond to the major financial challenge it is experiencing to ensure that it maintains a balanced budget.
- 1.4 The choices to achieve this position are difficult. Delivering services in the same way as we have done in the past is no longer viable. This budget proposal recognises that we must ensure our statutory services are delivered efficiently and achieve value for money. However, it is often the discretionary services that our residents value.

1.5 **Protecting Priorities and Services**

The council has attempted to protect the services our residents value and need, and prioritise the council's Vision 2025:

- This budget passes on to schools delegated budgets an additional £1m, retaining Powys' position as one of the highest funders of education in Wales.
- This budget protects the investment that has been made in Children's and Adults services although significant pressures remain.
- This budget maintains the funding for developing key priorities within Vision 2025 such as the mid-Wales Growth Deal, building 250 extra homes and using the council's considerable spend to support county businesses with greater use of the Powys pound.
- This budget protects the delivery of statutory services such as environmental health and Trading Standards.

1.6 **Our approach to 'bridging the funding gap'**

This starts with transformational changes to the council's operating model. This has included the following:

- A new, smaller senior management structure saving £1m.
- Reductions in management and staffing numbers and costs in back office and support functions, flowing from the new operating model, saving £3.3m.
- Changes to management and system processes saving £200k
- A radical review of all council's assets, through the rationalisation and disposing of property, we have already disposed of 81 buildings since 2013 and further changes in 2019/20 will save £384k.

1.7 The council has also started to take a transformational approach to the way it will deliver or fund some services. This includes:

- A complete review of all third party funding and withdrawal of funding from all but the highest priorities saving £862k
- Innovative models of social care, partnership working and greater use of digital technology, providing effective, integrated health and care in a rural environment.
- Full recovery of costs in some areas, withdrawal of funding from areas that are lower priority and sourcing alternative funding streams, saving £2.4m
- Restructure our services for children with additional learning needs, inclusion and behaviour through reorganisation of the delivery of support for pupils with additional learning needs in line with the new Additional Learning Needs and Education Tribunal Wales Act and increasing capacity in county to reduce the number of Out of County placements, saving £300k.
- Rationalisation of Highways Waste Recycling Centres and changes in Highways operational activity, saving £375k.
- The Highways Transport and Recycling Transformation programme for 2019/20 will improve productivity, reduce costs and generate more income delivering savings of £1.1m

1.8 We have also focussed on areas where income could be maximised either through justified increases in charges and fees, or working differently with our partners and sharing building or developing multi organisation hubs.

1.9 The budget proposed this year does not rely on reserves or one-off sources of funding and addresses one of sources used in the previous year to ensure that the budget is sustainable going forward. The level of reserves is assessed as being at an acceptable level and in line with the Council's policy of maintaining a 3% minimum general fund reserves. Specific reserves are held for identified purposes.

1.10 It is recognised that the Council of the past is no longer affordable, the council will become smaller while maintaining its focus on its priorities.

2. Strategic Context

2.1 The Office for Budget Responsibility (OBR) reported in October 2018 that the outlook for the public finances, in the medium term, looks much the same as it did in March 2018 - a significant improvement in the underlying pace of deficit reduction, that on its own would have put the Government on course to achieve its objective of a balanced budget for the first time. This underlying improvement now meets the Prime Minister's promise of higher spending on the NHS made in June. The remaining budget policy measures mean the deficit in 2022-23 is little changed overall.

- 2.2 On 29 October, the Chancellor of the Exchequer presented the UK Autumn Budget. As a result of the UK Government's spending decisions, Wales received Barnett consequentials (Wales' share of central government funding additions) of £554.3m between 2018-19 and 2020-21. This comprises an extra £485.9m revenue, £59.9m capital and £8.5m of financial transactions capital.
- 2.3 The Welsh Government stated that local government would be "front of the queue" for extra funding resulting from the Autumn Budget as it recognised the real pressures local authorities are facing. In January 2018, local authorities were facing a 1% reduction in the revenue support grant (RSG) for 2019-20 – this was equivalent to a cash reduction of £43m. The draft Budget 2019-20 reduced that cut in funding in the RSG to less than £15m (equivalent to a reduction of 0.3% in the RSG). Welsh Government put in place a funding 'floor' to ensure no authority would face a reduction in funding of more than 1% over the previous year. The draft Budget also provided £84m of additional revenue in special grants and other funding streams for local government outside the RSG.
- 2.4 In November, Welsh Government announced a package of additional funding proposals worth a total of £141.5m over three years (2018-21) for local government. Wales Fiscal Analysis briefing note reports that Welsh Government day-to-day spending will increase by over 2%, in real terms, in 2019-20, which is by far the largest increase since before the start of austerity measures in 2010-11. However, it will still be around 5% lower in real terms than in 2010-11.
- 2.5 The local context affecting our funding and demand for services is well recognised, heavily influenced by Powys being sparsely populated with a wide geographic area requiring services. It has a higher than average elderly population that is predicted to increase at a rate that is significantly greater than the national average. This statistic can largely be attributed to people living longer as a result of better healthcare and improved lifestyles together with an inward migration of people to the County above retirement age.
- 2.6 Conversely, the county's level of younger population is declining with a reducing birth rate and a sizeable outward migration of young people looking for further educational and career opportunities being the main contributors to this trend.
- 2.7 These factors in combination continue to present significant challenges. The provision of services to a dispersed and relatively small population is expensive as a result of greater transport costs and the demand for facilities to be delivered locally or within a commutable distance. Additionally, a consequence of an ageing population is the increased demand for more complex and therefore more expensive care support.
- 2.8 Social Services within Powys have been under considerable pressure. Demand for these services and the need for sustainable change has been supported by considerable investment. These pressures continue to impact on the Council's budget. Budgets for these services will be set in order to manage the current pattern of service provision. The on-going development of clear service and financial strategies support this approach. Identification of the potential future pressures these services could face, together with plans of how these can be mitigated and managed, demonstrate how service provision will transform whilst delivering the required improvement.

3 Welsh Government Settlement

- 3.1 The Final Settlement was received on the 19th December 2018. The Aggregate External Finance (AEF) figure was £174.291m which was a 0.3% reduction in grant after adjusting for transfers. The impact upon Local Government in Wales, as a whole, was an average increase in funding of 0.2%.
- 3.2 Powys, along with 9 other Authorities, saw a reduced level of funding, with Powys ranking joint 18th of the 22. The remaining 13 authorities had an increase in funding with the average being an increase of 0.2%. This position has yet again been helped by the application of a 'top up', minimising the level of reduction at 0.3%. 5 authorities benefitted from this.
- 3.3 Powys has £1,323 of funding per capita, compared to the Wales average of £1,352 and the year on year change ranks 12th out of all the Unitary Authorities.
- 3.4 The annual funding distribution from Welsh Government (WG) relies on the use of a number of key datasets within the formula that calculates the funding allocation for each council.
- 3.5 For Powys our funding settlement for next year has yet again been influenced by less favourable movement in these data sets in nearly all areas. This is a persistent factor affecting our settlement and includes population projections, pupil numbers, primary free school meals and income support and job seekers allowance/pension credits claimants. The following table shows our comparative position out of the 22 local authorities. The key data sets are population and pupil numbers.

Changes in Key Datasets

| Dataset ¹ | 2018-19 Final | 2019-20 Final | % Difference | Rank |
|---|---------------|---------------|--------------|------|
| Population projections | 131,922 | 131,721 | -0.2% | 22 |
| Pupil Numbers - Nursery and Primary | 9,840 | 9,755 | -0.9% | 21 |
| Pupil Numbers - Secondary in year groups 7-11 | 6,315 | 6,297 | -0.3% | 18 |
| Free School Meals - Primary | 1,065 | 1,034 | -2.9% | 20 |
| Free School Meals - Secondary | 640 | 637 | -0.5% | 15 |
| Children in out of work families | 3,000 | 2,900 | -3.3% | 15 |
| IS/ JSA/ PC/UC (not in employment) claimants - 18 to 64 | 1,886 | 1,605 | -14.9% | 22 |
| IS/ JSA/ PC claimants - 65+ | 4,684 | 4,466 | -4.7% | 8 |
| IS/ JSA/ PC/UC (not in employment) claimants - all ages | 6,584 | 6,084 | -7.6% | 11 |
| SDA/DLA/PIP claimants - 18 to 64 | 4,538 | 4,544 | 0.1% | 4 |

1. For definitions of the indicators refer to the Local Government Settlement 2019-20 - Local Government Finance (Councils) Report.

- 3.6 Two grants were transferred into the Revenue Support Grant (RSG):
- ❖ Teachers Pay Grant £328k
 - ❖ Free School Meals Grant £185k

Welsh Government are also providing additional support for the Teachers pay with further grant funding provided in 2019/20.

- 3.7 In recognition of the important role local authorities play in delivering core social services and the preventative approach at the heart of delivery, the Welsh Government settlement

contains a further £20 million to help ease these pressures. The allocation for Powys is £820k.

- 3.8 The final settlement includes a further £7 million to support the increase to the capital limit in charging for residential care to £50,000 commencing from April 2019. Powys has received £352k of this funding to manage the shortfall in revenue this creates.
- 3.9 Also included is an extension of the High Street rate relief scheme in 2019-20. This will enable Councils to provide additional discretionary rates relief for local businesses and other ratepayers in response to specific local issues.
- 3.10 Alongside the settlement Welsh Government is again providing £600,000 to support local government to eliminate charging for child burials.
- 3.11 While the unhypothecated (non-earmarked) Settlement is the largest single source of funding available to authorities, it is not the only one. In setting the budget and council tax levels for next year, Welsh Government expects every authority to take account of all the available funding streams and to consider how to secure best value for Welsh taxpayers through effective and efficient service provision.
- 3.12 Welsh Government provides a number of specific grants in addition to the settlement funding. A number of grants have been amalgamated with the establishment of a Children and Communities Grant (bringing together seven existing programmes) and a single Housing Support Grant (bringing together a further three programmes) from 1 April 2019. This will increase flexibility for local authorities and help to reduce the administrative burden associated with grant funding.
- 3.13 The General Capital Grant for Powys has increased by £1.545m. This is the first year of a three-year commitment to provide additional capital.

4 Proposal – Revenue Budget 2019/20

- 4.1 Underpinning the Council's budget plan and strategy is the Financial Resources Model (FRM). This model is continually reviewed and developed in formulating the budget proposal.
- 4.2 The proposed Net Revenue budget for the Council for the financial year 2019/20 is £255.2m. This includes the delegated schools' budget.
- 4.3 The budget is underpinned by the revenue settlement received from Welsh Government, which funds 68.3% of the council's net expenditure. In addition, Welsh Government and other Government departments fund activities through specific grant. The remaining net expenditure is funded by Council Tax.
- 4.4 The proposal includes an increase in Council Tax of 9.5%. This is not subject to approval as part of this report, as this is a matter for full council determination. However, the report recommends the level of Council Tax to be included in the budget that goes to full Council on 21st February 2019. On 7th March full Council meets to set the Council Tax in line with the final budget. This meeting does not reopen the budget but ensures the Council sets Council Tax for billing purposes.
- 4.5 The Council needs to look at a strategy that seeks a balance between Council Tax increases and financial resilience. Welsh Government sees Council Tax setting as a matter for each local authority to determine in order to meet pressures on its services.

This is now the government's policy expectation and planning assumption. The scale of demand and challenges in social care make it very unlikely that the 2019/20 budget could be easily balanced without an approach that sees maximising council tax as a key component. In addition, any decision to seek a low level of Council Tax will affect the Council's long term resilience as this depends on a strong tax base, meaning the rate of Council Tax as well as numbers of homes.

4.6 Any change in the level of Council Tax will have a financial impact. This is outlined below and a reduction in the level of increase must be met by further budget reductions including service cuts:-

- 0.25% change £176k
- 0.50% change £367k
- 1.00% change £735k

4.7 The financial model is developed within the framework of the Medium Term Financial Strategy attached as Appendix 1. The MTFS is influenced by the overall framework. This includes consideration of the Corporate Improvement Plan, the 2025 Vision and a range of issues including community needs and residents' views, financial and inflationary pressures, performance and regulatory reviews from Welsh Audit Office, Estyn and Care and Social Services Inspectorate Wales (CSSIW). As a result, it takes account of external as well as local issues. The MTFS has been reviewed and strengthened in response to the Wales Audit Office Annual Audit letter which recommended that "The Council must also act immediately to update its Medium Term Financial Strategy to enable the Council to live within its means going forward."

4.8 This year's budget planning has again been strengthened with the development of individual directorate and service FRMs which detail and capture all of the financial implications affecting the service. These documents enable the directorates to consider, develop and manage their own service financial strategies as well as informing the development of the overarching Council budget. The approach has significantly assisted directorates with financial planning.

4.9 The FRM shows a balanced budget for 2019/20 and is attached as Appendix 2. The specific details of the assumptions and items included are provided in the sections below.

4.10 Inflationary pressures and the impact of Local Government Pay settlement have been considered across services and £1.6m has been provided to assist in meeting these additional costs. The majority of this funding provides for the proposed Local Government pay award. The council is also dealing with the impact of new pay grading; this will be dealt with by services.

4.11 Two grants have transferred into RSG totalling £513k, as detailed in section 3.6. The budget proposes the passing of these funds to the services to meet the additional pressure.

4.12 New responsibilities are required of the Council and these are reflected with investment of £352k to support the increase to the capital limit for charging for residential care from £40,000 to £50,000 commencing from April 2019.

4.13 The proposal identifies and includes investment and service pressures of £12.9m. This demonstrates that the budget takes a balanced approach. The more significant items are summarised as follows:

- The actuarial revaluation of the pension fund in March 2017 required an increase in the Employers contribution rate. This increase has been phased in over a 3-year period with an additional £750k per annum. 2019/20 is the Year 3. This is a figure agreed by the actuary and signed off by the Treasury.
- The Authority is required to pay into a combined fire service fund in accordance with the Mid and West Fire Service (Combined Scheme) Order 1995, Part IV. Powys is one of six authorities contributing to the fund. Mid and West Wales Fire and Rescue Authority has increased the annual levy by 2.1%. This means the Powys County Council budget has to meet an additional unfunded pressure of £87k because of Mid and West Fire Service's decision.
- In line with previous years, Cabinet continues to support additional funding for schools with a further £1m included for allocation via the formula.
- Welsh Government has maintained the funding level within the Revenue Support Grant with regard to the Council Tax Reduction scheme. However, the Welsh Government settlement no longer keeps pace with payment levels and our expenditure of £8.9m currently exceeds the level of budget allocated for this. At a proposed increase level of 9.5% £1.25m is included to meet this shortfall.
- It will be recalled that the need to support Children's Services meant reserves were redirected to support the revenue budget in 2018/19. This was a 'one off' funding source and reduced the need for further immediate savings in that year, providing more time for the development of the transformational programme that needs to be implemented. The pressure this one off funding created has been resolved on a permanent basis within the 2019-20 budget proposal.

4.14 The overarching budget strategy brings together the Revenue and Capital budgets alongside the policy on Reserves. The approach links these three key elements to form the foundation of our financial plans. The Revenue Budget proposed includes these considerations with provision for the financing of capital and proposals around reserves.

4.15 This proposal provides a balanced budget for 2019/20 and includes further reductions in expenditure through efficiencies and some changes to service provision.

4.16 Reductions in expenditure through savings of £12.7m are required. Service proposals have been included in the budget plan and are provided in detail in Appendix 3.

4.17 The proposals include:-

- Continue to deliver efficiencies through process change
- Organisational Transformation - changing the Council's operating model with savings being made from and senior management arrangements.

- Where possible and appropriate, ensuring full cost recovery, or generating new sources of income.
- Consider further partnership working in order to increase efficiency and reduce cost.
- Identify services that may be no longer appropriate or required.
- Develop a community delivery approach to service delivery via the Stronger Communities Programme Board and our partners.
- Review third party spend so that contracts and specifications are appropriate and proportionate and meeting our priorities. This has seen the withdrawal of support from some organisations.
- Make more effective use of our buildings or reduce the numbers of sites out of which we operate
- Continue to restructure our services for additional learning needs, inclusion and behaviour through implementation of the revised Strategy for Special Educational needs.
- Pass on to schools delegated budgets all increases or reductions which relate to changes in pupil numbers.

4.18 The individual budget proposals have undergone an Impact Assessment to ensure that the Council understands the potential impact of the proposals. In doing so, the process considers the Council's strategic vision and priorities, risk management, equalities, Welsh language, the Wellbeing of Future Generations Act, sustainable development principles, communication and engagement, safeguarding, corporate parenting and community cohesion.

4.19 The delivery of these savings is essential to deliver a balanced budget. Achievement of savings within the financial year remains under 80%. The Council has a good record delivering savings but the record shows the savings to take longer than a financial year to be delivered. The Wales Audit Office Audit letter made a Statutory Recommendation to the Council under section 25(2) of the Public Audit (Wales) Act 2004 which stated "In setting a balanced budget, the Council must ensure that all savings plans are sufficiently well developed for inclusion in the annual budget."

4.20 Assurance must be provided to Council that the budget is robust and that the savings included in it are deliverable. This will also enable the Council and the Statutory Chief Finance Officer (S151) to sign off the budget with confidence. For the proposed budget, Savings Panels have been held to challenge and test the deliverability of each proposal. Heads of Service have provided the assurance that they can deliver the savings within the required timescales, whilst also reflecting on any risks.

4.21 In order to provide further budget assurance an independent assessment of the whole budget proposal has been undertaken by the Chartered Institute of Public Finance and Accountancy (CIPFA). This provides the Council with an independent view of the robustness of the plan.

4.22 Savings included in previous budget plans which remain outstanding, where these are undeliverable, have been removed from the budget plan. This means £3.9m was added to the pressures to balance the budget. However, by resetting areas of high risk in the budget it gives increased assurance about delivering savings on 2019-20.

4.23 A change to the Minimum Revenue Provision (MRP) policy implemented previously was further supported by a retrospective recalculation of MRP liability releasing non recurrent savings of £19.988m over a phased period by a reduction in the annual MRP charge. The saving contributes to the budget plan as follows: -

- 2017/18 £4.0m
- 2018/19 £4.5m
- 2019/20 £5.0m
- 2020/21 £4.0m
- 2021/22 £2.488m

4.24 The reduced MRP charge can be used to support services but in 2021/22 the Authority's FRM reflects the financial impact of the additional pressure as the MRP charge increases to the normal level.

5. Social Services

5.1 The level of investment in Powys' Social Services last year was considerable, increasing their base funding by an unprecedented £6.5m for Adults and £6.2m for Children's services. Further funding provided by Welsh Government via the revenue settlement (see section 3.7 above) will also be allocated to these services providing an additional £1.1m. This level of additional funding (particularly for Children's Services) reflected the serious challenge the Council faced as well as its commitment to improve outcomes by addressing the poor Children's Service inspection report.

5.2 It must be stressed that Social Services is a key area of financial risk in the 2019-20 budget. This can only be resolved through a corporate approach that sees a whole council response. An appropriate level of challenge and support will be needed in 2019-20 to ensure improvements in services to the most vulnerable are sustainable and that this does not affect the council's financial reserves.

5.3 Other funding sources will need to be maximised, including Welsh Government specific grants, to support Social Care, which the service will be able to draw down. Welsh Government has decided to use Regional Partnership Boards as the bodies for additional Children's Services funding; it therefore important that the Regional Partnership Board contributes to the pressures within Children's services, and activity that achieves service improvement and reduces financial risk must be prioritised.

5.4 In 2018-19 Adult Social Care received a significant budget increase of £6.5m. The service has delivered savings of £1.4m this year and the 2018-19 projected outturn reports a small underspend, it remains policy that there will be a reduction in base funding of £1m as part of the 2019-20 proposal. This is not without risk but the large increase in 2018-19 put the budget on a more sustainable footing and whilst potential demographic pressures are evident, it is only appropriate that Adult Services ensures it operates efficiently and effectively. However, the overall risk that Social Services (both Children's and Adults) face in 2019-20 means that the budget management reserve forms a key part of the strategy and the £2m addition included as part of the budget addresses this potential risk.

6. Capital Receipts to fund Transformation

- 6.1 Capital receipts are raised from the sale of council assets and can be used to fund capital costs or repay debt. A Capitalisation directive (April 2018) issued by the Welsh Cabinet Secretary for Local Government and Public Services, enables authorities to use capital receipts much more flexibly. This means capital receipts can help fund the revenue costs of transformation projects that generate ongoing revenue savings or transform service delivery in a way that reduces cost or demand for services in future years. This is a welcome flexibility but is restricted to the financial years from 1st April 2016 to 31st March 2022. In other words, there is a window to use the directive to support the Council through a challenging period.
- 6.2 The Council has used this flexibility since its introduction and has reduced the impact on the revenue budget by approximately £3m in the last 3 years. It is proposed to continue the use of this funding stream for the next 3 years with a minimum of £2m per annum supporting qualifying revenue expenditure. The detailed policy on the use of Capital receipts is provided in Appendix 6 and also forms part of the Capital Strategy.

7. Reserves

- 7.1 The Council's reserves are key to our financial planning; maintaining these at an appropriate level is central to our financial stability. They provide a safeguard against risk, unusual events and future financial pressures.
- 7.2 In assessing the appropriate level of reserves, the Authority will ensure that the reserves are not only adequate, but also necessary and will be appropriate for the risk (both internal and external) to which it is exposed.
- 7.3 The Reserves Policy (Appendix 8) establishes a framework within which decisions are made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used.
- 7.4 The use of reserves and the levels at which they are maintained is determined on an annual basis as part of the Council's Budget setting process.
- 7.5 The level of reserves held and their forecast use in 2018/19 is reported monthly to Cabinet as part of the budget monitoring report and the table below reports the opening and projected balance of the reserves at year end. This is based on the position as at 31st December 2018.

| Revenue Reserve | Opening Balance 1st April 18 Surplus / (Deficit) | Forecast Addition / (Use) of Reserves | Forecast (Over) / Under Spend | Projected Balance 31st March 19 Surplus/ (Deficit) |
|--------------------------------------|---|--|--|---|
| | £'000 | £'000 | £'000 | £'000 |
| General Fund | 9,680 | 0 | (3,072) | 6,608 |
| Budget Management Reserve | 3,584 | 0 | | 3,584 |
| 21st Century Schools Reserve | 5,524 | (5,043) | | 481 |
| Adult Services Reserve | 2,750 | (2,004) | | 746 |
| Specific Reserves | 2,356 | 130 | | 2,486 |
| Other Ringfenced & Specific Reserves | 14,072 | (3,355) | 0 | 10,717 |
| Schools Delegated Reserves | (878) | (1,545) | (671) | (3,094) |
| Housing Revenue Account | 3,267 | 212 | 28 | 3,507 |
| Total Revenue Reserves | 40,355 | (11,605) | (3,715) | 25,035 |

- 7.6 A risk based assessment has been carried out to review the level of reserves held and to assess if this level is appropriate when tested against the budget proposals.
- 7.7 The need for improvement within Social Services added to the financial challenge the Council faced for the 2018-19 budget. The need to respond quickly necessarily saw “one off” sources of funding used to support the budget in the short term. The 2019/20 budget deals with the pressure that this funding originally supported.
- 7.8 The Budget Management Reserve has been considered alongside the General Fund reserve in assessing the level of general reserve available. The Council faces a continuing financial challenge; in particular, the demand for services in both Adults and Children’s Services, and it is essential that a prudent reserve level is in place to ensure enough financial capacity is available. This cannot be stressed too highly given the level of savings, the risk inherent in the budget and the significant challenge to balance the budget over the medium term.
- 7.9 It is therefore prudent to increase the level of Budget Management Reserve in consideration of these risks. The significant potential pressure in Social Services and the requirement to deliver transformational change has influenced inclusion of £2m to be set aside and added to this reserve. Any use of the reserve will only be approved when there is an evidence based business case to support it.
- 7.10 In addition, our ongoing financial strategy will include an annual contribution to replenish our General Fund reserves. £500k per annum has been included on our budget plan from 2019/20 onwards.
- 7.11 The budget and MTFs to be approved at Council in February 2019 will confirm that the Council should continue to retain a policy of a minimum general reserve provision in excess of 3%.
- 7.12 Reserves held in the Transport and Equipment Fund, previously set aside to support the Capital Programme, will continue to be used in 2019-20.

- 7.13 The current and projected financial position of our Schools continues to be a challenge, the additional funding included in the budget plan assists schools in meeting the pressures they face, but it is essential that all Governing Bodies take action to provide a curriculum that can be delivered within the funding provided to them. The school reserves are ring fenced but ultimately represent a potential council risk. It is essential that compliance work is undertaken to ensure that school budgets are managed in accordance with regulations by Governing Bodies.
- 7.14 The use of these reserves will continually be reviewed particularly if alternative funding sources become available.
- 7.15 The reserves position will be monitored carefully on a monthly basis as the financial year progresses. Under Section 26 of the 2003 Local Government Act, an appropriate person (S151 Officer) must determine the minimum amount of General Fund Reserve.

8 Income Generation

- 8.1 Income Generation continues to form a significant part of the Council's financial strategy; the revenue budget is supported by over £60m of generated income. The Income and Cost Improvement Policy forms the framework within which income is reviewed annually. The budget proposed for 2019-20 includes the increasing of fees and charges in line with inflation, where permitted, and where appropriate, the principle of full cost recovery has been applied. The Fees and Charges register has been updated and it, together with a briefing paper, is attached as Appendix 4 and 5.

9 Impact Assessment

- 9.1 All budgetary proposals carry associated impacts – whether it is an impact on service delivery, equality and poverty, Welsh language, well-being of future generations, safeguarding, or a combination of any or all of these. The level of savings required is considerable and requires robust consideration regarding their impact. There must be an appropriate balance struck between, on the one hand being aware of the impact and seeking to avoid or mitigate adverse impacts and, on the other, the benefit gained from making the saving. It is therefore inevitable that a certain, manageable amount of risk is inherent within the budget.
- 9.2 Impact Assessments have been undertaken for the budget proposals and these have informed and assisted the Cabinet in forming the proposed budget. Completed impact assessments are included as part of the budget pack.
- 9.3 Risks identified within the impact assessments will be monitored in service risk registers or the corporate risk register going forward. The corporate risk register is reported to Cabinet, Management Team and Audit Committee on a regular basis and forms part of on-going monitoring of impacts and risk.

10 Proposal – Capital Budget 2018/19 to 2023/24

- 10.1 The Cabinet continues to support an increase in the level of capital investment in the County. It is important that the council continues to renew its core infrastructure such as schools and housing in spite of funding cuts by central government.

- 10.2 Maintaining the capital programme has a significant regeneration impact for the economy of Powys alongside the direct effect of better infrastructure to deliver services.
- 10.3 Capital investment has a significant input into the delivery of revenue savings and it is essential that both budget strategies are developed in tandem.
- 10.4 The indicative 5-year programme has been reviewed and, in order to reduce the impact of borrowing on our revenue budget, we have limited the level of investment to that which is affordable for the longer term. Each of the projects included in the programme will be scrutinised further upon the submission of a detailed business case before final approval is given.
- 10.5 The Capital Strategy is attached as Appendix 6. The Strategy sets out the priorities for the next 5 years with the Capital Programme totalling £277m (including HRA). This is a significant commitment. The Capital Programme is included in Appendix 6 in the Capital Strategy.
- 10.6 The Projects included in the Capital Programme include:-
- 21st Century Schools
 - Highways Asset Management Plan
 - Waste Management
 - Vehicle Replacement Programme
 - Community Regeneration and development
 - Office accommodation
 - Investment and rationalisation in our IT infrastructure
 - Disabled Facilities Grants
 - Community Equipment and Telecare
- 10.7 The Council achieved Welsh Housing Quality Standard (WHQS) at the end of December 2018 but this doesn't mark the end of our investment programme in our housing stock. The HRA capital programme will develop new council homes; ensure we maintain the WHQS; increase thermal efficiency; address problems of dampness; improve the fabric of our estates; and improve the quality of older persons' accommodation, to enable vulnerable older people to remain living independently for longer.
- 10.8 The Council's Capital budget for 2019/20 is proposed at £75.682m and, in addition the Housing Revenue Account, Capital Budget is proposed at £16.662m.
- 10.9 The FRM includes the funding of the capital programme for 2019/20, together with an increase in the following year's budgets, to support the prudential borrowing requirements of the capital budget over the whole programme. The Programme is also supported by grant funding, reserves, and capital receipts.
- 10.10 Going forward it is important the Council tests the level of affordability of the programme this will mean that the Programme will need review and re-profiling.

11 Prudential Indicators

- 11.1 The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of the local authority are affordable, prudent and sustainable. The statutory Prudential Indicators are shown in full in Appendix 7. The tables include the revised estimate for 2019/20, as well as the indicators for the next four years, up to 2023/24.
- 11.2 The key indicator of affordability is the estimate of the ratio of financing costs to net revenue stream (Table 1). The ratio of financing costs for the council fund is 5.61% in 2019/20 rising to 7.79% in 2023/24. The amount of HRA income required to pay for financing increases is 24.04% in 2019/20 falling to 21.27% in 2023/24.
- 11.3 The capital financing requirement (CFR) is shown at table 5 and is the measure of the authority's underlying need to borrow for a capital purpose. It is the amount of capital expenditure that has not yet been financed by capital receipts, capital grants or contributions from revenue.
- 11.4 The CFR is £301m in 2019/20 and will rise to £395m by the end of 2023/24, and £101m dropping to £96m for HRA debt. The level of external debt is higher than the CFR in the short term as the Council is currently funding previously used internal borrowing with external borrowing.
- 11.5 The operational boundary (Table 4) and authorised limits for external debt (Table 3) both reflect the Treasury Management policy and are set at a level to be affordable and prudent.
- 11.6 Members are asked to note that the authorised limit for 2019/20 will be the statutory limit under Section 3(1) of the Local Government Act 2003. It is recommended that the level for the authorised limit is set at £497m and the Operational Boundary is set at £472m.

12 Medium Term Financial Strategy

- 12.1 The Medium Term Financial Strategy, attached as Appendix 1, provides the framework for future budget modelling and the FRM incorporates the details of the budgetary impact. The FRM (Appendix 2) already builds initial budgets for the following years and the model currently assumes continuing reductions in funding of 2% through to 2023/24.
- 12.2 Forecasting inflation includes a number of assumptions. It is assumed that the pay award will be at 2% for future years.
- 12.3 Council tax increases of 5% are currently included for the remainder of the plan.
- 12.4 These factors will have a real terms cut in the Council's spending power and further savings have to be identified to produce a balanced budget.
- 12.5 The level of investment included in 2018/19, particularly to support the rising pressures and improvement within our Social Services, was unprecedented and a significant challenge to our financial planning. The use of one-off sources of funding such, as the adjustment to our minimum revenue provision eases the impact over a number of years but, as this ceases, it creates further pressure within our medium term plan.

- 12.6 In order to deliver a balanced budget over the medium term, the transformational approach will continue and increase in pace. This will require some radical thinking, drawing on experience of other authorities and learning from others. We will have to reconsider the discretionary services we provide and review the levels of service we can afford to deliver for our statutory services.
- 12.7 The developing commissioning strategy for Social Services, will describe how we will align the finances in that area, what investment/reinvestment and disinvestment is required to reshape the service and what outcomes will be achieved in the short, medium and long term.
- 12.8 These transformation strategies will reduce social care costs including placements for Looked After Children, support for people with Learning Disabilities and care for the Elderly.
- 12.9 We will continue to review the provision in Education including Post 16.
- 12.10 We will change the way the public interact with the Council, and continue to improve productivity and efficiency using digitalisation and automation of processes.
- 12.11 This work is key to the development of the Councils financial strategy. On the current modelling transformational change is required to deliver significant reductions in expenditure to bridge the budget gap of over £6.5m in 2020/21 with a further £20m over the following 3 years.

13 Timetable of Key dates

| | |
|--------------------------------|--|
| 12 th February 2019 | Cabinet agree Budget, Medium Term Financial Strategy, Capital Strategy and proposed Council Tax. |
| 21 th February 2019 | Council approve Budget, Medium Term Financial Strategy and Capital Strategy. |
| 7 th March 2019 | Council set Council Tax. |

14 Longer Term Strategy

- 14.1 Despite the comments by central government about austerity ceasing, the Council cannot assume better funding settlements will feature beyond 2019-20. If Welsh Government continues to prioritise the Health Service, this will affect local government. Welsh Government policy will impact on our finances and whether these issues are fully funded cannot be guaranteed. Devolved taxation powers may also influence Welsh fiscal policy in the medium term.
- 14.2 Working with wider public sector partners is also important. Local authorities have shown their ability to work with Local Health Boards through the Integrated Care Fund. Now authorities need to meet their statutory obligations in terms of pooling budgets for key services.
- 14.3 In 2018-19's report, it acknowledged the scale of the budget reduction would drive change across the Council. This has started to happen and the significant reductions in running costs of the council is evidence of this response.

14.4 We have entered a new era for Local Government and the response requires a longer term commitment to reshaping service provision.

14.5 The remodelling of Council services to respond to reduced funding places developing the local economy at the heart of our strategy. This will play a role in our financial planning. By doing this we can seek to shift the balance of funding towards areas that we control so that we have some resilience to be able to absorb some of the estimated future reduction in Welsh Government funding.

15. Corporate Improvement Plan

15.1 The budget has been developed within the framework of the Corporate Improvement Plan. A range of issues, including community needs and resident's views, financial and inflationary pressures, performance and regulatory reviews from Welsh Audit Office, Estyn and CSSIW, have all been considered. The resultant proposals are included in this plan and reflected in the Council's budget.

16. Options Considered/Available

16.1 A wide range of options were considered, both at an individual service level and corporate level.

17. Preferred Choice and Reasons

17.1 The preferred choices are set out in this report.

18. Local Member(s)

Not applicable

19. Other Front Line Services

19.1 All Heads of Service, Strategic Directors and Portfolio Holders have been involved in the compilation of the budget proposals.

20. Support Services (Legal, Finance, Corporate Property, HR, ICT, BPU)

20.1 The Finance function has been an integral part of developing the budget proposal working closely with service managers to support the development of service and Directorate FRM's and the identification and assessment of savings proposals.

20.2 Legal – The recommendations can be supported from a legal perspective

21. Corporate Communications

21.1 The content and implications of the budget, medium term financial plan and capital programme are of significant interest to residents and staff and should be communicated widely via proactive press release, website and social media as well as through internal channels, following decision.

22. Statutory Officers

22.1 The Deputy Chief Executive and Section 151 Officer comments as follows:

The Local Government Act 2003 requires an authority's Section 151 officer to give a formal opinion as to the robustness of the budget estimates and the level of reserves

held by the Council. Under Section 26 of the 2003 Act it is not considered appropriate for the balance of the Council's General Fund Reserves to be less than the maximum amount determined by an appropriate person, in this case, the Deputy Chief Executive and Section 151 Officer.

The level of savings required in 2019-20 is a significant challenge and presents some risk to the Council. When this is coupled with the need to transform the council and the increasing potential pressures in social services it means that a prudent approach must be adopted.

The budget has been produced within the framework of the established Medium Term Financial Strategy (MTFS). The overall process continues to be refined, developed and strengthened in order that the risk faced by Council, as a result of reducing funding and increasing financial pressures, can be mitigated.

The approach to the budget has been influenced by the 2018/19 Wales Audit Office Annual Audit letter that contained the following statutory recommendation:

“The Council must act immediately to update its Medium Term Financial Strategy to enable the Council to live within its means going forward. In setting a balanced budget, the Council must ensure that all savings plans are sufficiently well developed for inclusion in the annual budget.”

This was responded to with the following measures that give further assurance to the robustness of the estimates:

- a.** The development of individual and service Financial Resource Models that detail and capture all of the financial implications affecting services; this approach has meant directorates can develop and manage their own financial strategies as well as informing the Corporate position. In effect, a 'no surprises' approach has been adopted, enabling all potential pressures to be brought forward by services.
- b.** Several Cabinet and EMT events tested pressures, savings and funding assumptions
- c.** A Budget Assurance Panel was set up, comprising the Chief Executive, Section 151 Officer, Head of Financial Services, and the Portfolio Holder for Finance. Each Head of Service delivered their savings proposals to the Panel. The Panel then tested the position to help enable the Council and Statutory Officer to sign-off the budget with confidence.
- d.** A budget review saw the removal of £2.2m of undelivered savings in Children's Services and £1.7m of undelivered income and cost reduction savings. These were in the 2018/19 budget and will not feature from 2019/20 onwards.

In reaching a conclusion about the budget the level of reserves held by a council is an important aspect. This issue is also a matter for members to receive advice upon from the S151 Officer. The Council carries out an annual reserves assessment and operates a policy of a maximum of holding and a minimum level of 3% for its General Fund Reserve.

As of the end of December 2018 the General Fund Reserves is projected to be £6.608m.

The advice given by the S151 Officer has seen the 2019/20 budget strategy include an additional £2m for the Budget Management Reserve and £500k for the General Fund. This will take the General Fund to £7.1m and the Budget Management Reserve to £5.6m. These are amounts that can support any potential slippage in delivery of savings and given the level of potential risk in the 2019/20 budget it is the S151 Officer's view that it is appropriate that these sums are added to reserves especially when looking at the potential pressure in Social Services.

An independent assessment of the budget proposal was commissioned through the Chartered Institute of Public Finance and Accountancy (CIPFA) to provide an independent review and assist in the assessment of how the Council has developed its budget proposals in line with the requirements of the Local Government Act 2003. The subsequent report provides assurance on the robustness of the estimates, highlighting the risks associated with its deliverability and the adequacy of the reserves allowed for in the budget proposals. The report is attached as (Appendix 9).

In conclusion the report states:

- The Council has appropriate procedures in place to set a robust budget for 2019/20;
- Based on our discussions with officers and Members we are satisfied that the Council is well aware of the difficult financial position that it continues to face and that it will need to monitor the budget closely during 2019/20;
- We are also satisfied that the Council operates a sound system of budget monitoring during the financial year with monthly figures available on a timely basis. This enables corrective action to be taken in-year;
- There is a sound process in place for monitoring the level and use of reserves.

A series of documents and policies constitute the budget framework including the Reserve Policy. This has been set in consideration of a number of key factors such as the strengthened approach to risk management. The level of general reserves is in line with best practice as recommended by CIPFA and the Audit Commission. Even so, the position going forward will require reserves to be maintained at a prudent level. It is evident that, given future pressure and the need to deliver savings, the levels proposed in the budget and MTFs should not be reduced.

The current and projected financial position of our Schools continues to be a challenge. The additional funding included in the budget plan assists schools in meeting the pressures they face, but it is essential that all Governing Bodies take action to provide a curriculum that can be delivered within the funding provided to them. The school reserves are ring fenced but, ultimately, represent a potential council risk. It is essential that compliance work is undertaken to ensure that school budgets are managed in accordance with regulations by Governing Bodies.

The budget continues to be set at a time of continuing austerity with a future that is highly likely to see continuing reductions in funding. The Council also faces significant pressures, not only to improve its Social Services provision, but to manage the increasing demand for these services. The proposed increase in council tax will help mitigate the position but the Council must seek other opportunities to identify alternative sources of funding.

Taking all of the above into account, the Section 151 Officer concludes the estimates used in the budget proposal for 2019/20 are adequately robust but significant risk remains. Based on the assessment of reserves (including the proposed use of reserves within the plan) the overall level is adequate but at the lower end of acceptability given the scale of savings required in the future.

22.2 The Solicitor to the Council (Monitoring Officer) has commented as follows:

The Report has been prepared in accordance with the requirements of the Local Government Act 2003 and the Local Government Finance Act 1992. In accordance with Section 25 of the 2003 Act, the Council must have regard to the advice of the Director of Resources (Section 151 Officer), as the Chief Finance Officer, regarding the robustness of the budget estimates and the adequacy of the financial reserves. This advice must be taken into account when considering the proposals in the Report and the recommendations from the Cabinet regarding the budget and the Council tax rate. In accordance with the Functions and Responsibility Regulations, agreeing the budget and setting the Council Tax rate under the 1992 Act is a matter for full Council. In accordance with Section 30 of the 1992 Act, the Council is required to set the Council tax for the next financial year on or before 11th March.

23. Members' Interests

23.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

| Recommendation: | Reason for Recommendation: |
|--|---|
| 1. That the Medium Term Financial Strategy for 2019 to 2024 as set out in Appendix 1 to the report be agreed in principle. | To aid business planning and development of the budget over a three year period |
| 2. That the proposed Revenue Budget for 2019/20 shown in the Financial Resource Model in Appendix 2 is approved. | Statutory Requirement |
| 3. That the Fees and Charges proposed within the Fees and Charges Register are approved (Appendix 4 and 5) | To comply with Powys County Council Income Policy |
| 4. The proposed Capital Strategy for 2019/20 shown in Appendix 6 including the revised Capital Receipts Policy is approved. | Statutory Requirement |
| 5. That a Council Tax increase of 9.5% is included in the budget and approved. | There is a Statutory Requirement to set Council Tax but the level is a matter for local determination. |
| 6. The authorised borrowing limit for 2019/20 as required under section 3(1) of the Local Government Act 2003 be | Statutory Requirement |

| | |
|--|-----------------------|
| approved at £497m as set out in section 11.6 of the report. | |
| 7. The Prudential Indicators for 2019/20 are approved as set out in section 10 of the report and Appendix 7. | Statutory Requirement |

| | |
|------------------------|---|
| Relevant Policy (ies): | |
| Within Policy: | Y |
| Within Budget: | Y |

| | |
|---------------------------|--|
| Relevant Local Member(s): | |
|---------------------------|--|

| | |
|--|----------------------------|
| Person(s) To Implement Decision: | Chief Executive |
| Date By When Decision To Be Implemented: | 1 st April 2019 |

| | | |
|-----------------------|--------------|--------------------------|
| Contact Officer Name: | Tel: | Email: |
| Jane Thomas | 01597 827789 | jane.thomas@powys.gov.uk |

Background Papers used to prepare Report:

Welsh Government Provisional Settlement
 Welsh Government Final Settlement
 WLGA Briefing Welsh Government Draft Budget and Provisional LGF Settlement 2019-20
 Office for Budget Responsibility Economic and Fiscal Outlook October 2018
 Independent Assessment of Budget - CIPFA

List of Documents

Appendix 1 Medium Term Financial Strategy
 Appendix 2 Financial Resource Model
 Appendix 3 Budget Savings
 Appendix 4 Income Report
 Appendix 5 Fees and Charges Register
 Appendix 6 Capital Strategy
 Appendix 7 Prudential Indicators
 Appendix 8 Reserves Policy
 Appendix 9 CIPFA Independent Assessment of Budget
 Appendix 10 Section 151 Officer Personal Statement
 Appendix 11 Finance Scrutiny Panel Observations



Powys County Council's Medium Term Financial Strategy 2019 to 2024

Foreword by the Leader

This Medium Term Financial Strategy (MTFS) has been produced at a challenging time against the backdrop of continuing reductions in grant income from Welsh Government. In addition, the outcome of the Children's Services inspection during the Autumn of 2017 required a wholesale redrafting of the 2018/19 budget; this has inevitably impacted on our financial strategy for future years.

Whilst an increase in the funding to Wales from central government has meant that we have received an improved settlement from that originally projected, it is, however, still a reduction in the level of funding for services. This has created financial pressure particularly when our costs and investment requirements continue to rise.

The challenge of delivering services in rural areas has long been recognised in our County and I am pleased to say that this challenge is now acknowledged at a national level when the previous financial year saw the full implementation of the population sparsity allowance within the Social Services allocation of the funding formula. It's well known that this did not provide 'extra' funding but did see Powys removed from the need for 'Top Up' funding provided in previous years.

Even so, we continue to be affected by population changes and other factors that impact on the amount of money we receive to deliver services. Powys may no longer be at the bottom of the funding table but we are still 19 out of 22.

The 2019/20 budget proposal sees a significant level of budget reductions but the Cabinet has attempted to avoid reductions in front line services and the clear priority is to improve the provision of Social Services within our County. In 2018/19 we changed our budget plan at a late stage to include over £12m of investment that demonstrated our commitment to safeguarding children and vulnerable adults in Powys. This commitment remains and the draft 2019/20 budget takes out the need for Children's Services to make a £2.2m saving whilst confirming last year's significant addition remains in the base budget.

We have also continued to support investment in education at a time of reducing funding with a further £1m provided to schools. Over three years this means that an additional £1m has been provided each year.

The combination of these factors mean we face one of the most challenging periods in the history of Powys County Council. We must transform the way that we provide services using our 2025 programme as the basis for that change.

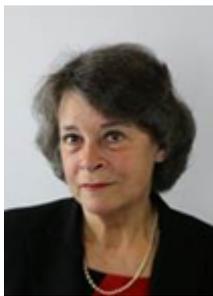
This revised MTFS continues to see closer alignment between the policy framework and the way we plan to use our finances. Our vision is a Council that is both open and enterprising. We want communities to feel supported so that they have a say in what is provided for them locally and the way those services are delivered.

We acknowledge that we need to increase the pace of change to meet the challenges we face and the new cabinet will bring fresh challenge, new ideas and new thinking that is flexible, innovative and designed to set the authority on course for a strong and

vibrant future. This approach along with a Corporate Improvement Plan provides the framework to deliver services over the medium term.

We note and welcome Welsh Government's commitment to seek greater collaboration across local government boundaries rather than changing local government structures. We were already fortunate to have a unique position in Wales with the same boundary as our single Local Health Board. The future will see integrated working develop further as we deliver the services that the people of Powys expect and deserve.

The Cabinet has a bold and ambitious programme to see Powys play a significant role in the region's economy and the close collaboration with Ceredigion continues in order to gain a growth deal that will have a greater significance beyond the economic agenda. It is essential that we see Powys retain its young people in new and innovative employment sectors whilst recognising that our traditional sectors of agriculture and tourism will also expand and flourish. There is a close link to our funding settlement because if we can increase employment and the numbers living in our county we will see more funding to deliver key services. This will help secure the County as place that provides the right environment for communities and business to thrive.



Rosemarie Harris
Leader of Powys County Council

Introduction

This document is the financial strategy for Powys County Council for the period 2019 to 2024. It has been developed as part of the overall strategic planning process alongside the 2025 Vision and Corporate Improvement Plan which captures the financial, regulatory and policy drivers affecting the council and sets the direction and approach. It also incorporates the plan for delivering a balanced budget for 2019/20, and indicative budgets for the following 4 years to March 2024. This means the Council has an ongoing financial plan to enable service transformation within the funding levels available.

This financial strategy includes all Council services activity funded by the revenue budget, the Housing Revenue Account and the Capital programme. This information is presented in a 5-year budget model and a 5-year Capital Strategy Programme.

The model sets out how a balanced budget will be delivered for 2019/20.

The model identifies the estimated requirement for further savings of £26m over the remaining four-year period of this strategy. Given that local government does not have funding data from Welsh Government beyond 2019/20, this assessment is based on indicative figures focusing on how Local Government Settlements in Wales may be affected by central government's finances in the future. It is therefore based on best available information. However, forecasting for future years is difficult to predict with any great certainty and is subject to multiple internal and external influences. Even so, it is highly likely the reducing funding for Powys will continue because of population changes and the continuing reductions in national funding. The funding for local government is finite and largely distributed based on population factors and this remains our greatest challenge when compared with other parts of Wales that see an increase in population.

Strategic Context

The Chancellor has signalled an end to austerity but the Council's budget settlement will continue to be affected by the UK Government's measures to prioritize levels of public spending. Welsh Government's policy of prioritization on the Health Service will also impact adversely on local government funding.

The budget process both at a national and local level continues to be undertaken against an uncertain backdrop, both in terms of the fiscal outlook and in terms of the impact of leaving the European Union.

The Office for Budget Responsibility reports that the outlook for the public finances, in the medium term, looks much the same as it did in March 2018. A significant improvement in the underlying pace of deficit reduction, that, on its own, would have put the Government on course to achieve its objective of a balanced budget for the first time. However, this underlying improvement had already been swallowed up by the Prime Minister's promise of higher spending on the NHS made in June. The remaining budget policy measures are a further near-term giveaway that gradually diminishes over the forecast leaving the deficit in 2022-23 little changed overall.

GDP growth in 2018 is projected to be 1.3 per cent down from the 1.5 originally forecasted, primarily due to temporary effects of the snowy first quarter. Therefore, slightly stronger growth is expected than was forecasted in March.

The upward revision to cumulative GDP growth means that the underlying improvement in the budget deficit rises from £11.9 billion, this year to £18.1 billion by 2022/23. At 0.6 per cent of GDP, on average, this is the largest favourable underlying forecast revision made since Dec 13. Improvements are down to the strength in tax receipts in 2018/19, lower unemployment, lower debt interest and other smaller factors. On its own, this would have been sufficient to achieve a budget surplus of £3.5 billion by 2023-24, meeting the fiscal objective of balancing the budget by 2025, but the UK Governments budget spends the fiscal windfall rather than saving it.

The big picture in this forecast is of a relatively stable but unspectacular trajectory for economic growth close to 1.5 percent in every year plus a gradual further decline in the budget deficit and in net debt as a share of GDP. However, the forecast is made based on some broad brush assumptions regarding the impact of Brexit. OBR will adjust their assumptions, as necessary, for the eventual agreements on trade, migration, budget contributions and other issues. The forecast assumes a relatively smooth exit from the EU. A disorderly one could have severe short-term implications for the economy, the exchange rate, asset prices and the public finances. The scale is very hard to predict, given the lack of precedent.

On 29 October, the Chancellor of the Exchequer presented the UK Autumn Budget. As a result of the UK Government's spending decisions, Wales received Barnett consequential of £554.3m between 2018-19 and 2020-21. This comprises an extra £485.9m revenue; £59.9m capital and £8.5m of financial transactions capital.

Welsh Government had stated that local government would be "front of the queue" for extra funding resulting from the Autumn Budget as it recognised the real pressures local authorities are facing. The final settlement reflected some awareness of this commitment.

In January 2018, local authorities were facing a 1% reduction in the Revenue Support Grant (RSG) for 2019-20 – this was equivalent to a cash reduction of £43m. The draft Budget 2019-20 reduced that cut in funding in the RSG to less than £15m (equivalent to a reduction of 0.3% in the RSG). Welsh Government put in place a floor to ensure no authority would face a reduction in funding of more than 1% over the previous year. The draft Budget also provided £84m of additional revenue in special grants and other funding streams for local government outside the RSG.

In November, Welsh Government announced a package of additional funding proposals worth a total of £141.5m over three years (2018-21) for local government.

Wales Fiscal Analysis briefing note reports that Welsh Government day-to-day spending will increase by over 2%, in real terms, in 2019-20 - by far the largest increase since before the start of austerity measures in 2010-11. However, it will still be around 5% lower in real terms than in 2010-11.

On the capital side of the budget, the majority of consequentials for capital spending from the Autumn Budget was for the current financial year (2018-19), though the capital block grant for 2019-20 has increased by around £10.6 million. The Welsh Government has also allocated a further £27.5 million from its unallocated capital finance, the majority of which will go to local authorities' general capital fund.

Local government and the wider public sector has, and must continue, to realign itself to the fiscal reality it faces and manage its spending within the available funding.

Powys has already made significant reductions in its expenditure with savings in excess of £100 million over the last decade as a response to reduced government funding and the requirement to cover additional spending demands.

The local context affecting our funding and demand for services is well recognised and heavily influenced by Powys being sparsely populated with a wide geographic area requiring services. Powys has a higher than average elderly population that is predicted to increase at a rate that is significantly greater than the national average. This statistic can largely be attributed to people living longer as a result of better healthcare and improved lifestyles together with an inward migration of people above retirement age to the County. Conversely, the county's younger population is declining with a reducing birth rate and a sizeable outward migration of young people. Further educational and career opportunities are the main contributors to this trend.

These factors in combination are presenting significant challenges. The provision of services to a dispersed and relatively small population is expensive as a result of greater transport costs and the demand for facilities to be delivered locally or within a commutable distance. Additionally, a consequence of an ageing population is the increased demand for more complex, and therefore more expensive, care support.

We welcomed the recognition in the funding settlement that rural authorities incur additional costs to deliver services such as social services and are pleased to see the inclusion of adjustments to the formula through the implementation of the Social Services sparsity allowance. The phasing of this change now sees Powys excluded from the top-up protection it received previously so the actual effect of the change is nil.

The work undertaken by the Local Government and Welsh Government Joint Distribution Sub Group has been vital in bringing these issues to the fore. This is only the start and we would welcome further work on the grant funding formula looking at other costs such as Public, Home to School and Special Education Transport all of which are significant cost pressures for rural authorities.

In 2017 Powys received a poor inspection report from Care and Social Services Inspectorate Wales (CSSIW). The Council fully accepted the findings in the report, published on the 17th October, and the subsequent warning notice issued by Welsh Government. It quickly acknowledged the need for urgent and sustained change to ensure the safeguarding of children in Powys.

A significant level of investment has been provided for both Children's and Adult's totalling £12m, and while this demonstrates the priority that these services have in our

decision making, it presented a significant and late challenge to our financial planning in 2018/19.

In order to deliver a balanced budget over the medium term, a transformational approach is required, and which will need to be delivered at pace. This will require some radical thinking, drawing on experience of other authorities and learning from others. We will have to reconsider the discretionary services we provide and review the levels of service we can afford to deliver for our statutory services.

The developing commissioning strategy for Social Services will describe how we will align the finances in that area, what investment/reinvestment and disinvestment is required to reshape the service, and what outcomes will be achieved in the short, medium and long term, including savings from more efficient working practices as well as investment and early intervention.

This work is key to the development of the Council's financial strategy and as this and the approach to transformation becomes clearer over the next few months, we will need to realign and refocus our financial strategy over the medium and longer term.

On the current modelling, reductions are required in spending of over £6.5m in 2020/2021 with a further £20m over the following 3 years. This will be achieved through transformational change and cost efficiencies but reductions in some services offered will also be inevitable.

We clearly recognise that we can no longer afford to maintain the Council in its current form. The status quo is not sustainable and a different operating model will be required.

Vision 2025 – Our Corporate Improvement Plan 2018 - 2023

The 2017 local government elections saw a new cabinet and new vision in place. Vision 2025 represents the new administration's long term vision for the council and its priorities are clearly laid out, these are:

- **The Economy** - We will develop a vibrant economy
- **Health and Care** - We will lead the way in providing effective, integrated health and care in a rural environment
- **Learning and Skills** - We will strengthen learning and skills
- **Residents and Communities** - We will support our residents and communities

To help us deliver the above outward facing priorities, we also have an internal facing priority called Making it Happen, which focusses on improving communication and engagement, leadership and governance and changing how we work.

The Corporate Improvement Plan is our road map to achieve the Vision 2025, setting out our top priorities and milestones. It draws together information from a number of our key strategies, the steps we will take to meet our priorities and the improvements you can expect to see when our plan is delivered.

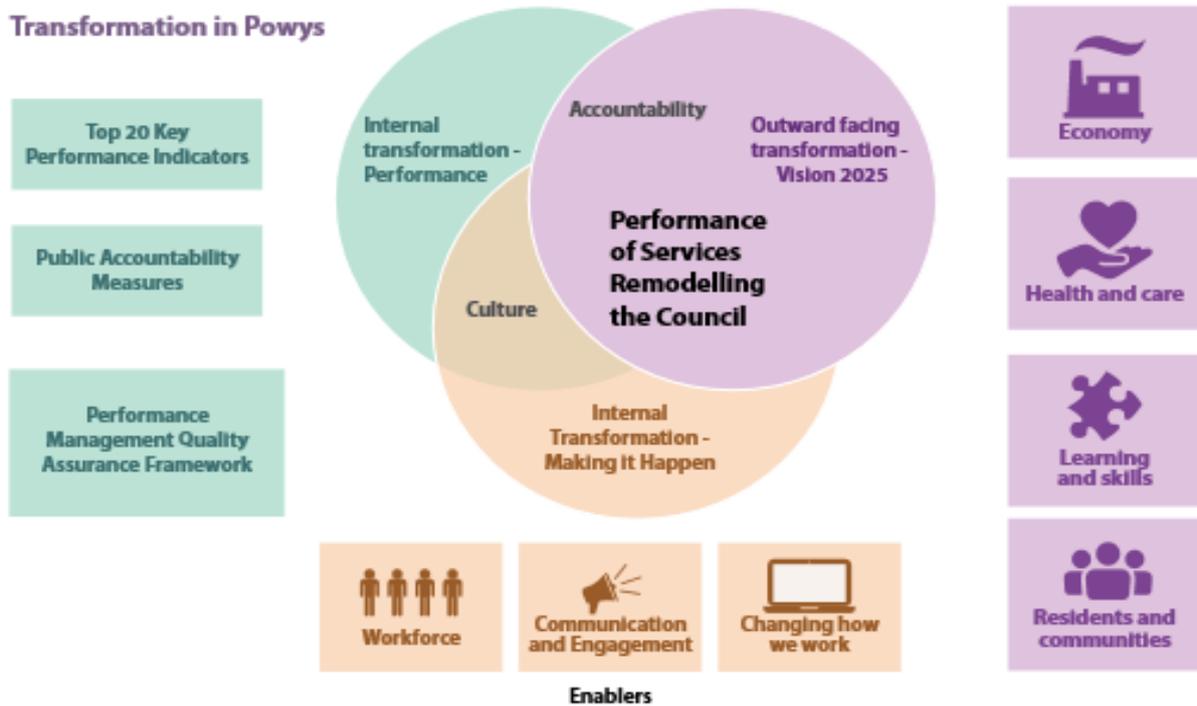
It provides an important framework for engaging residents, councillors, staff and other stakeholders, such as regulators, in the vision and the council's priorities.

During 2018, we redefined our approach to delivering Vision 2025 to ensure improved accountability and a greater focus on outcomes. This includes:

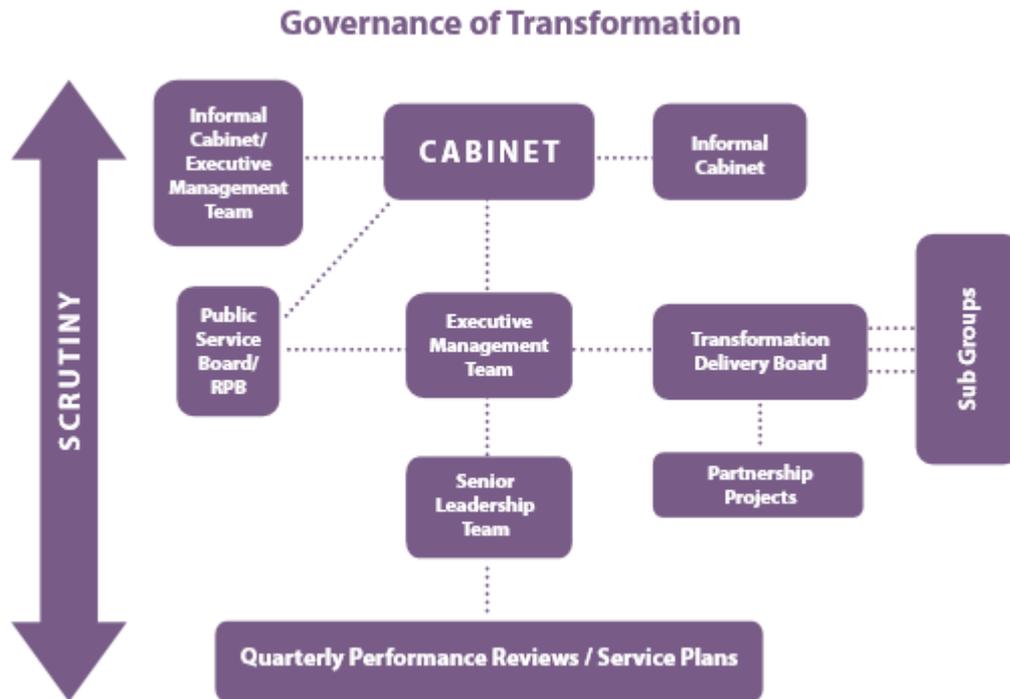
- Adopting a new strategic approach to council performance
- Changing the organisation culture and promoting positive behaviour
- Internal transformation and remodelling the council

The new approach to organisational transformation includes:

Transformation in Powys

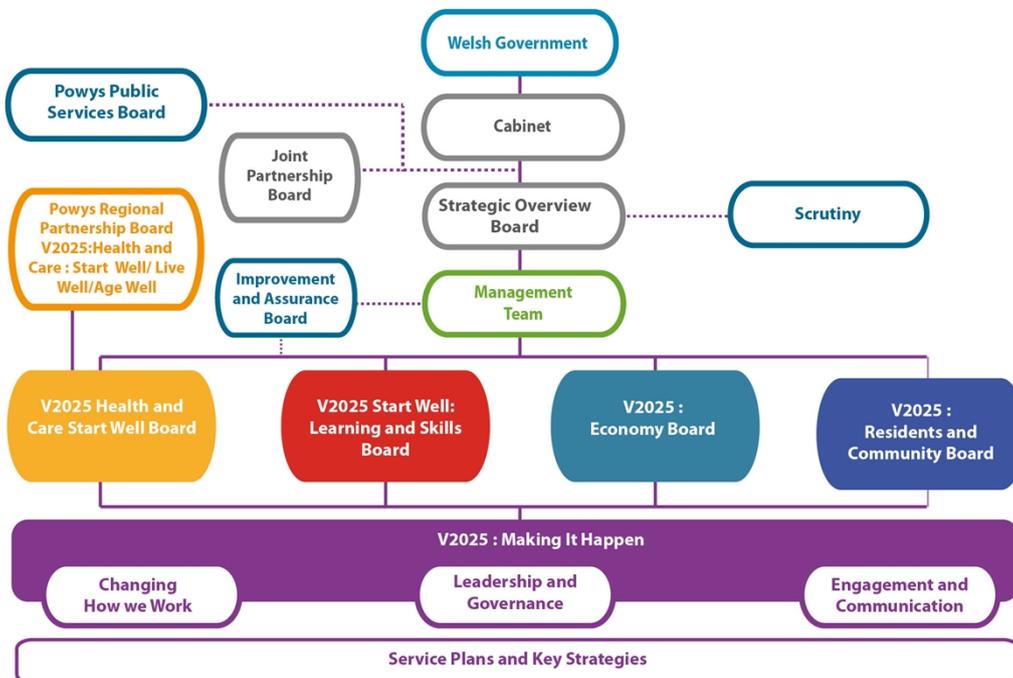
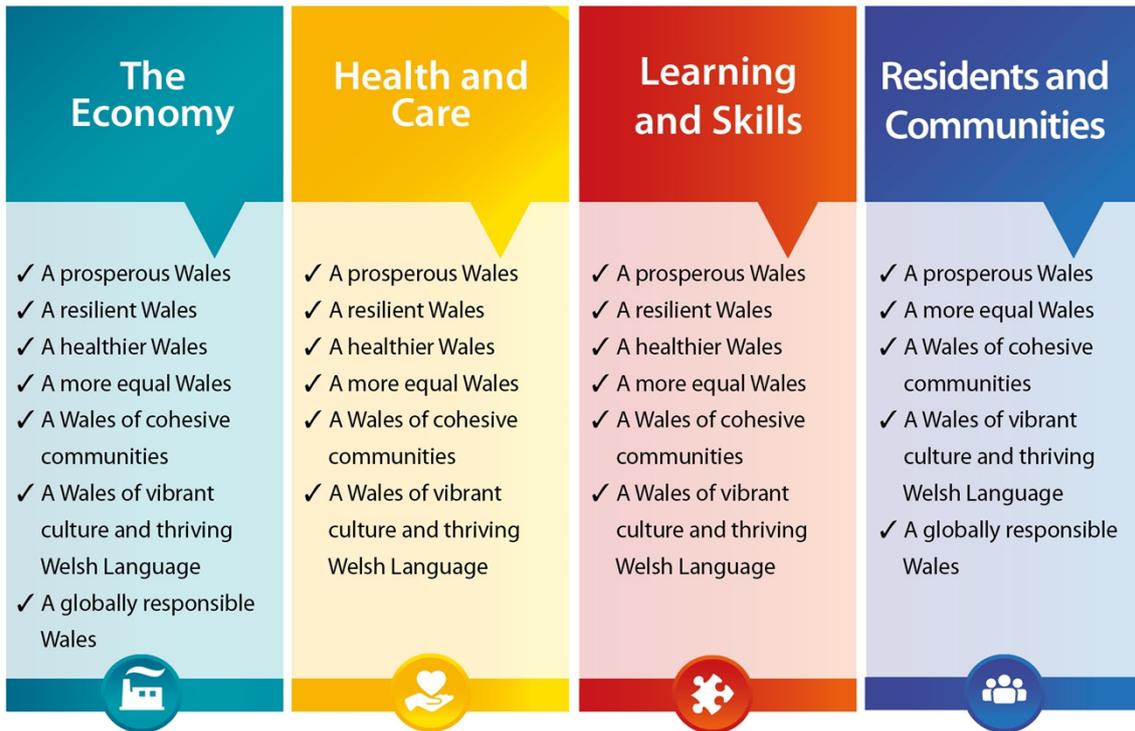


Governance of Vision 2025 has also been streamlined. There is now one Transformation Programme that will focus purely on significant transformational projects that need to be delivered by more than one service. There will still be lots of service improvement work that will help us deliver Vision 2025, but this will be managed and governed separately at a service level.

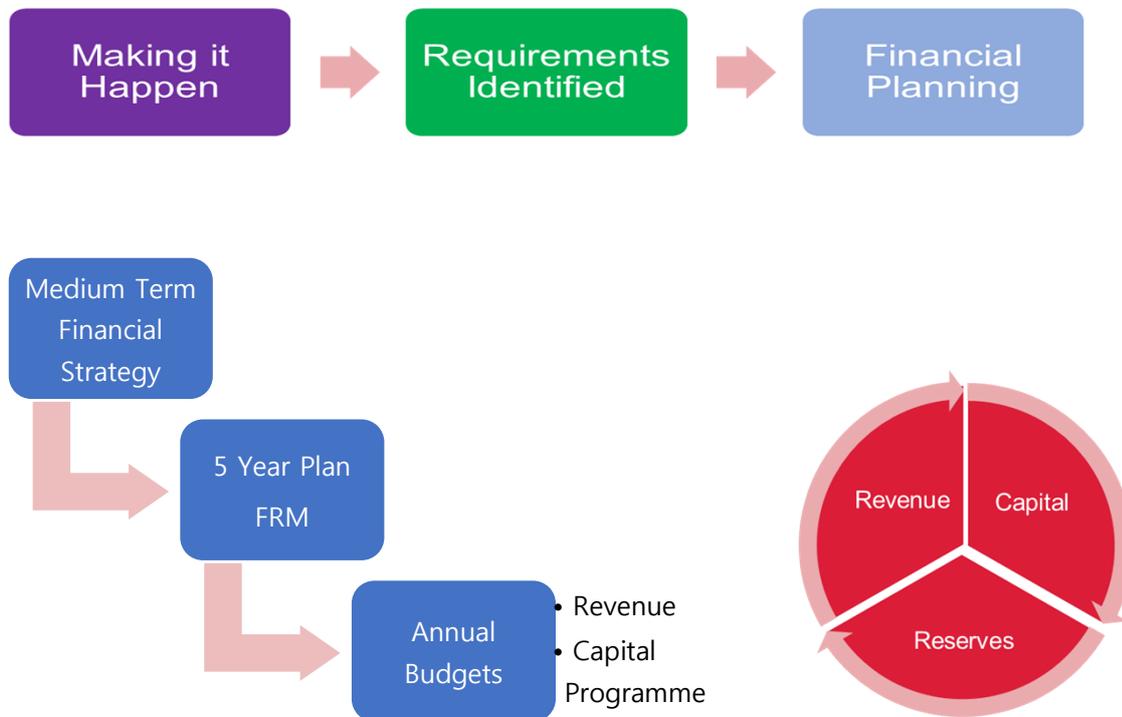


Our Corporate Improvement Plan shows our contribution to the strategies that we are working on with our partners. These include the Powys Public Services Board Towards 2040, and the Powys Regional Partnership Board Joint Area Plan.

The plan also shows how we are contributing to the aspirations of the Well-being of Future Generations (Wales) Act 2015. The Act puts in place seven well-being goals to ensure public bodies in Wales are working towards improving the social, economic, environmental and cultural well-being of their areas. Each of our priorities contributes to one or more of the well-being goals that will help us improve Powys now and over the long term:



In an era of continued budgetary pressures, growing demand and increased expectations, it is very important that we are clear about what we want to achieve now, and in the future and support this within our financial planning.



Funding Assumptions

The Welsh Government provides funding to the Council in the form of a Revenue Settlement Grant (RSG) and a share of the National Non Domestic Rates Pool (NNDR). Together they constitute the Council’s Aggregate External Finance (AEF), which represents approximately 70% of our funding.

The Aggregate External Finance (AEF) figure for 2019/20 was £174.291m, which was a 0.3% or £0.524m reduction in grant after adjusting for transfers. The impact upon Local Government in Wales as a whole was an average increase in funding of 0.2%. This means that Powys has £1,323 of funding per capita, compared to the Wales average of £1,352 and the year on year change ranks 12th out of all the Unitary Authorities.

Powys collects NNDR (more commonly known as Business Rates) from businesses within the county. These funds are pooled at a national level and redistributed to Councils via a formula. Powys receives over £13m more than it collects.

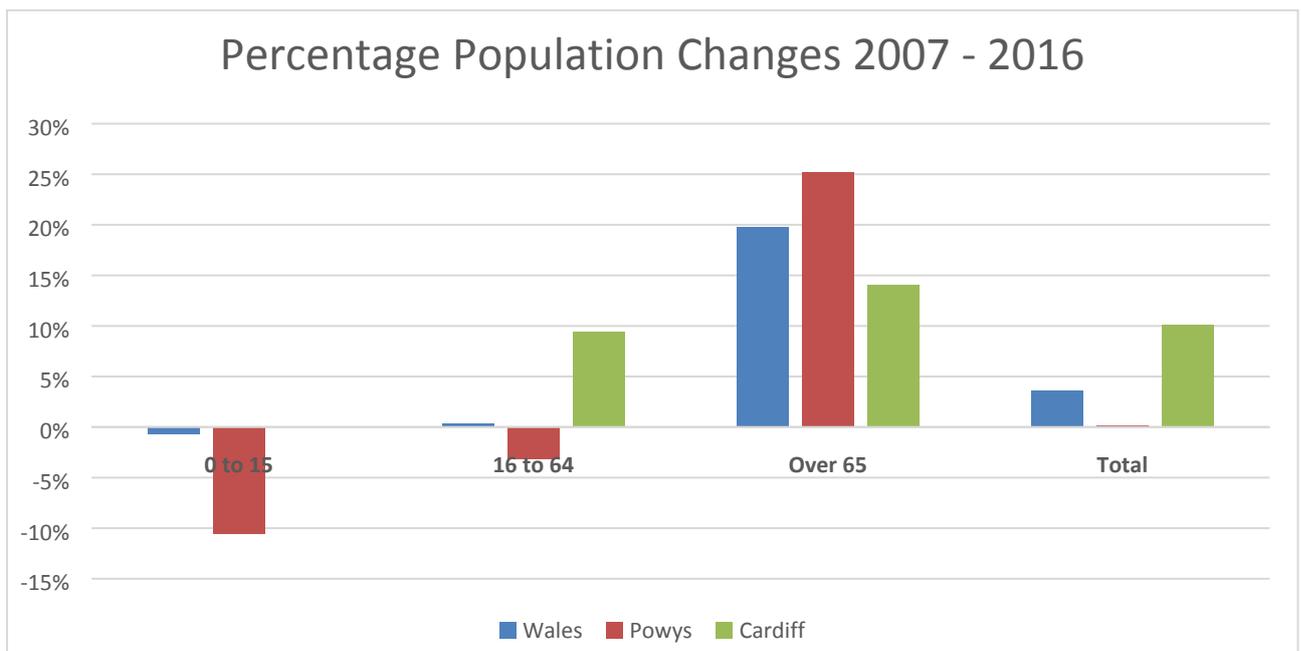
Powys’ Settlement also reflects movements in the factors included in the overall formula like population projections, pupil numbers and benefit claimant counts. The key indicators are shown in the table below.

Changes in Key Datasets

| Dataset* | 2018-19 Final | 2019-20 Final | % Difference | Rank |
|---|---------------|---------------|--------------|------|
| Population projections | 131,922 | 131,721 | -0.2% | 22 |
| Pupil Numbers - Nursery and Primary | 9,840 | 9,755 | -0.9% | 21 |
| Pupil Numbers - Secondary in year groups 7-11 | 6,315 | 6,297 | -0.3% | 18 |
| Free School Meals - Primary | 1,065 | 1,034 | -2.9% | 20 |
| Free School Meals - Secondary | 640 | 637 | -0.5% | 15 |
| Children in out of work families | 3,000 | 2,900 | -3.3% | 15 |
| IS/ JSA/ PC/UC (not in employment) claimants - 18 to 64 | 1,886 | 1,605 | -14.9% | 22 |
| IS/ JSA/ PC claimants - 65+ | 4,684 | 4,466 | -4.7% | 8 |
| IS/ JSA/ PC/UC (not in employment) claimants - all ages | 6,584 | 6,084 | -7.6% | 11 |
| SDA/DLA/PIP claimants - 18 to 64 | 4,538 | 4,544 | 0.1% | 4 |

1. For definitions of the indicators refer to the Local Government Settlement 2019-20 - Local Government Finance (Councils) Report.

The total number of people living in Powys is declining which impacts on the amount of funding we receive. This is further compounded as population in other Authorities and across Wales is rising leading to further impacts for Powys on the distribution of funding. This trend is set to continue and is reflected in the funding assumptions we make.



The number of pupils in Nursery and Primary Schools in Powys have reduced. Pupil numbers reduced by 85. The number of pupils in Secondary Schools in Powys has reduced by 18.

Powys has seen a continued decline in pupil numbers over the last ten years and although numbers are stabilising, they are not projected to recover to their former levels. Even if maintained at their current levels, the increase in numbers elsewhere in Wales will potentially mean we have less funding in our future settlements.

Free School Meals in Powys have decreased in both Primary and Secondary sectors, by 2.9% and 0.5% respectively.

Welsh Government has not provided any settlement figures for future years. The table below models the percentage change in Aggregate External Finance (AEF) if a reduction were applied. A 1% reduction equates to £1.74m.

| Reduction % | Cash Reduction £'000 |
|------------------------------|---------------------------------------|
| 0.5% | 0.870 |
| 1.0% | 1.740 |
| 2.0% | 3.480 |
| 3.0% | 5.221 |
| 4.0% | 6.961 |

Due to the amount of funding delivered to the Council in this way, any change can be significant and in order to plan over a 5-year period we have assumed that funding will continue to fall at 2% per annum; a reduction of over £13.5m by 2023/2024.

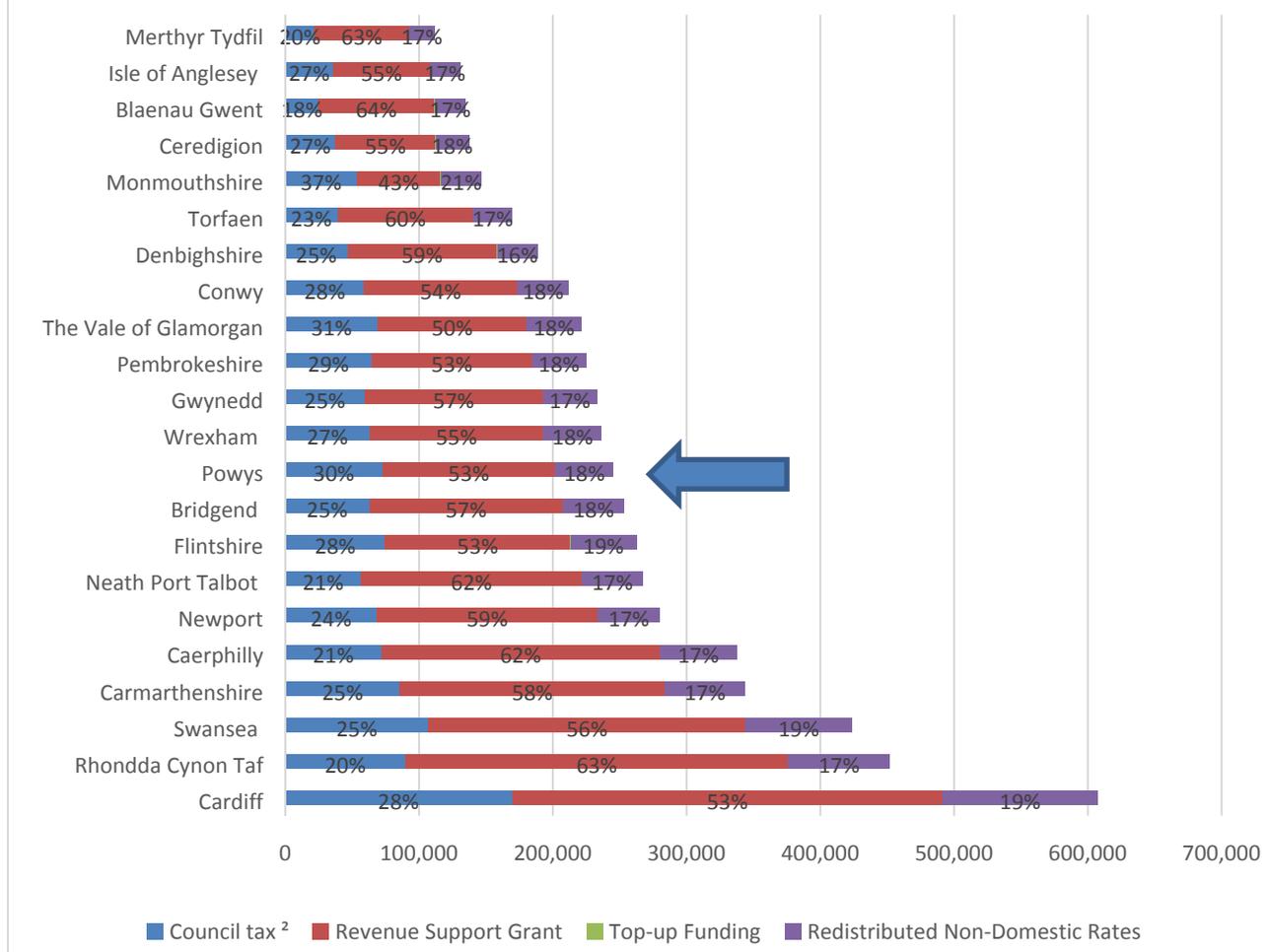
Specific Grants

In addition to the AEF, Councils also receive specific grants which are accompanied by specific terms and conditions as to how they can be used. We receive around £60m of grant funding each year. These grants have also declined in recent years and where a grant has been reduced or withdrawn, the Council's policy is that the service funded by the grant also reduces or ceases.

Council Tax

Council Tax represents around 30% of the Council's Net revenue budget. Powys' Council Tax contribution is greater than other Authorities. Most other authorities collect less because they have a greater share of the RSG. Council tax charges across Wales in 2018/19 shows that Powys has the 9th lowest charge for Band D in Wales.

Principal council funding, by Unitary Authority, 2018-19



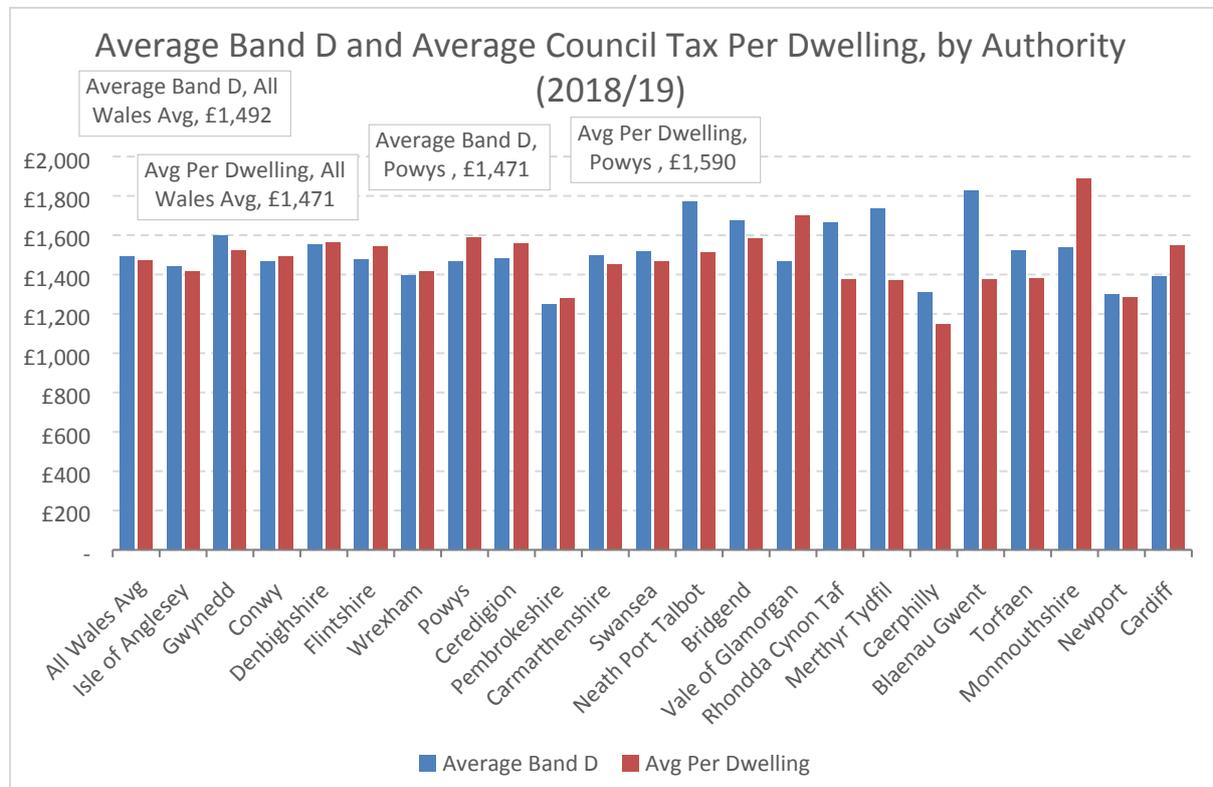
In our financial model (FRM), we are proposing an increase in Council Tax each year of 5% for future years.

The total Council Tax households will have to pay will be affected by decisions from public bodies, including Community Councils and the Police Authority.

The following table indicates the additional permanent funding per annum that Council Tax increases ranging from 1% to 10% produces:

| Council Tax Percentage | Impact of Increase |
|------------------------|--------------------|
| 1.0% | £0.73m |
| 2.5% | £1.84m |
| 5.0% | £3.67m |
| 7.5% | £5.51m |
| 10.0% | £7.35m |

A balance needs to be struck between the ability to raise enough money to fund important services to the right level and the impact increasing taxation has on the residents of the County. Average Council Tax per dwelling in Powys was the 4th highest in Wales in 2018/19. This is particularly sensitive in a county with one of the lowest average wage levels in Wales.



Council Tax collection rate for 2017/18 was 97.5%, 0.1% above the Welsh average of 97.4%. The highest collection rate in Wales for 2017/18 was 98.3%. By the end of December 2018 the collection rate for 2017-18 had risen to 99.04%.

The introduction of Council Tax premiums, on 1st April 2017, and the roll-out of Welfare Reform, including universal credit in Powys, in October 2018, was predicted to have an impact on in-year collection and arrears, estimated at between 0.2% to 0.3% drop on in-year collection. Comparing in-year collection rates, 2016/17 (97.6%) to 2017/18 (97.5%), saw a reduction of 0.1% - less than predicted.

Revenue Budget

Our revenue budget indicates what we will spend on day to day services. It includes the cost of salaries for staff employed by the Council, contracts for services procured by the Council, other goods and services consumed by the Council and the cost of financing borrowing to support the capital programme. Our revenue spending priorities

are determined according to the Council's statutory responsibilities and local priorities as set out in our corporate plan (Vision 2025).

Reductions in funding and increasing cost pressures place significant pressure on service delivery. Over the last decade we have made savings of approximately £100m. Our financial strategy must identify and calculate the impact of pay, price and inflationary increases, changes in demand for service provision, changes in statutory and legislative obligations, and the funding of our local priorities.

Each Directorate maintains an individual Financial Strategy and model (FRM) which is considered as part of the overall budget model. The approach is a new one and enables a greater level of financial planning at a lower organisational level. In addition, the strategy "Safe and Sustainable Budgets for Social Care" will inform future investment and disinvestment in these services. In addition, the Programmes to deliver the Vision 2025 will be developed and monitored through the Council's Transformation Delivery Board for inclusion in the annual budget cycle and 5-year plan.

It is expected that the 2025 Vision will be delivered within the existing Revenue Budget. Some investment may be required to support capital expenditure or transformational activity and funding identified to support our plans will be allocated on the basis of sound business cases.

A number of overarching assumptions are included in our planning, a summary of which together with a sensitivity analysis of the projections are as follows:-

| Driver | Comments | FRM Assumption(s) | Impact (£m) | Sensitivity: +/- 1% (£m) |
|--|--|-------------------|-------------|--------------------------|
| Revenue Support Grant & Non-Domestic Rates Funding | Welsh Government have indicated an average 1% reduction in funding for 2019/20; in addition data changes impact adversely on Powys' funding, therefore we assume a higher level of reduction | 0.15% | £0.26m | £1.74m |
| Council Tax | Cabinet have set the current assumption at 5% increase per annum | 9.80% | £7.20m | £0.73m |
| Council Tax Reduction Scheme | 1% Change in Council tax | | | |
| External Grants | Approximately £62.6m of external revenue grants expected in 2018/19 | - | - | £0.63m |
| Inflation - Pay | Includes Employers National Insurance & Pensions | 2.00% | £1.37m | £0.68m |
| Inflation - Non Pay | Excludes Schools and Adult Social Care | 2.00% | £0.28m | £0.14m |
| Additional Funding For Schools | Additional £1m assumed in 2019/20 | | £1.00m | |
| Children's Placements | 1% Change in the number of Children who are looked after | | | £0.85m |
| Home Care Clients | 1% Change in the number of clients receiving home care | | | £0.20m |
| Residential/ Nursing Clients | 1% Change in the number of clients placed in residential homes | | | £1.13m |
| Pension Fund Contributions | Based on the latest actuarial review an additional £750k has been included in the FRM every year throughout the planning horizon | | £0.75m | |
| School Rolls | Net increase of c. £200k included in FRM for 2019/20; Impact beyond 2019/20 TBC | | £0.19m | |

We set our budget within a statutory framework under the Local Government Act 2003 that requires a balanced budget for the forthcoming financial year. There is no requirement to set out a balanced position beyond the next year but the five-year strategy has been developed to enable longer term planning and transformation.

The Medium Term Financial Strategy:

- Identifies the cost of implementing our Vision;
- sets out future funding levels from Welsh Government;
- considers the level of Council Tax to be raised;
- identifies and estimates the cost pressures facing the Council;
- sets out the policy on Reserves;
- identifies the gap between our funding and expenditure.

How we will balance the budget

In order to deliver an ongoing balanced budget, the gap in our financial planning must be closed.

As a temporary measure reserves were utilised in 2018/19 to bridge the gap. This provided more time for the development of savings proposals and the transformational programme that needs to be implemented.

Current modelling is as follows:-

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| Council Tax Increase | 9.5% | 5.0% | 5.0% | 5.0% | 5.0% |
| Funding Change | 0.2% | (2.0%) | (2.0%) | (2.0%) | (2.0%) |
| Total Funding | £255.2m | £255.7m | £256.6m | £257.7m | £259.1m |
| Net Budget c/f | £247.5m | £255.2m | £255.7m | £256.6m | £257.7m |
| Inflation | £1.6m | £3.5m | £3.6m | £3.6m | £3.7m |
| New Responsibilities | £4.1m | £0.5m | £0.5m | £0.5m | £0.5m |
| Pension Requirements | £0.9m | £0.8m | £0.8m | £0.8m | - |
| Other Pressures | £6.3m | £2.4m | £1.4m | £2.8m | - |
| Savings Identified | (£12.7m) | - | - | - | - |
| To/ (From) Reserves & MRP | £7.5m | - | £2.5m | £2.5m | - |
| Total Budget | £255.2m | £262.3m | £264.5m | £266.7m | £261.8m |
| Budget Gap - In Year | - | (£6.6m) | (£7.9m) | (£9.0m) | (£2.7m) |

The following strategies will be developed to close the gap:-

- The transformation of service provision;
- improved efficiency and a “Right First Time” ethos;
- identification of investment opportunities and income;

- Capital Programme – reviewed, opportunity to invest;
- Cross Cutting Themes;
- commerciality/income generation/fees and charges;
- reconsider the levels of Council Tax increase;
- some service reductions – ceasing or reductions to levels of service;
- the use of the Spend to Save reserve to support transformation;
- the raising of capital receipts to support transformation.

Council Wide Operating Principles for Transformation

- Moving from an organisational focus (supporting our own internal requirements and functional silo's) to a focus that looks to meet our residents and communities' needs;
- Management ethos focuses on improving the outcomes for residents and communities by removing barriers.
- Moving from functional silos to services that effectively meets our residents and communities' demand.
- Decision making is based on a clear set of principles, experience, knowledge, robust evidence and is taken as close to the frontline as possible.
- Continuous improvement informed by timely data which will measure how well we are delivering outcomes for residents and communities.
- Accountable for activities and accepting responsibility, resulting in transparent delivery of effective outcomes.
- We challenge everything we do, and will realise the right outcomes using our transformation methodology.
- Partnerships are outcome focused, based on collaboration and strong relationships (working together, stronger together).

The transformation of services will require investment to implement. This is supported within our financial planning and includes a recurring Management of Change revenue budget, a specific Spend to Save reserve and the use of capital receipts to capitalise appropriate costs. We will also bid for additional resources from Welsh Government to support our programme.

Budget Principles

The approach to budget setting is underpinned by the following Budget Principles approved by Cabinet:-

- a. Flexible, Remote and Mobile working
This is already underway and should be aligned to downsizing corporate offices and increasing productivity. There is considerable cost tied up in the corporate estate and a savings target for accommodation savings will be explored. This must be based on a new approach to working arrangements.
- b. Improving Collaboration
The Welsh Government's policies on local government collaboration mean we will seek partnering arrangements as further detail emerges. There may be scope to explore the various collaborative models including partnerships and

shared services. We already collaborate but more can be done and the Local Health Board is a key partner under this theme.

c. Customer Insight

The Business Intelligence function has made progress since its creation. However, we are still richer in data than information. Improved decision making and performance through better customer insight may be an area where financial gains can be made.

d. Business Process Improvements

There is already good evidence that progress has been made in this area. However, this is patchy and the organisation needs to fully embrace business process improvement techniques. Technology can assist this area and the introduction of a new finance system will be a key element as well as integrating systems to make processes more efficient. Investment here can bring significant savings which may not impact directly on front-line service delivery and therefore should be politically easier to deliver.

e. Productivity

Access to information, better techniques and relevant training can increase productivity and more responsive services (this should be linked to business process improvements outlined above). The Roots programme can be a key foundation for improving productivity. Areas such as customer relationship management, workflow and case management can also be looked at under this theme.

f. Flexibility

It may be appropriate to support the workforce in work/life balance issues whilst remaining within Local Government terms and conditions. Some councils have offered the workforce the options of a more flexible approach to leave arrangements that sees staff `buy` additional holiday by being able to take unpaid leave to external holidays. Clearly this would need to be carefully managed but has the benefit of avoiding reducing workforce numbers as a result of change.

g. Commercialisation.

A more commercial approach is already evident in Business Services within the Resources Directorate with contracts being won and services provided to other public organisations. This can be a key part meeting the 2019/20 requirement and may require an exploration of the model in order to remain compliant with local government legislation. There is great scope to increase the income flows to the Council. In addition to business services, there is potential for a range of services such as catering, cleaning and vehicle/plant maintenance to trade. The services will need to be run on a commercial basis and will have to compete locally as well as nationally. Property is another area where we can increase income from taking a more speculative approach to acquisitions, leases and development.

Income, Fees and Charges

Income generated through fees and charges plays an important part of our financial strategy. The Council raises approximately £60m of income annually. An **Income Policy** is in place together with a Fees and Charges register. It is important that fees are reviewed at least annually as part of the budget setting process and reviewed during the year, in line with the Council's income policy. This will ensure existing targets are being met, additional costs are being recovered through charging, and any further income potential is explored to maximise the Council's resources.

Improving income management and service cost recovery has a key role to play in enabling the Council to achieve its financial and wider strategic objectives.

The Wellbeing and Future Generation Act – Assessing the impact of our decisions

The Wellbeing and Future Generation Act enshrines in legislation sound principles that mean the impact of decisions should be considered over a wide range of stakeholders over a longer period. The Council has a thorough impact assessment process in place to ensure that all decisions are properly considered. All budget decisions will continue to be assessed rigorously to ensure that the impact is understood and that prudent and sustainable budgets continue to be set.

Capital

The **Capital Strategy** is fundamental to the effective delivery of the Council priorities and our Vision 2025. It facilitates a seamless interface between business planning within the Council and the management of assets and capital resources. This will ensure that the provision of resources and future investment are prioritised. The provision of the right asset in the right place at the right time will ensure the effective and efficient delivery of a comprehensive range of quality services. It is aligned to the Asset Management Plan and the major investment plan for 21st Century Schools, jointly funded with Welsh Government.

The future capital requirements will align with the revenue budget, ensuring investment is linked to service development and commerciality. Ultimately, our aim is to use fewer resources, including our buildings, but use these far more efficiently.

The Capital Programme, is closely aligned to the Treasury Management Strategy, in terms of identifying and undertaking necessary borrowing and when cash will be paid into the Council's bank to support cashflow.

The Council is required to make an annual charge against its revenue budget for the repayment of its debt liability in respect of capital expenditure funded by borrowing, for both the General Fund and Housing Revenue Account Debt. This is called the Minimum Revenue Provision (MRP). The Council revised the method of calculating MRP to a 2% straight line for the General Fund, for debt going forward.

It has now reviewed the current years MRP liability and will retrospectively make an adjustment that will see the debt liability being repaid eight years earlier, and effectively moves the start point of the 50 years useful asset life back to 2007/08. This means that the debt liability will be reduced to nil in 2057, rather than in 2065. The

impact is less MRP on the general fund of over £19m. The MRP policy statement is adopted each year and provides a full picture of the Council's strategy.

A Welsh Government Directive has provided Authorities with the opportunity to utilise capital receipts from the sale of property and other assets to fund transformation costs. Powys has used this opportunity appropriately to capitalise such costs over the last 3 years and will again consider using this to support transformation costs over the next 3 years.

A **Capital Receipts Policy** has been developed to support this approach which includes the projected level and use of receipts over the period for which the directive applies. The disposal of surplus property and assets will be assessed on an annual basis and the level of receipt projected and considered within the budget model.

Reserves

The **Reserves Policy** establishes a framework within which decisions are made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used. This is a key component of the MTFS as a sound reserves policy is essential in order to underpin the financial sustainability of the Council. It is for this reason that we have developed our approach to reserves through an effective policy.

The use of reserves and the levels at which they are maintained is determined on an annual basis as part of the Council's budget setting process following a risk based assessment. The approach is supported by the policy around the use of reserves. All reserves are corporate rather than service based.

The Council faces a continuing financial challenge and it is essential that a prudent reserve level is in place to ensure enough financial capacity is available. This cannot be stressed too highly given the level of savings, the risk inherent in the budget and the significant challenge to balance the budget over the medium term.

Reserves of £7m were used to support the 2018/19 budget. This one-off funding reduced the need for further immediate savings, providing more time for the development of the transformational programme that needs to be implemented.

The level and purpose of holding of reserves is a matter for each authority to determine as part of sound financial management. However, it is useful to refer to Financial Indicators based on ratios produced by Welsh Government. These indicators provide comparative statistics for Local Authorities and include the following on reserves:-

| | Powys¹ | All Wales Average¹ |
|--|--------------------------|--------------------------------------|
| Usable reserves as % of gross revenue expenditure | 17.9% | 17.5% |
| Earmarked reserves as % of gross revenue expenditure | 9.7% | 12.2% |
| General reserves days turnover | 10.8 days | 10.3 days |

¹Local Authority Financial Indicators, Wales

2016/17

The above indicates Powys compares favourably with the rest of Wales in terms of usable reserves and days turnover.

Usable reserves as a percentage of gross revenue expenditure

This indicator measures the relationship between an authority's usable reserves and its annual gross revenue expenditure.

The average for Wales in 2016/17 was 17.5% (17.8% 2015/16). Seven authorities had a % greater than 20% (seven in 2015/16). Powys is 17.9% (18.4% 2015/16).

Earmarked reserves as a percentage of gross revenue expenditure

This is an indication of reserves increasing proportionately more than gross revenue expenditure or vice versa.

Councils with very high levels of earmarked reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purpose for holding reserves, particularly where reserves are increasing, should be clearly communicated in presentation to the Council and through the annual accounts. The average for Wales in 2016/17 was 12.2% (12.4% 2015/16). Seven authorities had a % greater than 15% (eight in 2015/16). Powys is 9.7% (2015/16 8.4%).

General reserves days' turnover

This measures the number of days an authority would have of financial cover if it needed to utilise solely general reserves to fund day to day expenditure. Usually this is shown as a percentage but number of days can provide a clearer way of showing the reserve cover. Where the cover is high, it will indicate that an Authority has a low risk strategy. Conversely, a low coverage suggests a higher risk strategy. This may be through choice or due to a lack of other funds.

The number of days' turnover covered by unallocated reserves for Wales in 2016/17 was 10.3 (2015/16 was 10.8). Four authorities had more than 17 days' turnover cover (2015/16 two). Powys is 10.8 (2015/16 18 days).

These indicators demonstrate that Powys has been around the average for the indicators reported.

Ring-fenced and Specific Reserves are identified and held for defined purposes, this includes a Spend to Save reserve which provides a source of funding for transformational activity across the Council. Allocations from this reserve are considered by the Making it Happen Programme Board and are approved on the basis of an appropriate business case.

The use and replenishment of reserves are included into the 5 year FRM.

Investments and Borrowing

The Council has a clear ***Treasury Management and Investment Strategy*** which is approved at Council each year and sets out the expected activities and appropriate strategies of the Treasury function in respect of borrowing and investments.

Cashflow management is essential to ensure we minimise our need to borrow. Strengthening the understanding and importance of this function could facilitate stronger working capital and the ability to invest balances at a rate of return level of around 0.5%. In recent years, minimal investment income has been achieved through cashflow management, because of the uncertainty about the level of capital spending

profile. A return could be achieved if we had confidence in capital obligations alongside corporate changes to creditor payments and debt collection.

The strategy confirms the need to borrow to support the capital programme and continue to be significantly under borrowed. The consequence of which is the reduced cost of borrowing and the revenue budget model and forecast are revised regularly to assist the budgets.

The Council's policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times when the Authority will not be able to avoid new borrowing to finance capital expenditure and/or to refinance maturing debt. Borrowing rates are forecast to increase, and borrowing to cover the future capital programme costs will be considered against the cost of carry.

Risks and Risk Management

At a time when the Council is facing unprecedented challenges, the effective management of risk is needed more than ever. A risk-managed approach to decision making will help us to achieve the objectives of Vision 2025 and deliver services more efficiently, using innovative and cost-effective means.

A ***Risk Management Framework*** is in place to ensure that at all levels of the organisation we are able to identify risks which would prevent us from achieving our objectives (including failing to take advantage of opportunities). There is clear guidance on the terminology associated with risk management and the process itself, along with a set of practical tools and techniques to help us manage risks, deliver objectives, meet targets and maintain resilience.

We must not lose sight of the fact that risk is inextricably linked to opportunities and innovation. The Council cannot be risk adverse, and it needs to take full advantage of opportunities for improving services therefore we need to be proactive in the way that we identify and manage our risk.

Having a better understanding of the importance of, and fully implementing, risk management will make a huge contribution to the Council. Better identification of risks and their management will mean that better use of resources is achieved. If we use the resources available to us more efficiently and effectively then the service to our customers can only be improved.

Budget Risks

Change Delivery Capacity

A number of savings are now categorised as 'transformational'. In other words, a proactive approach to change is required rather than the more traditional percentage budget cut. It is important the Council recognises that, at a time of change, investment may be needed to deliver change. In some cases, specialist skills will be required for short periods.

Budget Savings

The level of savings required in 2019/20 is significant. Any unforeseen delays in implementation will impact on the achievement of the reductions required. Progress on the delivery of agreed savings targets will be reported to Cabinet on a monthly basis. The reserve position of the Authority is in line with the prudent range of 3 - 5% and these are available to “smooth” any slippage in delivery of the savings. However, the emphasis is placed on ensuring savings are delivered. Plans within service areas need to be managed robustly in order to limit any underachievement and monthly budget monitoring and savings delivery monitoring ensures Cabinet has visibility of financial performance. The table below summarizes the level of savings delivered over the last 4 years.

| Financial Year | Target (£000s) | Delivered (£000s) | Delivered % |
|-----------------------|-----------------------|--------------------------|--------------------|
| 2014/15 | 17,576 | 14,016 | 80% |
| 2015/16 | 12,768 | 9,716 | 76% |
| 2016/17 | 12,139 | 9,633 | 79% |
| 2017/18 | 11,780 | 8,327 | 71% |
| 2018/19 | 8,280 | 6,294 | 76% |

Income

The budget is supported by approximately £60m of generated income and therefore services need to constantly review their income levels and develop creative plans to ensure that they are sustained. This risk is being mitigated by an overall strategy for income and a move to full cost recovery wherever appropriate.

Equal Pay

The Council has mitigated the financial risk of potential future equal pay claims by holding a reserve to support these costs. This is kept under review.

Treasury Management

The revenue budget and capital programme are supported by daily cash movement managed within our borrowing and investment strategies. The financial climate has a significant impact on these activities. We continue to monitor these on a daily basis. Any variation in the cost of borrowing is being mitigated by a proactive approach to refinancing our borrowing wherever possible. This ensures that, wherever possible, our long term borrowing for our capital projects takes advantage of the historically low level of debt interest.

Variations to Settlement Assumptions

The Council makes every effort to ensure that its assumptions about budget settlements for future years are based upon the best available evidence. However, future settlements cannot be predicted with absolute accuracy and can be influenced by political and economic policy changes.

Political Approval of Budget

The Council is required under the Local Government Act 2003 to set a balanced budget for the forthcoming financial year, and this must be approved by Full Council.

Availability of Reserves

The Council may suffer other costs that may arise due to unexpected events such as: -

- Civil emergencies and Natural Disasters
- Failure to deliver statutory duties – failure to deliver, including safeguarding activity in relation to adults, children, health and safety or public health could result in possible negligence claims.
- Increased threat of legal litigation in respect of service delivery standards and regulations and multiple insurance claims. This risk is the likelihood of needing to replenish the insurance fund immediately from reserves as a result of several claims above our excess.
- Increase in energy cost prices.

If the actual position is different to the assumptions made in producing the budget, in-year adjustments would be needed.

Mitigation, Review and Monitoring

As part of the impact assessment process, the author of the assessment is asked to identify mitigation to any negative impacts that have been identified. The risks and the identified mitigation must be managed within the appropriate project risk register to ensure continual monitoring and management of the risks.

Stakeholder Engagement & Public Consultation

Public Consultation

Over the past few years the Council has sought to engage residents in the decision making process around setting a balanced budget using an online budget simulator tool. The savings targets subsequently agreed by the Cabinet and ratified by Full Council have then led to service managers needing to develop more detailed proposals which have, in the main, gone out for public consultation. This has created a further opportunity for affected residents to influence service delivery by attending drop-in engagement sessions, public meetings, organised workshops or completing online/paper surveys to have their say.

The views of residents have been sought and received in a number of ways including:

- The Powys Budget Simulator
- Specific service type Consultations
- Legislative consultations

Appropriate methods of engaging with our residents are considered and implemented on an annual basis.

Member Seminars

Members of the Council are engaged in the budget planning process from the outset through a series of budget seminars. These seminars look at the development of the budget proposals and all members have an opportunity to consider, challenge and input into the process. Financial assumptions and settlement information is shared with members and the impact on the budget modelled and considered. Members are provided with the Impact Assessments for each of the proposals and the feedback from the consultation exercises carried out.

Finance Scrutiny Panel

The Finance Scrutiny Panel, comprising Group Leaders of non-Executive Groups together with representatives of the Audit Committee, continue to be engaged in the budget process and are regularly updated on the process and the proposals as they develop.

Conclusion

In developing this Medium Term Financial Strategy, the Council has a clear framework within which to develop its 5-year budget model and a 5-year Capital Strategy Programme. The model and the assumptions included within it will be reviewed and updated as more information becomes available. Specific savings proposals are being developed and these will be finalised and reported in detail as each annual budget is developed and submitted for approval.

The detailed proposals for 2019/20 are in place and a programme to identify the remaining mitigations required to produce a balanced position for 2020/21 through to March 2024 will be implemented.

This process will enable the Council to strategically prepare to deliver a Council which is affordable, sustainable and able to achieve its 2025 Vision.

Supporting Documentation

Vision 2025: Our Corporate Improvement Plan
Income Management and Service Cost Recovery Policy
Capital Strategy
Capital Receipts Policy
Reserves Policy
Treasury Management and Investment Strategy

***Risk Management Framework
Corporate Risk Register***

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| | Current | FY +1 | FY +2 | FY +3 | FY +4 | FY +5 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| REVENUE FUNDING | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
| | £000s | £000s | £000s | £000s | £000s | £000s |
| Base Funding (Prior Year) | | 247,482 | 255,186 | 255,745 | 256,576 | 257,688 |
| AEF (RSG & NNDR Allocation) | 174,026 | + 264 | (3,486) | (3,416) | (3,348) | (3,281) |
| Council Tax | 73,456 | + 7,440 | + 4,045 | + 4,247 | + 4,459 | + 4,682 |
| Total Projected Funding | 247,482 | 255,186 | 255,745 | 256,576 | 257,688 | 259,089 |
| <i>Total Funding Change v. Prior Year</i> | | + 7,704 | + 559 | + 831 | + 1,112 | + 1,402 |
| <i>% Change v. Prior Year</i> | | + 3.1% | + 0.2% | + 0.3% | + 0.4% | + 0.5% |
| <i>AEF % Change v. Prior Year</i> | | 0.15% | -2.00% | -2.00% | -2.00% | -2.00% |
| <i>CT % Change v. Prior Year</i> | | + 10.13% | + 5.00% | + 5.00% | + 5.00% | + 5.00% |

| | Current | FY +1 | FY +2 | FY +3 | FY +4 | FY +5 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| REVENUE EXPENDITURE | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
| | £000s | £000s | £000s | £000s | £000s | £000s |
| Base Budget (Prior Year) | | 247,482 | 255,187 | 262,297 | 271,011 | 281,165 |
| Inflation Non Schools | | + 1,646 | + 1,989 | + 2,029 | + 2,069 | + 2,069 |
| Inflation Schools Delegated | | - | + 1,500 | + 1,530 | + 1,561 | + 1,592 |
| Revised Base Budget | - | 249,128 | 258,676 | 265,856 | 274,641 | 284,826 |
| New Responsibilities | | | | | | |
| Free School Meals Grant | | + 177 | | | | |
| Social Care | | + 820 | | | | |
| Holiday Pay Directive | | + 300 | | | | |
| Council Tax Reduction Scheme | | + 1,255 | + 450 | + 450 | + 450 | + 450 |
| Discretionary Rate Relief for Local Businesses | | + 105 | | | | |
| Raise Capital Limit Charging For Residential Care | | + 352 | | | | |
| Pension Liability | | + 100 | - | - | - | - |
| Actuarial Revaluation of Pension Fund | | + 750 | + 750 | + 750 | + 750 | - |
| Fire Levy | | + 87 | - | - | - | - |
| Policy Decisions | | | | | | |
| Additional Funding For Schools | | + 1,000 | | | | |
| Corporate and Service Pressures (Must Haves) | | | | | | |
| Budget Management Reserve - Service Pressures | | + 2,000 | | | | |
| Increase in School Roll | | + 280 | - | - | - | - |
| Reduction in School Roll | | (88) | - | - | - | - |
| Removal of ICIB & Childrens Target | | + 3,900 | - | - | - | - |
| Leisure Contract Savings | | (25) | (14) | (32) | - | - |
| Capital Financing Costs | | | | | | |
| New Capital Funding | | + 2,209 | + 2,436 | + 1,475 | + 836 | - |
| Transformation Costs supported by Capital Receipts | | (2,000) | | | + 2,000 | |
| Savings Identified | | | | | | |
| Adult & Commissioning | | (1,000) | - | - | - | - |
| Property and Regeneration | | (1,724) | | | | |
| Business Services | | (920) | | | | |
| Corporate Activities | | (1,643) | | | | |
| Comms | | (405) | | | | |
| Legal Services | | (183) | | | | |
| Financial Services | | (330) | | | | |
| Housing (excl HRA) | | (197) | | | | |
| Highways, Transport and Recycling | | (1,975) | | | | |
| Information Services | | (80) | | | | |
| Leisure and Recreation | | (1,374) | | | | |
| Workforce, OD and Training | | (418) | | | | |
| Schools Central | | (2,416) | | | | |
| Reserves | | | | | | |
| Contribution to General Fund delayed | | + 500 | - | - | - | - |
| Adult Social Care Reserve | | + 2,000 | - | - | - | - |
| Other Reserves - 21st Century Schools | | + 5,000 | - | - | - | - |
| One off funding | | | | | | |
| Changes in MRP | | - | - | + 2,512 | + 2,488 | - |
| Total Projected Budget | 247,482 | 255,187 | 262,297 | 271,011 | 281,165 | 285,276 |

| | | | | | | |
|---|---|-----|---------|----------|----------|----------|
| (Funding Shortfall)/ Surplus - Cumulative | - | (0) | (6,552) | (14,435) | (23,477) | (26,187) |
| (Funding Shortfall)/ Surplus - In Year | | (0) | (6,552) | (7,883) | (9,042) | (2,710) |

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Summary of Service Proposals:

| Reference | Proposal Title | Service | Brief Description | Total Savings Proposed (£k) |
|-----------------------------------|--|---------------------------|--|-----------------------------|
| BCP01 | 21% Reductions in Net Operating Budget in Building Control for delivery in 19/20 financial year | Property and Regeneration | 21% Reductions in Net Operating Budget in Building Control for delivery in 19/20 financial year | 18 |
| BSP01 | Business Services Savings 2019/20 | Business Services | Increased income, service reduction, digitalisation, automation | 875 |
| BSP02 | Customer Services - efficiencies from digitalisation | Business Services | Customer Services - efficiencies from digitalisation | 45 |
| FSP03 | Income and Awards | Financial Services | Income generation, Service and Management reductions | 131 |
| CEP01 | Chief Executive's | Corporate Activities | Restructure Strategic Policy and Performance and Executive Support | 427 |
| CSP01, CSP02, CSP03, MSP01, WLP01 | Savings Proposals – Communications | Comms | Review structure, discretionary spend and budgets in Communications, Member Support and Welsh Language | 345 |
| CSP02 | RWAS events budget | Comms | Scale back on some of the activity at all three RWAS events | 5 |
| DMP01 | Review administration staffing levels | Property and Regeneration | Review administration staffing levels | 26 |
| DMP02 | Reduction in advertising budget | Property and Regeneration | Reduction in advertising budget | 15 |
| DMP03 | Reduction in Development Management legal fees | Property and Regeneration | Reduction in Development Management legal fees | 4 |
| DMP04 | Review Planning Office functions | Property and Regeneration | Review Planning Office functions | 25 |
| EDP01 | Economic Development and Regeneration Service development programme | Property and Regeneration | 50% reduction of the Tourism Development and Marketing Budget | 58 |
| EDP02 | Economic Development and Regeneration Service development programme | Property and Regeneration | 100% reduction of the Tourism Research Budget | 15 |
| EDP03 | Economic Development and Regeneration Service development programme | Property and Regeneration | 80% reduction of the Grounds Maintenance Budget | 13 |
| EDP04 | Economic Development and Regeneration Service development programme | Property and Regeneration | 100% reduction of the Glasi Admin | 30 |
| EDP05 | Economic Development and Regeneration Service development programme | Property and Regeneration | 100% reduction of the Community Enablement Support Fund | 133 |
| EDP06 | Economic Development and Regeneration Service development programme | Property and Regeneration | 100% reduction of the Tourism Development fund | 25 |
| EDP07 | Economic Development and Regeneration Service development programme | Property and Regeneration | 100% reduction of the Spa Town Trust Fund | 5 |
| EHP01 | Transfer funds from HE558 Licensing Act and subsequently reduce budget against HE551 – H&S Enforcement | Property and Regeneration | Transfer funds from HE558 Licensing Act and subsequently reduce budget against HE551 – H&S Enforcement | 3 |
| EHP02 | Reduce budget against HE920 | Property and Regeneration | Reduction in postal budget | 8 |
| EHP03 | Reconfiguration of licensing service | Property and Regeneration | Savings from reconfiguration of licensing service and review in staffing levels | 25 |
| EHP04 | Review in staffing level in PPPP | Property and Regeneration | Review Staffing levels - Public Protection structure | 49 |
| EHP05 | Review in staffing level in Management PPPP | Property and Regeneration | Management Savings | 85 |
| EHP06 | Reduce stray dog contractor budget by £7k | Property and Regeneration | Reduce stray dog contractor budget | 7 |
| EHP07 | Increase cemetery fees by 20% | Property and Regeneration | Increase cemetery fees by 20% | 64 |
| EHP08 | Reduce Closed landfill budget by £65k | Property and Regeneration | Reduce Closed landfill budget | 65 |
| EHP09 | Increase the number of risk assessments of private water supplies | Property and Regeneration | Increase the number of risk assessments of private water supplies | 20 |
| ELP01 | Budget Proposal for the Elections team | Legal Services | Reduced postage cost & staffing | 49 |
| FSP01 | Staffing review | Financial Services | Restructure Technical Finance Team and not fill the current Technical Lead vacancy | 76 |
| FSP02 | Right First Time Project | Financial Services | Highlight, review and correct processes that require significant manual intervention or rectification within the finance function. | 123 |

| | | | | |
|-------------------------------------|--|-----------------------------------|--|-------|
| GDP01 | Graphic Design | Comms | Savings in the discretionary external print and design budget. Costs for external design and print would be transferred to services. The impact on services could be mitigated by a greater use of digital only documents. | 10 |
| HSP04, HSP06, HSP07, HSP09 | Housing | Housing (excl HRA) | The Housing Service will fund an existing role and services from other more appropriate funding sources | 197 |
| HTP01 | Logistics – Beyond 17/18 W&R | Highways, Transport and Recycling | Review of Highways Gully Emptying operation, reduction of resources. | 225 |
| HTP02 | Parking Policy Review | Highways, Transport and Recycling | Parking Policy Review- Introduce charge for Blue Badge holders | 50 |
| HTP03 | Rationalisation of Household Waste Recycling Centres | Highways, Transport and Recycling | Rationalisation of Household Waste Recycling Centres- Share Ystradynlais facility with NPTCBC, renegotiate third party contract | 150 |
| HTP05 | Introduction of chargeable garden waste collection service | Highways, Transport and Recycling | Introduction of chargeable garden waste collection service | 250 |
| HTP06 | Car Park Charges Review | Highways, Transport and Recycling | Review car parking charges, increase income. | 100 |
| HTP07 | Service Reductions – Street Lighting | Highways, Transport and Recycling | Review street light provision (non-statutory) and limit PCC funding to conflict areas only. Encourage Town & Community Councils to support any additional local lighting requirements. | 75 |
| HTP10 | HTR Transformation Programme | Highways, Transport and Recycling | Further efficiencies through better productivity, improved sickness absence management, developing additional income streams, internal cost reduction and reduced 3rd party spend. | 1,100 |
| ITP01 | ICT savings 2019/20 | Information Services | Further system rationalisation (contract and support reductions, and improved efficiencies (improved contract management / reducing complexities) | 80 |
| LRP01 | Archives and Information Management Service | Leisure and Recreation | Review staffing levels & efficiency saving | 46 |
| LRP02 | Youth Service | Leisure and Recreation | Review grants to external bodies and to review staffing and service costs | 165 |
| LRP03 | Arts & Culture Service | Leisure and Recreation | Review savings options including ceasing service & remove the Council from arts & cultural partnership arrangements | 139 |
| LRP04 | Catering Service | Leisure and Recreation | Increase income generation, reduce food waste and reductions to restaurants | 230 |
| LRP05 | Cleaning Service | Leisure and Recreation | Increase Income Generation | 39 |
| LRP06 | Countryside Services | Leisure and Recreation | Reduction of 3rd Party spend, review staff levels | 145 |
| LRP08 | Library Service | Leisure and Recreation | Review all library provision. | 200 |
| LRP09 | Museum Service | Leisure and Recreation | Cease external grant support, review staffing, maximise opportunities for partnership working | 85 |
| LRP10 | Outdoor Recreation | Leisure and Recreation | Transfer of play areas to Housing and community councils, review grass cutting. Review Staffing levels. | 97 |
| LRP11 | Budget reductions proposals for Sports Development (Sport Powys) | Leisure and Recreation | Reductions in staffing levels and reduced level of participation and support with clubs and activities | 108 |
| MBP02 | Budget Proposal for Members | Legal Services | Reduced spend on 'controllable' items | 33 |
| ODP01 | Reduction in service delivery through review in staffing | Workforce, OD and Training | Reduction in service delivery through review in staffing | 418 |
| PPP01 | Concede planning policy (PP150) budget lines for Printing and Advertising | Property and Regeneration | Concede planning policy (PP150) budget lines for Printing and Advertising | 7 |
| PPP02 | Staffing review | Property and Regeneration | Staffing review for planning including Policy | 26 |
| PPP03 | Income generation by the Planning Policy service | Property and Regeneration | Income generation by the Planning Policy service | 52 |
| PRP01 | Cessation of Carbon Reduction commitment CP7 | Property and Regeneration | Cessation of Carbon Reduction commitment CP7 | 80 |
| PRP02 | Exit Neuadd Maldwyn | Property and Regeneration | Exit Neuadd Maldwyn | 165 |
| PRP04 | Reduction in cost for valuation work | Property and Regeneration | Reduction in cost for valuation work | 40 |
| PRP05 | Cleaning Savings | Property and Regeneration | Reduced cleaning in our corporate buildings | 150 |
| PRP06 | Increase income from property | Property and Regeneration | Increased rental income from properties, Ladywell House, Business unit portfolio, County Farms | 170 |
| RSP01 | Budget Proposal for Registration Services | Legal Services | Closure of the outlying stations (Llanidloes, Builth Wells, Knighton and Hay on Wye) | 49 |
| SCP01 | Cease uniform grant and achieve income from ALN (sensory, psychology and welfare services) | Schools Central | Remove uniform grant and achieve income from ALN (sensory, psychology and welfare services) | 46 |
| SCP04 | Schools central budgets, school houses, R & M advice, maternity | Schools Central | Schools central budgets, school houses, R & M advice, maternity | 86 |
| SCP05 | Schools central & Transformation budgets | Schools Central | Review and restructure of staff teams | 250 |
| SCP06 | Schools Early Years | Schools Central | Pre-school foundation phase funding review | 221 |
| SCP07 | EIG Grant - Schools School Improvement | Schools Central | Reduce the level of match funding to be in line with other authorities within the ERW Consortia of around 10%. | 675 |

| | | | | |
|--------------|---|-----------------------------------|--|---------------|
| SCP10 | Schools ALN | Schools Central | Reduce Out of County Placements by developing new local model | 298 |
| SCP13 | Schools central budgets | Schools Central | Removal of centrally held redundancy budget | 236 |
| SCP14 | School Improvement & Central Services | Schools Central | Staffing review | 191 |
| SCP17 | Special schools, Band 1 & 2 learners reduction - School ALN | Schools Central | Ensure more children with Band 1/2 needs are taught in local mainstream schools | 45 |
| TSP01 | Increased income | Property and Regeneration | Additional income which will come from Proceeds of Crime | 70 |
| TSP02 | Review Consumer Fraud team | Property and Regeneration | Review Consumer Fraud team structure | 59 |
| TSP04 | Restructure of Emergency Planning Team | Property and Regeneration | Restructure staff structure | 22 |
| TSP05 | Increase income within Trading Standards | Property and Regeneration | New proposals to increase income from Trading Standards - additional functions from UK and Welsh Government | 40 |
| LDS01 | Legal and Democratic Services | Legal Services | Legal and Democratic Services Restructure | 52 |
| MBP03 | Spare Cabinet Member allowance | Corporate Activities | Spare Cabinet Member allowance | 16 |
| CEP03 | Commercial Services reductions | Corporate Activities | Commercial Services Team reductions | 100 |
| SCP18 | Swimming Time for Schools | Schools Central | Review school swimming provision above the statutory requirements | 100 |
| SCP19 | Reduction in Challenge Advisor costs (ERW change) | Schools Central | Reduction in Challenge Advisor costs (ERW change) | 88 |
| PRP07 | Regeneration Review | Property and Regeneration | Regeneration Review | 150 |
| LRP12 | R&M Leisure centres | Leisure and Recreation | R&M Leisure centres - capital not revenue | 70 |
| SCP20 | Schools Meals Increase | Schools Central | Increase in School meal prices | 180 |
| CEP04 | Grant to PAVO | Corporate Activities | To support PAVO's core work in building and developing the capability of the third sector in Powys | 78 |
| CEP02 | Senior Management Restructure | Corporate Activities | Senior restructure as part of organisational transfer | 1,000 |
| CEP05 | Discretionary Rate Relief | Corporate Activities | Support for businesses held at 2018/19 levels | 100 |
| LRP13 | Reduction in levels of grass-cutting | Highways, Transport and Recycling | Reduction in urban verge cutting. | 25 |
| PRP08 | Twr building RWAS | Comms | Current lease expires 30th June 2019. Look to secure the Twr for the show week only at £5k from the RWAS. | 45 |
| LRP15 | Reduction in revenue support for Y Gaer | Leisure and Recreation | Reduction of Y Gaer operating budget. Longer term MTFS aspiration is either shared use of charitable trust status. | 50 |
| TOTAL | | | | 11,743 |

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Briefing Paper to accompany the Fees and Charges Register

1 Summary

- 1.1 The purpose of this report is to consider and approve the changes to charges detailed within the Council's fees and charges register. The fees and charges register will be maintained and updated for submission as part of the budget setting process on an annual basis, with the new fees agreed as a whole rather than on an individual basis.
- 1.2 The fees and charges register, contains details of all items for which a charge is made. It is important that these fees are reviewed at least annually as part of the budget setting process and reviewed during the year, in line with the Councils income policy. This will ensure existing targets are being met and to explore any further income potential to maximise the Councils resources.
- 1.3 Improving income management and service cost recovery has a key role to play in enabling the Council to achieve its financial and wider strategic objectives.
- 1.4 The fees and charges register has been reviewed by each Service area, and appropriate uplifts proposed. A general increase of 4% has been applied where no alternative basis has been applied.

2 Additions, removal and reduction of fees and charges are noted below along with any items where a significant increase has been applied:

The following new charges should be noted:

- 2.1 **Road Closures/Traffic Regulation Order** – a charge is proposed for amendments to existing temporary traffic road orders and notices.
- 2.2 **Traffic Signs, Signals and Parking** – a number of new charges are proposed including suspension of on-street parking, temporary parking dispensation and the switching on and off of permanent traffic lights.
- 2.3 **Registrations** – an additional charge has been proposed for a statutory fee for priority certificate 24-hour service.

3 The following removal of a charge should be noted:

- 3.1 **Road Tanker Fuel Measuring** – the charges relating to dipstick measuring systems are no longer relevant, as bulk tankers no longer have dipsticks due to working height regulations and bottom loading.
- 3.2 **Child burial fees** – it has been agreed to abolish child burial fees and abide by the memorandum of understanding between Welsh Government and Local Authorities, to assist families with funeral costs and to ensure a consistent approach across Wales.

3.3 Business desks in libraries where available – the service was introduced in 2017/18 on a trial basis which was unsuccessful. However, the service is exploring a formal offer to businesses with the Economy/Regeneration team instead.

4 The following areas have significant increases:

4.1 Water sampling – Risk Assessment for single dwelling supplies (by request only) - to bring this charge in line with the fee for a new risk assessment, an increase of £115 or 110% is proposed.

4.2 Burial Fees – an increase of 20% has been agreed for all burial fees to enable the Service savings target to be achieved.

4.3 Licenses, authorisations, permissions, agreements, approvals and notices (LAPAAN) – List of Streets – time taken to deal with ‘opinion in relation to the extent of county classified and unclassified highways’ has been reviewed and the charge brought in line with actual cost. It is therefore proposed to increase the fee for a desk top study by £110 or 123% and a desk top study plus site visit by £243 or 155%.

5 The following fees and charges are proposed to reduce from 1st April 2019:

5.1 Other Licences - Taxis

Private Hire Operator – admin charge for consideration of the application will reduce by 2% from £407 to £398

The taxi fees have been consulted on and approved by the appropriate committee. The fees were calculated using a detailed toolkit, devised and used across the Welsh Local Authority Licensing Services based on actual resource used and therefore open to fluctuation as consumption of resources from the previous year impacts on the calculation process. Income from fees with a reduction in price should be offset by those that have seen an increase.

| Service Area | Service Charge Category | 2019-20 Inflationary Increase/dec | Comments |
|-----------------------------------|--|---|--|
| REGULATORY SERVICES | Other Licences: | | |
| | Gambling | 0% | set by statute |
| | Animals | 5% | service strategy |
| | Taxi | -2% to 15% | approved by Licensing Committee in December 2018 |
| | Petroleum | 0% | set by Health and Safety Executive |
| | Explosives | 0% | set by Health and Safety Executive |
| | Miscellaneous | 0% to 4% | 0% Scrap metal - renewable every 3 years using All Wales Toolkit 0% Mobile Homes - renewable every 5 years using All Wales toolkit |
| | Water Sampling | 0% to 110% | service strategy and risk assessment for single dwelling supplies 110% further details in the report |
| | Weights and Measures | -100% to 2.4% | Fees increased inline with Cymru Group, of which Powys is a member, based on Septembers inflation (CPI) of 2.4%. This has been adopted by a large majority of Local Authorities in Wales. Dipstick charges no longer exist, further detail contained in the report above. |
| | Food and H&S | 0% - 13% | service strategy and a nationally set increase of 13% for a re-rating request |
| | Licensed Premises | 0% | set by statute |
| | Building Control | 0% | service strategy to leave fees as they are to remain competitive within the current market |
| | Planning | 0% | set by Welsh Government |
| Burial fees | -100% - 20% | child burial fees have been abolished and other burial fees have been increased by 20% further detail within the report above | |
| Dog & Pest Control | 4% | uplifted by the agreed inflationary rate of 4% | |
| FINANCE | Council Tax and NNDR - Summons and Liability Order | 0% | as per Legislation maximum costs that can be charged in Wales is £70.00 (any combination) |
| LEISURE AND RECREATION | Catering | 0% - 2% | School meals to be increased from September 2019 |
| | Cleaning | 0% - 18% | To enable the service to remain viable, prices have been increased to cover costs. |
| | Libraries | -100% - 33% | service strategy to increase some fees where possible and the removal of one fee relating to business desks, further information contained within the report. |
| | Museums | 0% - 25% | service strategy to increase some fees where possible |
| | Archives | 0% - 33% | service strategy to increase some fees where possible |
| HIGHWAYS, TRANSPORT AND RECYCLING | Car Parks | 0% | a separate report will be submitted for approval by the Service once the agreed strategy has been agreed with the portfolio holder |
| | Waste Collection | 0% - 20% | service strategy to increase fees where possible. Trade prices have been omitted for 2019/20 due to an agreement to allow flexible pricing to enable the service to remain competitive and also so that competitors cannot access Powys prices in respect of trade waste |
| | Licenses, authorisations, permissions, agreements, approvals and notices (LAPAAN) | 0% - 155% | 7 new charges introduced and 123% and 155% increase to 2 fees under 'List of Streets' further detail contained within the report. |
| HOUSING | Private Sector Housing | 0% | based on Welsh Government guidelines, maximum charge already implemented |
| LEGAL AND DEMOCRATIC | Registrations | 0% to 175% | The 175% increase relates to the statutory fee for a certificate which will be raised to £11 across the board instead of the present 3-tier system of £4, £7 and £10 depending on when the certificate is issued. A new statutory fee for a priority certificate 24 hour service of £35 has been introduced. |
| | Land Charges | 0% | service strategy to leave fees as they are |
| SCHOOLS | Schools | 4% to 9% | Rent on School houses has been uplifted by the agreed inflationary rate of 4%. Home to School Transport pre and post 16 has been increased by 7% and 6% which equates to a £10 increase per term |
| SOCIAL CARE | Social Care | 0% | part of Service strategy and Welsh Government guidelines |
| BUSINESS SERVICES | Careline | 2% | inflationary increase based on CPI of 2.4% |

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| Service Charge Category | Service Area | Last Update |
|---|----------------------------------|-------------|
| Other Licences | Regulatory Services | Jan-19 |
| Water Sampling | Regulatory Services | Jan-19 |
| Weights and Measures | Regulatory Services | Jan-19 |
| Food and H&S | Regulatory Services | Jan-19 |
| Licensed Premises | Regulatory Services | Jan-19 |
| Building Control | Regulatory Services | Jan-19 |
| Planning | Regulatory Services | Dec-18 |
| Burial fees | Regulatory Services | Jan-19 |
| Dog & Pest Control | Regulatory Services | Jan-19 |
| Council Tax and NNDR - Summons and Liability Order | Finance | Dec-18 |
| Catering | Leisure and Recreation | Jan-19 |
| Cleaning | Leisure and Recreation | Jan-19 |
| Libraries | Leisure and Recreation | Dec-18 |
| Museums | Leisure and Recreation | Jan-19 |
| Archives | Leisure and Recreation | Dec-18 |
| Freedom | Leisure and Recreation | Dec-18 |
| Car Parks | Highways Transport and Recycling | Jan-19 |
| Waste Collection | Highways Transport and Recycling | Dec-18 |
| Licenses, authorisations, permissions, agreements, approvals and notices (LAPAAN) | Highways Transport and Recycling | Dec-18 |
| Private Sector Housing | Housing | Dec-18 |
| Registrations | Legal and Democratic | Dec-18 |
| Land Charges | Legal and Democratic | Jan-19 |
| Schools | Schools | Dec-18 |
| Social Care | Social Care | Jan-19 |
| Business Services | Careline | Jan-19 |

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| Service Area | Service Charge Category | 2019-20 Inflationary Increase/decr | Comments |
|---|---|---|--|
| REGULATORY SERVICES | Other Licences: | | |
| | Gambling | 0% | set by statute |
| | Animals | 5% | service strategy |
| | Taxi | -2% to 15% | approved by Licensing Committee in December 2018 |
| | Petroleum | 0% | set by Health and Safety Executive |
| | Explosives | 0% | set by Health and Safety Executive |
| | Miscellaneous | 0% to 4% | 0% Scrap metal - renewable every 3 years using All Wales Toolkit 0% Mobile Homes - renewable every 5 years using All Wales toolkit |
| | Water Sampling | 0% to 110% | service strategy and risk assessment for single dwelling supplies 110% further details in the report |
| | Weights and Measures | -100% to 2.4% | Fees increased inline with Cymru Group, of which Powys is a member, based on Septembers inflation (CPI) of 2.4%. This has been adopted by a large majority of Local Authorities in Wales. Dipstick charges no longer exist, further detail contained in the report above. |
| | Food and H&S | 0% - 13% | service strategy and a nationally set increase of 13% for a re-rating request |
| | Licensed Premises | 0% | set by statute |
| | Building Control | 0% | service strategy to leave fees as they are to remain competitive within the current market |
| | Planning | 0% | set by Welsh Government |
| Burial fees | -100% - 20% | child burial fees have been abolished and other burial fees have been increased by 20% further detail within the report above | |
| Dog & Pest Control | 4% | uplifted by the agreed inflationary rate of 4% | |
| FINANCE | Council Tax and NNDR - Summons and Liability Order | 0% | as per Legislation maximum costs that can be charged in Wales is £70.00 (any combination) |
| LEISURE AND RECREATION | Catering | 0% - 2% | School meals to be increased from September 2019 |
| | Cleaning | 0% - 18% | To enable the service to remain viable, prices have been increased to cover costs. |
| | Libraries | -100% - 33% | service strategy to increase some fees where possible and the removal of one fee relating to business desks, further information contained within the report. |
| | Museums | 0% - 25% | service strategy to increase some fees where possible |
| | Archives | 0% - 33% | service strategy to increase some fees where possible |
| HIGHWAYS, TRANSPORT AND RECYCLING | Car Parks | 0% | a separate report will be submitted for approval by the Service once the agreed strategy has been agreed with the portfolio holder |
| | Waste Collection | 0% - 20% | service strategy to increase fees where possible. Trade prices have been omitted for 2019/20 due to an agreement to allow flexible pricing to enable the service to remain competitive and also so that competitors cannot access Powys prices in respect of trade waste |
| | Licenses, authorisations, permissions, agreements, approvals and notices (LAPAAAN) | 0% - 155% | 7 new charges introduced and 123% and 155% increase to 2 fees under 'List of Streets' further detail contained within the report. |
| HOUSING | Private Sector Housing | 0% | based on Welsh Government guidelines, maximum charge already implemented |
| LEGAL AND DEMOCRATIC | Registrations | 0% to 175% | The 175% increase relates to the statutory fee for a certificate which will be raised to £11 across the board instead of the present 3-tier system of £4, £7 and £10 depending on when the certificate is issued. A new statutory fee for a priority certificate 24 hour service of £35 has been introduced. |
| | Land Charges | 0% | service strategy to leave fees as they are |
| SCHOOLS | Schools | 4% to 9% | Rent on School houses has been uplifted by the agreed inflationary rate of 4%. Home to School Transport pre and post 16 has been increased by 7% and 6% which equates to a £10 increase per term |
| SOCIAL CARE | Social Care | 0% | part of Service strategy and Welsh Government guidelines |
| BUSINESS SERVICES | Careline | 2% | inflationary increase based on CPI of 2.4% |
| | | | |
| | | | |
| PLEASE NOTE: THE FEES AND CHARGES DETAILED IN THIS DOCUMENT ARE EXCLUSIVE OF VAT WHICH SHOULD BE APPLIED WHERE APPROPRIATE. | | | |
| IF YOU ARE UNSURE ABOUT THE APPLICATION OF VAT THEN PLEASE CONTACT CORPORATE FINANCE AND REFER TO THE GUIDANCE ON PAGE 4327 OF THE INTRANET | | | |
| VIA THE FOLLOWING LINK: http://intranet.powys.gov.uk/index.php?id=vat&L=0 | | | |

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| CATEGORY | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|--|---|---|---|---|---|---|
| GAMBLING | Small Lotteries - New Registration | £40 | £40 | £40 | 0% | set by statute |
| | Small Lotteries - Renewal | £20 | £20 | £20 | 0% | |
| | Notification of Gaming Machine | £50 | £50 | £50 | 0% | |
| | Betting Premises Annual Fee | £480 | £480 | £480 | 0% | |
| | Betting Premises Application | £2,400 | £2,400 | £2,400 | 0% | |
| | Family Entertainment Centre | £0 | £0 | £0 | 0% | |
| | Licensed Family Entertainment Centre Application | £1,600 | £1,600 | £1,600 | 0% | |
| | Licensed Family Entertainment Centre Annual Fee | £600 | £600 | £600 | 0% | |
| | Unlicensed Family Entertainment Centre permit (10 year permit) | £300 | £300 | £300 | 0% | |
| | Club Gaming Machine - New Permit | £200 | £200 | £200 | 0% | |
| | Club Gaming Machine - Renewal | £100 | £100 | £100 | 0% | |
| Club Gaming/Machine Permit Annual fee due in the first month of applying | £50 | £50 | £50 | 0% | | |
| ANIMALS | Riding Establishments | 1-29 horses - £231 | £238 | £250 | 5% | |
| | | 30-99 horses - £267 | £275 | £289 | 5% | |
| | | >100 horses - £339 | £349 | £366 | 5% | |
| | Animal Boarding Establishments | 1-10 dogs/cats - £195 | £201 | £211 | 5% | |
| | | 11-30 dogs/cats - £204 | £210 | £221 | 5% | |
| | | >31 dogs/cats - £213 | £219 | £230 | 5% | |
| | Pet Shops | Not Exotic - £195 | £201 | £211 | 5% | |
| | | Exotic - £204 | £210 | £221 | 5% | |
| | Dog Breeding | 1-10 dogs - £195 | £201 | £211 | 5% | |
| | | 11-30 dogs - £204 | £210 | £221 | 5% | |
| | | >31 dogs - £213 | £219 | £230 | 5% | |
| | Dangerous Wild Animals | £459 (2 yearly licence) | £473 | £497 | 5% | |
| | Zoo | £500.00 | £515 | £541 | 5% | |
| Performing Animals - Registration Fee | £137.00 | £141 | £148 | 5% | | |
| Home Boarder | £98.00 | £101 | £106 | 5% | | |
| TAXI | Private Hire Operator: Admin charge for consideration of the Application | £400 | £407 | £398 | -2% | Calculated using the All Wales toolkit and approved by Licensing Committee in December 2018 and currently advertised for consultation, will return to committee if representations to consider. |
| | Private Hire Operator: CRB Fee | £25 | £25 | £25 | 0% | |
| | Private Hire/Hackney Carriage Drivers: Administration Charge for consideration of a New Application | £256 | £244 | £247.50 | 1% | |
| | Private Hire/Hackney Carriage Drivers: Administration Charge for Renewal | £256 | £244 | £247.50 | 1% | |
| | Driver Licence (1 year – on request) | £140 | £129 | £148 | 15% | |
| | Private Hire/Hackney Carriage Drivers: CRB Fee | £44 | £44 | £44 | 0% | |
| | Private Hire/Hackney Carriage Drivers: DVLA Fee | £3 | £3 | n/a | | |
| | Plus CRB Fee | £44 | £44 | £44 | 0% | |
| | Plus DVLA Fee | £3 | £3 | n/a | | |
| | Private Hire Vehicle | £129 | £133 | £138 | 4% | |
| | Hackney Carriage Vehicles | £129 | £133 | £138 | 4% | |
| | Transfer of Plate | can't charge separately recover through licence application fee | can't charge separately recover through licence application fee | can't charge separately recover through licence application fee | na | |
| | Replacement of Plate | can't charge separately recover through licence application fee | can't charge separately recover through licence application fee | can't charge separately recover through licence application fee | na | |
| | Plate Bracket | £11.30 | £11.30 | £11.30 | 0% | |
| | Replacement of Badge | can't charge separately recover through licence application fee | can't charge separately recover through licence application fee | can't charge separately recover through licence application fee | na | |
| Pair of door stickers | £7.50 | £7.50 | £7.50 | 0% | | |
| Driver test | £36 | £36.5 | £38.0 | 4% | | |
| PETROLEUM | Less than 2,500 litres (550 gallons) | £44 | £44 | £44 | 0% | set by HSE |
| | Between 2,500 litres (550 gallons) and 50,000 litres (11,000) gallons | £60 | £60 | £60 | 0% | |
| | More than 50,000 litres (11,000 gallons) | £125 | £125 | £125 | 0% | |
| | Transfer of Licence | £8.00 | £8.00 | £8.00 | 0% | |
| MISCELLANEOUS | Licence to store explosives >0m separation - 1 year | £185 | £185 | £185 | 0% | set by HSE |
| | Licence to store explosives >0m separation - 2 year | £243 | £243 | £243 | 0% | |
| | Licence to store explosives >0m separation - 3 year | £304 | £304 | £304 | 0% | |
| | Licence to store explosives >0m separation - 4 year | £374 | £374 | £374 | 0% | |
| | Licence to store explosives >0m separation - 5 year | £423 | £423 | £423 | 0% | |
| | Renewal of Licence to store explosives >0m separation - 1 year | £86 | £86 | £86 | 0% | |
| | Renewal of Licence to store explosives >0m separation - 2 year | £147 | £147 | £147 | 0% | |
| | Renewal of Licence to store explosives >0m separation - 3 year | £206 | £206 | £206 | 0% | |
| | Renewal of Licence to store explosives >0m separation - 4 year | £266 | £266 | £266 | 0% | |
| | Renewal of Licence to store explosives >0m separation - 5 year | £326 | £326 | £326 | 0% | |
| | Licence to store explosives <=0m separation - 1 year | £109 | £109 | £109 | 0% | |
| | Licence to store explosives <=0m separation - 2 year | £141 | £141 | £141 | 0% | |
| | Licence to store explosives <=0m separation - 3 year | £173 | £173 | £173 | 0% | |
| | Licence to store explosives <=0m separation - 4 year | £206 | £206 | £206 | 0% | |
| | Licence to store explosives <=0m separation - 5 year | £238 | £238 | £238 | 0% | |
| | Renewal of Licence to store explosives <=0m separation - 1 year | £54 | £54 | £54 | 0% | |
| | Renewal of Licence to store explosives <=0m separation - 2 year | £86 | £86 | £86 | 0% | |
| | Renewal of Licence to store explosives <=0m separation - 3 year | £120 | £120 | £120 | 0% | |
| | Renewal of Licence to store explosives <=0m separation - 4 year | £152 | £152 | £152 | 0% | |
| | Renewal of Licence to store explosives <=0m separation - 5 year | £185 | £185 | £185 | 0% | |
| | Registration for up to 5 years | £105.00 | £105.00 | £105.00 | 0% | |
| | Registration Renewal for up to 5 years | £52.00 | £52.00 | £52.00 | 0% | |
| | Any other kind of variation | reasonable cost | reasonable cost | reasonable cost | na | |
| Licence Variation: Amending name of licensee or address of site | £36 | £36 | £36 | 0% | | |
| Licence Variation: Transfer of licence or registration | £36 | £36 | £36 | 0% | | |
| Licence Variation: Replacement of Licence or registration if lost | £36 | £36 | £36 | 0% | | |
| MISCELLANEOUS | Sexual Entertainment Venue/Sex Establishment | £1,029.70 | £1,061 | £1,104 | 4% | Scrap renewable every 3 years and calculated using an All Wales toolkit to account for full cost recovery. Will be renewed and approved via Cabinet in advance of Sept 19 when they become due for renewal. |
| | Street Trading Consents | £405.5 | £418 | £435 | 4% | |
| | Skin Piercing | £142.50 | £213.50 | £222.00 | 4% | |
| | Ear Piercing - duplicate for above really no need for separate entry | £142.50 | £213.50 | £222.00 | 4% | |
| | Scrap Metal Site - New | £270 | £270 | £270 | 0% | |
| | Scrap Metal Site - Renewal | £270 | £270 | £270 | 0% | |
| | Scrap Metal Site - Variation | £102 | £102 | £102 | 0% | |
| | Scrap Metal Collector - New | £270 | £270 | £270 | 0% | |
| | Scrap Metal Collector - Renewal | £270 | £270 | £270 | 0% | |
| | Scrap Metal Collector - Variation | £102 | £102 | £102 | 0% | |
| | New Mobile Home Site | £776.00 plus £6/pitch | £776.00 plus £6/pitch | £776.00 plus £6/pitch | 0% | |
| | Variation of up to 2 licence conditions | £50 | £50 | £50 | 0% | |
| | Depositing site rules | £48.32 | £48 | £48 | 0% | |
| Replacement licence | £17.36 | £17 | £17 | 0% | | |
| Significant amendments | £135.26 | £135 | £135 | 0% | | |
| Environmental Search Enquiry | £69.3 | £71 | £74 | 4% | | |

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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|---------------|---|---|----------------------------|---------|---|----------|
| Sampling Fees | Risk Assessment for single dwelling supplies (by req. only) | £100.00 plus VAT | £105.00 | £220.00 | 110% | statute |
| | New risk assessment | £200.00 | £210.00 | £220.00 | 5% | |
| | Revised risk assessment | £125.00 | £130.00 | £135.00 | 4% | |
| | Sampling of single supplies (by req. only) | £100.00 plus cost of analysis, PLUS vat | £100.00 | £100.00 | 0% | statute |
| | Sampling of statutory supplies (each visit) | £100.00 plus cost of analysis | £100.00 | £100.00 | 0% | statute |
| | Investigation (each supply) | £100.00 | £105.00 | £110.00 | 5% | |
| | Granting an authorisation for temporary exemption from certain limits on impurities | £100.00 | £100.00 | £100.00 | 0% | statute |
| | Small shared domestic property only | £100 plus cost of analysis | £100 plus cost of analysis | £100.00 | 0% | statute |

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| Category | ITEM/SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | |
|---|--|-----------------------------|-----------------------|-------------------|---|--|
| Measuring Instruments Directive | Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers. Cold water meters | £82.67 per hour | £85.56 per hour | £87.61 | 2.4% | |
| | Measuring instruments for liquid fuel and lubricants | 10% surcharge | 10% surcharge | 10% surcharge | 0% | |
| | Measuring instruments for liquid fuel delivered from road | 10% surcharge | 10% surcharge | 10% surcharge | 0% | |
| | Capacity serving measures | 25% surcharge | 25% surcharge | 25% surcharge | 0% | |
| | Material measures of length | 25% surcharge | 25% surcharge | 25% surcharge | 0% | |
| | | | | | | |
| Special Weighing & Measuring Equipment (per hour) | Automatic or totalising weighing machines | £82.67 | £85.56 | £87.61 | 2.4% | |
| | Equipment designed to weigh loads in motion | £82.67 | £85.56 | £87.61 | 2.4% | |
| | Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence under the 1983 Regulations or Regulation 23 or 24 occurrence under the 1988 Regulations | £82.67 | £85.56 | £87.61 | 2.4% | |
| | Weighing or measuring equipment tested by means of statistical sampling | £82.67 | £85.56 | £87.61 | 2.4% | |
| | The establishment of calibration curves from templates | £82.67 | £85.56 | £87.61 | 2.4% | |
| | Templates graduated in millilitres | £82.67 | £85.56 | £87.61 | 2.4% | |
| | Testing or other services in pursuance of a Community obligation other than EC initial or partial verification | £82.67 | £85.56 | £87.61 | 2.4% | |
| | | | | | | |
| Weights (per hour) | Full hourly rate for the first hour, thereafter £42.55 ph | £82.67 ph (Discount £43.40) | 85.56 (N.B. Discount) | £87.61 (Discount) | 2.4% | |
| | | | | | | |
| Measures (ea) | Linear measures not exceeding 3m, for each scale | £10.29 | £10.65 | £10.91 | 2.4% | |
| | Capacity measures, without divisions, not exceeding 1 litre | £7.70 | £7.97 | £8.16 | 2.4% | |
| | Cubic ballast measures (other than brim measures) | £182.02 | £188.39 | £192.91 | 2.4% | |

| | | | | | | |
|---|---|--|---------------|---------------|------|--|
| | Liquid capacity measures for making up and checking average quantity packages | £28.77 | £29.78 | £30.49 | 2.4% | |
| | | | | | | |
| Templates (ea) | Per scale - first item | £53.03 | £54.89 | £56.20 | 2.4% | |
| | Second and subsequent items | £18.93 | £19.59 | £20.06 | 2.4% | |
| | | | | | | |
| Weighing Instruments - Non NAWI | Not exceeding 1 tonne (ea) | £65.34 | £67.63 | £69.25 | 2.4% | |
| | Exceeding 1 tonne to 10 tonne (ea) | £105.85 | £109.55 | £112.18 | 2.4% | |
| | Exceeding 10 tonnes (ea) | £221.05 | £228.79 | £234.28 | 2.4% | |
| | Certification of Weighbridge Operators (ph) | £82.67 (No VAT Min charge of half an hour) | £85.56 | £87.61 | 2.4% | |
| | | | | | | |
| Weighing Instruments - NAWI | Not exceeding 1 tonne (ea) | £108.75 | £112.56 | £115.26 | 2.4% | |
| | Exceeding 1 tonne to 10 tonne (ea) | £168.32 | £174.21 | £178.39 | 2.4% | |
| | Exceeding 10 tonnes (ea) | £368.46 | £381.36 | £390.51 | 2.4% | |
| | When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged. | 50% surcharge | 50% surcharge | 50% surcharge | 0% | |
| | | | | | | |
| Measuring Instruments for Intoxicating Liquor: (ea) | Not exceeding 150ml | £17.92 | £18.55 | £19.00 | 2.4% | |
| | Other | £20.72 | £21.45 | £21.96 | 2.4% | |
| | | | | | | |
| Measuring Instruments for Liquid Fuel and Lubricants: | Container type (not subdivided) (ea) | £75.12 | £77.75 | £79.62 | 2.4% | |
| | First nozzle tested, per site (ea) | £122.54 | £126.83 | £129.87 | 2.4% | |

| | | | | | | |
|---|---|---------|---------|---------|---------|--|
| Single/multi-outlets (nozzles) | Each additional nozzle tested (ea) | £75.28 | £77.91 | £79.78 | 2.4% | |
| | Testing of peripheral electronic equipment on a separate visit (per site) (ph) | £82.67 | £85.56 | £87.61 | 2.4% | |
| | Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps) (ph) | £82.67 | £85.56 | £87.61 | 2.4% | |
| | | | | | | |
| Road Tanker Fuel Measuring Equipment (Above 100 Litres): | Meter measuring systems: Wet hose with two testing liquids (ea) | £263.01 | £272.22 | £278.75 | 2.4% | |
| | Meter measuring systems: Wet hose with three testing liquids | £306.85 | £317.59 | £325.21 | 2.4% | |
| | Meter measuring systems: Dry hose with two testing liquids (ea) | £292.20 | £302.43 | £309.69 | 2.4% | |
| | Meter measuring systems: Dry hose with three testing liquids | £336.21 | £347.98 | £356.33 | 2.4% | |
| | Meter measuring systems: Wet/dry hose with two testing liquids (ea) | £409.11 | £423.43 | £433.59 | 2.4% | |
| | Meter measuring systems: Wet/dry hose with three testing liquids (ea) | £437.35 | £452.66 | £463.52 | 2.4% | |
| | Dipstick measuring systems: Up to 7,600 litres (for calibration of each compartment and production of chart) (ea) | £178.96 | £185.22 | £0 | -100.0% | Bulk tankers no longer have dipsticks - due to working at height regulations and bottom loading. |
| | Dipstick measuring systems: Over 7,600 litres (basic fee plus additional charge) (ph) | £82.67 | £85.56 | £0 | -100.0% | |
| | Initial dipstick (ea) | £20.71 | £21.43 | £0 | -100.0% | |
| | Spare dipstick (ea) | £20.71 | £21.43 | £0 | -100.0% | |
| Replacement dipstick (including examination of compartment) | £45.47 | £47.06 | £0 | -100.0% | | |
| Certificate of Errors: For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter; fee applies when no other fee is | £53.30 | £55.17 | £56.49 | 2.4% | | |
| | | | | | | |

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| CATEGORY | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|-------------------|---|---------|---------|---------|---|---|
| FOOD HYGIENE | Request for re-rating | £160.00 | £160.00 | £180.00 | 13% | Nationally set |
| | Food advisory service | £150.00 | £150.00 | £150.00 | 0% | Fee for 2 hours plus £40 plus vat per hour for any further hours based on actual costs. |
| | Food export health certificates | £83.20 | £85.70 | £90.00 | 5% | |
| | Voluntary surrender of foods | £83.20 | £85.70 | £90.00 | 5% | Fee for first hour, plus £40.00 per additional hours and actual costs of food disposal. |
| | Food hygiene training | £55.00 | £55.00 | £55.00 | 0% | |
| | Factual Statement HSW Act | £140.80 | £145.02 | £151.00 | 4% | |
| | Primary Authority Arrangements for food hygiene | | | | n/a | fee will be based on actual cost |
| HEALTH AND SAFETY | Safety Certificate for Sports Ground | | £516.73 | £538.00 | 4% | |

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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|--|---|---------|---------|---------|---|--|
| Licensed Premises/Club Application/Variation | Band A (non-domestic rateable value £0 - £4,300) | £100.00 | £100.00 | £100.00 | 0% | same as other years as set by statute (last revision 2003) |
| | Band B (non-domestic rateable value £4,301 - £33,000) | £190.00 | £190.00 | £190.00 | 0% | |
| | Band C (non-domestic rateable value £33,001 - £87,000) | £315.00 | £315.00 | £315.00 | 0% | |
| | Band D (non-domestic rateable value £87,001 - £125,000) | £450.00 | £450.00 | £450.00 | 0% | |
| | Band E (non-domestic rateable value £125,001+) | £635.00 | £635.00 | £635.00 | 0% | |
| Licensed Premises/Club Annual Fee | Band A (non-domestic rateable value £0 - £4,300) | £70.00 | £70.00 | £70.00 | 0% | |
| | Band B (non-domestic rateable value £4,301 - £33,000) | £180.00 | £180.00 | £180.00 | 0% | |
| | Band C (non-domestic rateable value £33,001 - £87,000) | £295.00 | £295.00 | £295.00 | 0% | |
| | Band D (non-domestic rateable value £87,001 - £125,000) | £320.00 | £320.00 | £320.00 | 0% | |
| | Band E (non-domestic rateable value £125,000+) | £350.00 | £350.00 | £350.00 | 0% | |
| Miscellaneous | Copy of Premises Licence | £10.50 | £10.50 | £10.50 | 0% | |
| | Premises Provisional Statement | £315.00 | £315.00 | £315.00 | 0% | |
| | Premises Change of name | £10.50 | £10.50 | £10.50 | 0% | |
| | Premises Change DPS | £23.00 | £23.00 | £23.00 | 0% | |
| | Premises Transfer | £23.00 | £23.00 | £23.00 | 0% | |
| | Premises Interim Notice | £23.00 | £23.00 | £23.00 | 0% | |
| | Club Change of Name or Rules | £10.50 | £10.50 | £10.50 | 0% | |
| | Club Change of Registered Address | £10.50 | £10.50 | £10.50 | 0% | |
| | Minor Variation | £89.00 | £89.00 | £89.00 | 0% | |
| | Disapply DPS on Community Premises | £23.00 | £23.00 | £23.00 | 0% | |
| | Temporary Event Notice | £21.00 | £21.00 | £21.00 | 0% | |
| | TEN Copy Notice | £10.50 | £10.50 | £10.50 | 0% | |
| | Personal Licence | £37.00 | £37.00 | £37.00 | 0% | |
| | Personal Licence Copy | £10.50 | £10.50 | £10.50 | 0% | |
| | Personal Change Name/address | £10.50 | £10.50 | £10.50 | 0% | |
| Premises Freeholder Interest | £21.00 | £21.00 | £21.00 | 0% | | |

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| Category | Quantity | Service | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|---|----------|---------|-----------|-----------|-----------|---|----------|
| Table A - New Dwellings Number of Units (Full Plans Vetting Charge): * | 1 | | £191.49 | £197.23 | £197.23 | 0% | |
| | 2 | | £256.25 | £263.94 | £263.94 | 0% | |
| | 3 | | £337.50 | £347.63 | £347.63 | 0% | |
| | 4 | | £418.75 | £431.31 | £431.31 | 0% | |
| | 5 | | £506.25 | £521.44 | £521.44 | 0% | |
| | 6 | | £593.75 | £611.56 | £611.56 | 0% | |
| | 7 | | £618.75 | £637.31 | £637.31 | 0% | |
| | 8 | | £643.75 | £663.06 | £663.06 | 0% | |
| | 9 | | £668.75 | £688.81 | £688.81 | 0% | |
| | 10 | | £675.00 | £695.25 | £695.25 | 0% | |
| 11 - 30 | | Quote | Quote | Quote | N/A | | |
| Page 77 | | | | | | | |
| Table A - New Dwellings Number of Units (Full Plans Inspection Charge): * | 1 | | £294.15 | £302.97 | £302.97 | 0% | |
| | 2 | | £438.13 | £451.27 | £451.27 | 0% | |
| | 3 | | £631.88 | £650.84 | £650.84 | 0% | |
| | 4 | | £832.50 | £857.48 | £857.48 | 0% | |
| | 5 | | £1,026.88 | £1,057.69 | £1,057.69 | 0% | |
| | 6 | | £1,138.75 | £1,172.91 | £1,172.91 | 0% | |
| | 7 | | £1,361.25 | £1,402.09 | £1,402.09 | 0% | |
| | 8 | | £1,583.75 | £1,631.26 | £1,631.26 | 0% | |
| | 9 | | £1,806.25 | £1,860.44 | £1,860.44 | 0% | |
| | 10 | | £2,047.50 | £2,108.93 | £2,108.93 | 0% | |
| 11 - 30 | | Quote | Quote | Quote | n/a | | |
| Table A - New Dwellings | 1 | | £485.64 | £500.21 | £500.21 | 0% | |
| | 2 | | £694.38 | £715.21 | £715.21 | 0% | |
| | 3 | | £969.38 | £998.46 | £998.46 | 0% | |
| | 4 | | £1,251.25 | £1,288.79 | £1,288.79 | 0% | |

Number of Units (Building Notice Charge):

| | | | | | |
|---------|--|-----------|-----------|-----------|-----|
| 5 | | £1,533.13 | £1,579.12 | £1,579.12 | 0% |
| 6 | | £1,732.50 | £1,784.48 | £1,784.48 | 0% |
| 7 | | £1,980.00 | £2,039.40 | £2,039.40 | 0% |
| 8 | | £2,227.50 | £2,294.33 | £2,294.33 | 0% |
| 9 | | £2,475.00 | £2,549.25 | £2,549.25 | 0% |
| 10 | | £2,722.50 | £2,804.18 | £2,804.18 | 0% |
| 11 - 30 | | Quote | Quote | Quote | n/a |

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Table B - Amount of Full Plans Vetting Charge

| | | | | | |
|--------------------------|---|---------|---------|---------|----|
| Garages | Erection or extension of a detached building which consists of a garage carport or both having a floor area not exceeding 60m2 in total, and | £127.66 | £131.49 | £131.49 | 0% |
| Single Storey Extensions | Any extension of a dwelling the total floor area of which does not exceed 10m2, including means of | £127.66 | £131.49 | £131.49 | 0% |
| | Any extension of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2, including means of access and work in | £127.66 | £131.49 | £131.49 | 0% |
| | Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed | £127.66 | £131.49 | £131.49 | 0% |
| Two Storey Extensions | Any extension of a dwelling the total floor area of which does not exceed 40m2, including means of access and work in connection with that | £127.66 | £131.49 | £131.49 | 0% |
| | Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in connection with that extension | £127.66 | £131.49 | £131.49 | 0% |
| Loft Conversions | Loft conversion floor area not exceeding 40m2 | £127.66 | £131.49 | £131.49 | 0% |
| | Loft conversion floor area exceeding 40m2 but does not exceed 60m2 | £127.66 | £131.49 | £131.49 | 0% |
| | Conversion of a single domestic garage in to a | £192.34 | £198.11 | £198.11 | 0% |
| | Replacement of windows in a dwelling (up to 20 | £55.32 | £56.98 | £56.98 | 0% |
| | Installation or replacement of domestic sewage treatment system | £153.19 | £157.79 | £157.79 | 0% |
| | Upgrading thermal elements (as defined in | £55.32 | £56.98 | £56.98 | 0% |

| | | | | | |
|-------------|---|---------|---------|---------|----|
| Other Works | Installation of heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) inc associated flue arrangement. (Where the installer is not a member of a | £153.19 | £157.79 | £157.79 | 0% |
| | Replacement of an existing heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) (Where the installer is not a member of a 'Competent | £55.32 | £56.98 | £56.98 | 0% |
| | Installation of a solar hot water system (Where the installer is not a member of a 'Competent | £153.19 | £157.79 | £157.79 | 0% |
| | Electrical Installations a. Where the installer is not a member of a 'Competent Persons Scheme' | £170.21 | £175.32 | £175.32 | 0% |



| | | | | | | |
|---|--------------------------|--|---------|---------|---------|----|
| Page 79 Table B - Amount of Full Plans Inspection Charge | Garages | Erection or extension of a detached building which consists of a garage carport or both having a floor area not exceeding 60m2 in total, and | £124.51 | £128.25 | £128.25 | 0% |
| | Single Storey Extensions | Any extension of a dwelling the total floor area of which does not exceed 10m2, including means of access and work in connection with that | £124.51 | £128.25 | £128.25 | 0% |
| | | Any extension of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2, including means of access and work in | £238.72 | £245.88 | £245.88 | 0% |
| | | Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in | £331.50 | £341.45 | £341.45 | 0% |
| | Two Storey Extensions | Any extension of a dwelling the total floor area of which does not exceed 40m2, including means of access and work in connection with that | £274.92 | £283.17 | £283.17 | 0% |
| | | Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in | £367.70 | £378.73 | £378.73 | 0% |
| | | Loft conversion floor area not exceeding 40m2 | £238.72 | £245.88 | £245.88 | 0% |

**Table B -
Amount of
Building Notice
Charge**

| | | | | | | |
|--|--------------------------|---|---------|---------|---------|----|
| | Loft Conversions | Loft conversion floor area exceeding 40m2 but does not exceed 60m2 | £331.50 | £341.45 | £341.45 | 0% |
| | | | | | | |
| | Garages | Erection or extension of a detached building | £277.39 | £285.71 | £285.71 | 0% |
| | Single Storey Extensions | Any extension of a dwelling the total floor area of which does not exceed 10m2, including means of access and work in connection with that | £277.39 | £285.71 | £285.71 | 0% |
| | | Any extension of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2, including means of access and work in | £403.02 | £415.11 | £415.11 | 0% |
| | | Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in | £505.08 | £520.23 | £520.23 | 0% |
| | Two Storey Extensions | Any extension of a dwelling the total floor area of which does not exceed 40m2, including means of access and work in connection with that | £442.84 | £456.13 | £456.13 | 0% |
| | | Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in | £544.90 | £561.25 | £561.25 | 0% |
| | Loft Conversions | Loft conversion floor area not exceeding 40m2 | £403.02 | £415.11 | £415.11 | 0% |
| | | Loft conversion floor area exceeding 40m2 but does not exceed 60m2 | £505.08 | £520.23 | £520.23 | 0% |
| | Other Works | Conversion of a single domestic garage in to a | £211.57 | £217.92 | £217.92 | 0% |
| | | Replacement of windows in a dwelling (up to 20 | £60.85 | £62.68 | £62.68 | 0% |
| | | Installation or replacement of domestic sewage treatment system | £168.51 | £173.57 | £173.57 | 0% |
| | | Upgrading thermal elements (as defined in | £55.32 | £56.98 | £56.98 | 0% |
| | | Installation of heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) inc associated flue arrangement. (Where the installer Uis notU a member of a | £168.51 | £173.57 | £173.57 | 0% |

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Table C - Cost of Works - Amount of Full Plans Vetting Charge

| | | | | | |
|--|---|---------|---------|---------|----|
| | Replacement of an existing heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) (Where the installer is not a member of a 'Competent Persons Scheme') | £55.32 | £56.98 | £56.98 | 0% |
| | Installation of a solar hot water system (Where the installer is not a member of a 'Competent Persons Scheme') | £168.51 | £173.57 | £173.57 | 0% |
| | Electrical Installations a. Where the installer is not a member of a 'Competent Persons Scheme' | £187.23 | £192.85 | £192.85 | 0% |
| | £0 - £2,000 | £110.00 | £113.30 | £113.30 | 0% |
| | £2,001 - £5,000 | £181.50 | £186.95 | £186.95 | 0% |
| | £5,001 - £10,000 | £61.22 | £63.06 | £63.06 | 0% |
| | £10,001 - £15,000 | £74.34 | £76.57 | £76.57 | 0% |
| | £15,001 - £20,000 | £87.45 | £90.07 | £90.07 | 0% |
| | £20,001 - £25,000 | £99.11 | £102.08 | £102.08 | 0% |
| | £25,001 - £30,000 | £110.77 | £114.09 | £114.09 | 0% |
| | £30,001 - £35,000 | £122.43 | £126.10 | £126.10 | 0% |
| | £35,001 - £40,000 | £134.09 | £138.11 | £138.11 | 0% |
| | £40,001 - £45,000 | £148.02 | £152.46 | £152.46 | 0% |
| | £45,001 - £50,000 | £157.10 | £161.81 | £161.81 | 0% |
| | £50,001 - £55,000 | £168.10 | £173.14 | £173.14 | 0% |
| | £55,001 - £60,000 | £179.10 | £184.47 | £184.47 | 0% |
| | £60,001 - £65,000 | £190.10 | £195.80 | £195.80 | 0% |
| | £65,001 - £70,000 | £201.10 | £207.13 | £207.13 | 0% |
| | £70,001 - £75,000 | £212.10 | £218.46 | £218.46 | 0% |
| | £75,001 - £80,000 | £223.10 | £229.79 | £229.79 | 0% |
| | £80,001 - £90,000 | £234.10 | £241.12 | £241.12 | 0% |
| | £90,001 - | £245.10 | £252.45 | £252.45 | 0% |
| | £5,001 - £10,000 | £157.50 | £162.23 | £162.23 | 0% |
| | £10,001 - £15,000 | £191.25 | £196.99 | £196.99 | 0% |
| | £15,001 - £20,000 | £225.00 | £231.75 | £231.75 | 0% |

Table C - Cost of Works - Amount of Full Plans Inspection Charge

| | | | | |
|-------------------|---------|---------|---------|----|
| £20,001 - £25,000 | £255.00 | £262.65 | £262.65 | 0% |
| £25,001 - £30,000 | £285.00 | £293.55 | £293.55 | 0% |
| £30,001 - £35,000 | £315.00 | £324.45 | £324.45 | 0% |
| £35,001 - £40,000 | £345.00 | £355.35 | £355.35 | 0% |
| £40,001 - £45,000 | £375.00 | £386.25 | £386.25 | 0% |
| £45,001 - £50,000 | £405.00 | £417.15 | £417.15 | 0% |
| £50,001 - £55,000 | £435.00 | £448.05 | £448.05 | 0% |
| £55,001 - £60,000 | £465.00 | £478.95 | £478.95 | 0% |
| £60,001 - £65,000 | £495.00 | £509.85 | £509.85 | 0% |
| £65,001 - £70,000 | £525.00 | £540.75 | £540.75 | 0% |
| £70,001 - £75,000 | £555.00 | £571.65 | £571.65 | 0% |
| £75,001 - £80,000 | £585.00 | £602.55 | £602.55 | 0% |
| £80,001 - £90,000 | £625.00 | £643.75 | £643.75 | 0% |
| £90,001 - | £655.00 | £674.65 | £674.65 | 0% |

no increase to fees so that the Service remains competitive within the current market

Table C - Cost of Works - Amount of Building Notice Charge

| | | | | |
|-------------------|---------|---------|---------|----|
| £0 - £2,000 | £121.00 | £124.63 | £124.63 | 0% |
| £2,001 - £5,000 | £199.65 | £205.64 | £205.64 | 0% |
| £5,001 - £10,000 | £240.59 | £247.81 | £247.81 | 0% |
| £10,001 - £15,000 | £292.15 | £300.91 | £300.91 | 0% |
| £15,001 - £20,000 | £343.70 | £354.01 | £354.01 | 0% |
| £20,001 - £25,000 | £389.52 | £401.21 | £401.21 | 0% |
| £25,001 - £30,000 | £435.35 | £448.41 | £448.41 | 0% |
| £30,001 - £35,000 | £481.17 | £495.61 | £495.61 | 0% |
| £35,001 - £40,000 | £527.00 | £542.81 | £542.81 | 0% |
| £40,001 - £45,000 | £575.32 | £592.58 | £592.58 | 0% |
| £45,001 - £50,000 | £618.31 | £636.86 | £636.86 | 0% |
| £50,001 - £55,000 | £663.41 | £683.31 | £683.31 | 0% |
| £55,001 - £60,000 | £708.51 | £729.77 | £729.77 | 0% |
| £60,001 - £65,000 | £753.61 | £776.22 | £776.22 | 0% |
| £65,001 - £70,000 | £798.71 | £822.67 | £822.67 | 0% |
| £70,001 - £75,000 | £843.81 | £869.12 | £869.12 | 0% |
| £75,001 - £80,000 | £888.91 | £915.58 | £915.58 | 0% |
| £80,001 - £90,000 | £945.01 | £973.36 | £973.36 | 0% |

| | | | | |
|-----------|---------|-----------|-----------|----|
| £90,001 - | £990.11 | £1,019.81 | £1,019.81 | 0% |
|-----------|---------|-----------|-----------|----|

Table D -Other Residential (Institution and Other) Full Plans Vetting Charge

| | | | | |
|--|---------|---------|---------|----|
| Floor area not exceeding 10m2 | £127.66 | £131.49 | £131.49 | 0% |
| Floor area exceeding 10m2 but not exceeding | £170.21 | £175.32 | £175.32 | 0% |
| Floor area exceeding 40m2 but not exceeding | £212.77 | £219.15 | £219.15 | 0% |
| Floor area exceeding 100m2 but not exceeding | £212.77 | £219.15 | £219.15 | 0% |

Table D -Other Residential (Institution and Other) Full Plans Inspection Charge

| | | | | |
|--|---------|---------|---------|----|
| Floor area not exceeding 10m2 | £348.94 | £359.41 | £359.41 | 0% |
| Floor area exceeding 10m2 but not exceeding | £510.64 | £525.96 | £525.96 | 0% |
| Floor area exceeding 40m2 but not exceeding | £765.96 | £788.94 | £788.94 | 0% |
| Floor area exceeding 100m2 but not exceeding | £936.17 | £964.26 | £964.26 | 0% |

Table D - Assembly and

| | | | | |
|---|---------|---------|---------|----|
| Floor area not exceeding 10m2 | £102.13 | £105.19 | £105.19 | 0% |
| Floor area exceeding 10m2 but not exceeding | £136.17 | £140.26 | £140.26 | 0% |

| | | | | | |
|---|--|---------|---------|---------|----|
| Recreation Full Plans Vetting Charge | Floor area exceeding 40m2 but not exceeding | £170.22 | £175.33 | £175.33 | 0% |
| | Floor area exceeding 100m2 but not exceeding | £170.22 | £175.33 | £175.33 | 0% |

| | | | | | |
|--|--|---------|---------|---------|----|
| Table D - Assembly and Recreation Full Plans Inspection Charge Page 84 | Floor area not exceeding 10m2 | £279.15 | £287.52 | £287.52 | 0% |
| | Floor area exceeding 10m2 but not exceeding | £408.51 | £420.77 | £420.77 | 0% |
| | Floor area exceeding 40m2 but not exceeding | £612.77 | £631.15 | £631.15 | 0% |
| | Floor area exceeding 100m2 but not exceeding | £748.94 | £771.41 | £771.41 | 0% |

| | | | | | |
|---|--|---------|---------|---------|----|
| Table D - Industrial and Storage Full Plans Vetting Charge | Floor area not exceeding 10m2 | £63.83 | £65.74 | £65.74 | 0% |
| | Floor area exceeding 10m2 but not exceeding | £85.11 | £87.66 | £87.66 | 0% |
| | Floor area exceeding 40m2 but not exceeding | £106.39 | £109.58 | £109.58 | 0% |
| | Floor area exceeding 100m2 but not exceeding | £106.39 | £109.58 | £109.58 | 0% |

| | | | | | |
|-------------------------------|--|---------|---------|---------|----|
| Floor area not exceeding 10m2 | | £174.47 | £179.70 | £179.70 | 0% |
|-------------------------------|--|---------|---------|---------|----|

| | | | | | | |
|--|--|--|---------|---------|---------|----|
| Table D - Industrial and Storage Full Plans Inspection Charge | Floor area exceeding 10m2 but not exceeding | | £255.32 | £262.98 | £262.98 | 0% |
| | Floor area exceeding 40m2 but not exceeding | | £382.98 | £394.47 | £394.47 | 0% |
| | Floor area exceeding 100m2 but not exceeding | | £468.09 | £482.13 | £482.13 | 0% |

| | | | | | | |
|--|--|--|---------|---------|---------|----|
| Table D - All Other Use Classes Full Plans Vetting Charge | Floor area not exceeding 10m2 | | £76.60 | £78.90 | £78.90 | 0% |
| | Floor area exceeding 10m2 but not exceeding | | £102.13 | £105.19 | £105.19 | 0% |
| | Floor area exceeding 40m2 but not exceeding | | £127.66 | £131.49 | £131.49 | 0% |
| | Floor area exceeding 100m2 but not exceeding | | £127.66 | £131.49 | £131.49 | 0% |

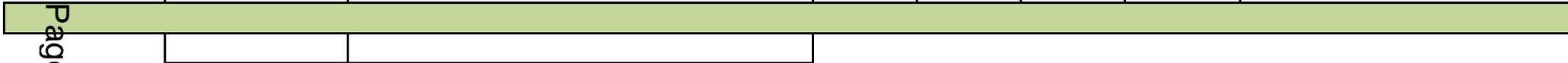
| | | | | | | |
|--|--|--|---------|---------|---------|----|
| Table D - All Other Use Classes Full Plans Vetting Charge | Floor area not exceeding 10m2 | | £209.36 | £215.64 | £215.64 | 0% |
| | Floor area exceeding 10m2 but not exceeding | | £306.38 | £315.57 | £315.57 | 0% |
| | Floor area exceeding 40m2 but not exceeding | | £459.58 | £473.37 | £473.37 | 0% |
| | Floor area exceeding 100m2 but not exceeding | | £561.70 | £578.55 | £578.55 | 0% |

Table E - Other Services

| | | | | | |
|---|--|-----------|-----------|-----------|----|
| E1 Code for Sustainable Homes – Pre-assessment | | £157.50 | £162.23 | £162.23 | 0% |
| E1a Code for Sustainable Homes – Registration Fee (Single dwelling) | | £152.25 | £156.82 | £156.82 | 0% |
| E2 Code for Sustainable Homes – Design Stage Assessment (two | | £1,260.00 | £1,297.80 | £1,297.80 | 0% |
| E2a Code for Sustainable Homes – Additional Optional Services (per calculation) | | £42.00 | £43.26 | £43.26 | 0% |
| E3 Code for Sustainable Homes – Post | | £262.50 | £270.38 | £270.38 | 0% |
| E4 Code for Sustainable Homes – Additional visits | | £420.00 | £432.60 | £432.60 | 0% |
| E5 SAP Rating – On construction (New Build) | | £131.25 | £135.19 | £135.19 | 0% |
| E6 EPC Rating - Existing Dwelling | | £105.00 | £108.15 | £108.15 | 0% |
| E7 Copy of Decision Notices / Completion Certificates with | | £21.87 | £22.53 | £22.53 | 0% |

| | | | | | |
|---|--|--------|--------|--------|----|
| E8 Copy of Decision Notices / Completion Certificates | | £30.63 | £31.55 | £31.55 | 0% |
| E9 Letter Confirming L10 Pre-Application Advice | | £30.63 | £31.55 | £31.55 | 0% |
| | | £61.25 | £63.08 | £63.08 | 0% |

| | | | | | | |
|--|---|--|--------|--------|--------|-----|
| Potential Service Charges to be Introduced/Charges levied but not yet published | Demolition Notices | | £78.75 | £81.11 | £81.11 | 0% |
| | CON 29 Searches - on basis of time as well as | | tbc | tbc | tbc | n/a |
| | Street signs | | tbc | tbc | tbc | n/a |
| | Fire Risk | | POA | POA | POA | n/a |
| | Fire Door | | POA | POA | POA | n/a |



NOTES:

Our statutory fees are subject to legislation which means we are unable to make a profit to subsidise non statutory work, we have done an exercise to ensure our charges are fair. This comprises Tables A, B, C and D only.

Application types can be either Full Plans, Building Notices or Regulariations.

The charge for regularisation is 140% of the Building Notice Charge, I have not added these to this list, VAT is not applicable on a regularisation application.

All fees are based on Tables A, B, C, D and E.

Table A - more than 30 units we provide a bespoke quotation

Table C - schemes of more than £100,000 we provide bespoke quotation

Table D - Commercial schemes can only be submitted via Full Plans application type

Table E - These charges are for discretionary and non statutory works.

Sue Bolter asked us all to review our fees back in December 2013, with a view to bringing in charges April 2014

KEYS: * - Full Plans Fees are split into two stages Full Plans Vetting charge submitted with application and Full Plans Inspection charge submitted when works commence on site, both have to be added together for total fee.

Please note we are also looking at all of our processes at the moment and may identify further opportunities for charges.

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Planning Fees

The latest planning permission fees can be obtained by clicking on the following link:-

<https://en.powys.gov.uk/article/6040/Planning-permission-fees>

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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|---|---|---------|---------|-----------|---|
| Excavation | Burial - Adults: Single Depth | £621.90 | £684.09 | £820.91 | 20% |
| | Burial - Adults: Double Depth | £783.90 | £862.29 | £1,034.75 | 20% |
| | Burial - Children: Stillborn to under 12 years | £188.81 | £207.69 | £0 | -100% |
| | Burial - Children: Children over 1 month and under 12 years | £367.52 | £404.27 | £0 | -100% |
| | Cremated Remains: All burials | £196.81 | £216.49 | £260 | 20% |
| Monument Registrations | Right to erect a headstone & first inscription | £179.42 | £197.36 | £236.83 | 20% |
| | Right to erect a kerbstone | £179.42 | £197.36 | £236.83 | 20% |
| | Subsequent inscriptions | £45.52 | £50.07 | £60.08 | 20% |
| Purchase of Exclusive Right of Burial (ERB) | Adults & Children 12 and over | £716.08 | £787.69 | £945.23 | 20% |
| | Children - under 12 years | £358.81 | £394.69 | £0 | -100% |
| | Stillborn/under 1 month | £179.42 | £197.36 | £0 | -100% |
| | Cremation Space | £354.80 | £390.28 | £468.34 | 20% |
| Registration of Burial | Adults & Children 12 and over | £223.15 | £245.47 | £294.56 | 20% |
| | Stillborn and Children under 12 years | £0.00 | £0.00 | £0 | 0% |
| Miscellaneous | Scattering of Ashes | £223.15 | £245.47 | £294.56 | 20% |
| | Home burial visit | | £100.00 | £120.00 | 20% |
| | Genealogy Research Requests* | £53.16 | £58.48 | £70.18 | 20% |
| | Saturday cremations (additional cost) | £200 | £220.00 | £264 | 20% |
| | Saturday burials (additional cost) | £400 | £440.00 | £528 | 20% |
| | <i>N.B: ALL CHARGES RELATING TO BURIALS SHALL BE DOUBLED IN RESPECT OF PERSONS RESIDING OUTSIDE POWYS</i> | | | | |
| | <i>All fees are exclusive of VAT. * = VAT is applicable</i> | | | | |

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| CATEGORY | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|-------------|--|---------|---------|---------|---|--|
| Council Tax | Summons (subject to Court approval) | £50.00 | £50.00 | £50.00 | 0% | as per Legislation maximum costs that can be charged in Wales is £70.00 (any combination). |
| | Liability Order | £20.00 | £20.00 | £20.00 | 0% | |
| | <i>Council tax Premium- second homes</i> | n/a | n/a | n/a | n/a | Housing (Wales) Act enables a 100% premium to be charged on second homes. Council determined 09/03/2016 to charge a premium of 50% from 01/04/2017 . Exceptions to premium apply. |
| | Council tax Premium -Long Term empties | n/a | n/a | n/a | n/a | Housing (Wales) Act enables a 100% premium be charged on Long-term empty properties. Council determined 09/03/2016 to charge a premium of 50% from 01/04/2017 . Exceptions to premium apply |
| NDR | Summons (subject to Court approval) | £50.00 | £50.00 | £50.00 | 0% | |
| | Liability Order | £20.00 | £20.00 | £20.00 | 0% | |

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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|----------------|-----------------|---------|---------|---------|---|--|
| Primary School | Meal | £2.25 | £2.30 | £2.50 | 9% | increases proposed to School meals from September 2019 |
| | Free Meal | £2.30 | £2.30 | £2.50 | 9% | |
| High School | Meal of the day | £2.35 | £2.40 | £2.60 | 8% | |
| | Free Meal | £2.40 | £2.40 | £2.60 | 8% | |
| Adults | Meal Tickets | £4.50 | £4.50 | £4.50 | 0% | |
| | Meals | £4.50 | £4.50 | £4.50 | 0% | |
| Other | Clifford Meals | £2.40 | £3.40 | £3.40 | 0% | |
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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|----------------|---|---------|---------|---------|---|
| External Sites | Cleaner | £11.18 | £11.18 | £13.18 | 18% |
| | Cleaner in Charge | £11.33 | £11.33 | £13.36 | 18% |
| | Caretaker | N/A | £12.70 | £12.92 | 2% |
| Schools | Cleaner | £11.41 | £11.41 | £13.45 | 18% |
| | Cleaning Caretaker | £12.45 | £12.70 | £12.92 | 2% |
| Internal Sites | Cleaner | £10.42 | £10.52 | £12.40 | 18% |
| | Cleaner in Charge | £10.42 | £10.52 | £12.40 | 18% |
| | Cleaner Supervisor | | £11.39 | £13.47 | 18% |
| | Caretaker / Handyman | £12.82 | £12.90 | £12.92 | 0% |
| | Caretaker | £14.13 | £14.13 | £14.13 | 0% |
| Other sites | Fire Stations small Not including materials | 11.18 | 11.18 | 13.18 | 18% |

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| SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|---------------|--|--|--|---|-------------------------------|
| Fines – books | Branches: Adult: 15p per open day overdue for each item (max. £5.00 per item). Mobile libraries: 15p per item per missed visit. Children: no fines on children's items. | Branches: Adult: 15p per open day overdue for each item (max. £5.00 per item). Mobile libraries: 15p per item per missed visit. Children: no fines on children's items. | Branches: Adult: 15p per open day overdue for each item (max. £5.00 per item). Mobile libraries: 15p per item per missed visit. Children: no fines on children's items. | 0% | <i>Increased by 50% 15/16</i> |
| Fines – other | Talking books: Adult – 15p per day overdue for each item, to a maximum of £5.00. No fines on children's items. DVDs: childrens, information and music: 20p per open day DVDs - feature films and boxed sets: 50p per open day to a maximum of £5.00 | Talking books: Adult – 15p per day overdue for each item, to a maximum of £5.00. No fines on children's items. DVDs: childrens, information and music: 20p per open day DVDs - feature films and boxed sets: 50p per open day to a maximum of £5.01 | Talking books: Adult – 15p per day overdue for each item, to a maximum of £5.00. No fines on children's items. DVDs: childrens, information and music: 20p per open day DVDs - feature films and boxed sets: 50p per open day to a maximum of £5.00 | 0% | <i>Increased by 50% 15/16</i> |

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|---------------------|---|--|--|----|---|
| Reservations | Books in stock or on order: no charge Not in stock book or periodical: £6.00 Music and play sets: from £20.00 depending on number of copies wanted etc. Application for renewal of inter-library loan items (minimum of one week's notice required): £6.00 Overdue inter-library loan items: £6.00 recharge | Books in stock or on order: no charge Not in stock book or periodical: £10.00 Music and play sets: from £30.00 depending on number of copies wanted etc. Application for renewal of inter-library loan items (minimum of one week's notice required): £10.00 Overdue inter-library loan items: £10.00 recharge | Books in stock or on order: no charge Not in stock book or periodical: £10.00 Music and play sets: from £30.00 depending on number of copies wanted etc. Application for renewal of inter-library loan items (minimum of one week's notice required): £10.00 Overdue inter-library loan items: £10.00 recharge | 0% | <i>Increased by 50% and 67% in 17/18</i> |
| DVDs | Hire charge: £1.00 per week for children's, information, and music. Hire charge: £2.50 per week for adults and children's feature films Hire charge: £4 per week for boxed sets containing 3 or more DVDs | Hire charge: £1.00 per week for children's, information, and music. Hire charge: £2.50 per week for adults and children's feature films Hire charge: £4 per week for boxed sets containing 3 or more DVDs | Hire charge: £1.00 per week for children's, information, and music. Hire charge: £2.50 per week for adults and children's feature films Hire charge: £4 per week for boxed sets containing 3 or more DVDs | 0% | <i>Boxed sets charge introduced 16/17. Feature films increased 25% 15/16.</i> |
| Talking Books | Hire charge: £3.00. No charge for children's items. | Hire charge: £3.00. No charge for children's items. | Hire charge: £3.00. No charge for children's items. | 0% | <i>Increased 50% 16/17</i> |
| Replacement tickets | Adult / children: £1.00 | Adult / children: £2 | Adult / children: £2 | 0% | <i>Increased 100% 18/19</i> |

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|--------------------------|--|---|--|---------------------------|---|
| Sales of withdrawn stock | Adult fiction: from 40p Non-fiction: from 60p Junior: from 20p Audio: from 50p DVDs: from £2.50 | Adult fiction: from 50p Non-fiction: from 75p Junior: from 20p Audio: from 50p DVDs: from £2.51 | Adult fiction: from 50p Non-fiction: from 75p Junior: from 20p Audio: from 50p DVDs: from £2.51 | 0% | <i>Increased 25% 18/19</i> |
| Photocopies | A4, 15p per sheet; A3,30p per sheet | A4, 15p per sheet; A3,30p per sheet | A4, 20p per side A3, 40p per side | 25% and 33% | <i>It is believed that this is one area where the market should sustain an increased price without detrimentally</i> |
| Paper | A4 10p per sheet | A4 10p per sheet | A4 10p per sheet | 0% | |
| Printouts | A4: 15p black & white, 35p colour A3 20p B&W, 50p Colour Microfiche/film printout: - A4: 30p self-service, 50p postal (where available) Digital copies and printouts undertaken by staff: £1.00 each | A4: 15p black & white, 40p colour A3 20p B&W, 50p Colour Microfiche/film printout: - A4: 30p self-service, 50p postal (where available) Digital copies and printouts undertaken by staff: £1.00 each | A4: 20p black & white, 40p colour Microfiche/film printout: - A4: 30p self-service, 50p postal (where available) Standard charge through public i-cam printer Digital copies and printouts undertaken by staff: £1.00 each | 25% on A4 black and white | <i>A4 increased to match charge for copies, as uses the same machine. A3 deleted as no A3 printer/copiers in libraries.</i> |
| Damaged & lost items | Books: In print: current published price Out of print: current average cost for book type DVDs: Individually priced | Books: In print: current published price Out of print: current average cost for book type DVDs: Individually priced | Books: In print: current published price Out of print: current average cost for book type DVDs: Individually priced | 0% | <i>Variable pricing already in place</i> |

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|-----------------------|---|---|---|-----|--|
| Use of Computers | Free bookable sessions | Free bookable sessions | Free bookable sessions | n/a | WG requirement under the Welsh Public Library Standards to provide free computer use |
| Sale of memory sticks | 8gb memory stick £5 | 8gb memory stick £6 | 8gb memory stick £6 | 0% | Increased 20% 18/19 |
| Room hire | <p>Voluntary / educational organisations: £30.00 per 3 hour session; £15.00 per hour; £50 per 3 hour session out of library opening hours</p> <p>Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour plus caretaker costs for opening/closing per session outside of library opening hours Use of kitchen facilities (Brecon £10.00, others £5.00)</p> <p>Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)</p> | <p>Voluntary / educational organisations: £30.00 per 3 hour session; £15.00 per hour; £50 per 3 hour session out of library opening hours</p> <p>Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour plus caretaker costs for opening/closing per session outside of library opening hours Use of kitchen facilities (Brecon £10.00, others £5.00)</p> <p>Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)</p> | <p>Voluntary / educational organisations: £30.00 per 3 hour session; £15.00 per hour; £50 per 3 hour session out of library opening hours</p> <p>Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour plus caretaker costs for opening/closing per session outside of library opening hours Use of kitchen facilities (Brecon £10.00, others £5.00)</p> <p>Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)</p> | 0% | 3 hour session charge out of hours |

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|----------------------------------|--|--|--|-------|---|
| Exhibitions | Galleries: No charge for non selling exhibitions £50 + 10% of sales for selling exhibitions Display cases: No charge for non selling exhibitions Selling: £25 + 10% of sales for selling exhibitions Local organisations information displays: FREE at the discretion of the Branch Librarian | Galleries: No charge for non selling exhibitions £50 + 10% of sales for selling exhibitions Display cases: No charge for non selling exhibitions Selling: £25 + 10% of sales for selling exhibitions Local organisations information displays: FREE at the discretion of the Branch Librarian | Galleries: No charge for non selling exhibitions £50 + 10% of sales for selling exhibitions Display cases: No charge for non selling exhibitions Selling: £25 + 10% of sales for selling exhibitions Local organisations information displays: FREE at the discretion of the Branch Librarian | 0% | Charge removed in 2017/18 for non-selling exhibitions |
| Fax | Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1st page, £1.00 for each subsequent page; World - £3.00 for 1st page, £1.00 for each subsequent page | Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1st page, £1.00 for each subsequent page; World - £3.00 for 1st page, £1.00 for each subsequent page | Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1st page, £1.00 for each subsequent page; World - £3.00 for 1st page, £1.00 for each subsequent page | 0% | <i>Very limited use now - under review</i> |
| Laminating (where available) | A4 size: £1.50 A3 size: £2.00 | A4 size: £1.50 A3 size: £2.01 | A4 size: £1.50 A3 size: £2.00 | 0% | <i>Very limited use now - under</i> |
| Local studies research | £15 per half hour | £15 per half hour | £20 per half hour | 33% | <i>Increase in line with Archives Service</i> |
| Business desks (where available) | £5 per session | £5 per session | £0 | -100% | <i>Trial showed no take up. Exploring formal offer to businesses with Economy/Regen</i> |

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| CATEGORY | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|--------------|--|--|--|--|---|
| COPY CHARGES | Photocopy: Single A4/ BW | £0.25 | £0.25 | £0.25 | 0% |
| | Photocopy: A4 colour | £0.50 | £0.50 | £0.50 | 0% |
| | Photocopy - laminated | £1.00 | £1.00 | £1.00 | 0% |
| | Photocopy: A3 B/W | £0.50 | £0.50 | £0.50 | 0% |
| | Photocopy: A3 colour | £1.00 | £1.00 | £1.00 | 0% |
| | Scanned photos – personal / commercial / publishing | Quote available depending on number of images | Quote available depending on number of images | Quote available depending on number of images | n/a |
| ROOM HIRE | Half day incl. tea & coffee | £30.00 | £30.00 | £30.00 | 0% |
| | Full day incl. tea & coffee | £60.00 | £60.00 | £60.00 | 0% |
| VENUE HIRE | Filming etc. per day | Negotiable – depending on requirements | Negotiable – depending on requirements | Negotiable – depending on requirements | n/a |
| SALES | Exhibition art work sales, commission, pictures / books / cards | 33% of wall price | 33% of wall price | 33% of wall price | 0% |
| | SLA - school annual agreement | N/A | N/A | N/A | 0% |
| | Visit to Museum by an educational organisation (with Education & Access Officer) | £45.00 | £45.00 | £50.00 | 11% |
| | Visit to school or other educational institution (with Education & Access Officer) | £65.00 (Discount of £10.00 for 2 or more bookings made within the same financial year) | £65.00 (Discount of £10.00 for 2 or more bookings made within the same financial year) | £70.00 (Discount of £15.00 for 2 or more bookings made within the same financial year) | 8% |

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|----------------------------------|--|--|--|--|-----|
| EDUCATION CHARGES | Visit to Museum / Outreach visit by Education & Access Officer to Special schools / Adults with disabilities | £25.00 | £25.00 | £30.00 | 20% |
| | Visit to Museum / Outreach visit by Education & Access Officer to Adult groups | £50.00 | £50.00 | £55.00 | 10% |
| | Craft activities / holiday activities – per child / adult | £0-£3.00 Depending on activity | £0-£3.00 Depending on activity | £0-£3.00 Depending on activity | 0% |
| | Visit to retirement / nursing home | £25.00 | £25.00 | £25.00 | 0% |
| | 3rd Age / Adult Learning visits | £20.00 - £60.00 Depending on requirements / activity | £20.00 - £60.00 Depending on requirements / activity | £20.00 - £60.00 Depending on requirements / activity | 0% |
| | | | | | |
| Education Charges (Rad and Mont) | Visit to Museum by an educational organisation | Free | Free | Free | n/a |
| | Use of handling collection at museum | £20 per Topic | £20 per Topic | £25 per Topic | 25% |
| | Use of of Victorian/WW2 school room - (Mont | £20 | £20 | £25 | 25% |
| | Rental of handling collection | £35 per Topic | £35 per Topic | £40 per Topic | 14% |
| | Transport of above (delivery/return) | £0.45 per mile | £0.45 per mile | £0.45 per mile | 0% |
| | Crafts | £2 per child | £2 per child | £2 per child | 0% |
| | | | | | |

| CATEGORY | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|------------------|--|---------------------------|---------------------------|---------------------------|---|
| Photocopies | A4 per sheet | £0.50 | £0.50 | £0.50 | 0% |
| | A3 per sheet | £1.00 | £1.00 | £1.00 | 0% |
| | Micro film / fiche printout | £1.00 | £1.00 | £1.00 | 0% |
| | Postal requests (cost of copies, plus postage) | £3.00 | £3.00 | £3.00 | 0% |
| Digital Images | Images digitised from the original document, on CD, per image | charged as per staff time | charged as per staff time | charged as per staff time | n/a |
| | Images digitised from the original document, printout, per image | charged as per staff time | charged as per staff time | charged as per staff time | n/a |
| | Images of existing digital images, on CD, per image | charged as per staff time | charged as per staff time | charged as per staff time | n/a |
| | Images of existing digital images, printout, per image | charged as per staff time | charged as per staff time | charged as per staff time | n/a |
| Research Service | Half an hour quick "look-up" (parish registers and census only) | £15.00 | £15.00 | £20.00 | 33% |
| | One hour research | £30.00 | £30.00 | £40.00 | 33% |
| | Two hours research | £60.00 | £60.00 | £80.00 | 33% |

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|---|--|---|---|---|---------------------|
| Photography Permit | Annual permit to take digital photographs of archive documents (for private research only) | Daily permit £7; weekly permit £20; annual permit £50 | Daily permit £7; weekly permit £20; annual permit £50 | Daily permit £9; weekly permit £20; annual permit £50 | Daily permit 29% |
| | | | | | |
| Family and Local History Internet Sessions | One-to-one sessions on family or local history sources on the Internet, one hour | £5 per individual in group; £10 individual | £5 per individual in group; £10 individual | £5 per individual in group; £10 individual | 0% |
| | | | | | |

Powys Leisure Centres - for latest activity prices please click on the link below

Brecon Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=1975§ionTitle=brecon+leisure+centre>

Bro Ddyfi Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2014§ionTitle=bro+ddyfi+leisure+centre>

Builth Sports Centre and swimming pool

<https://www.freedom-leisure.co.uk/centres/builth-wells-sports-centre-and-swimming-pool/>

Caereinion Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2028§ionTitle=caereinion+leisure+centre>

East Radnor Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2029§ionTitle=east+radnor+leisure+centre>

Knighton Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2030§ionTitle=knighton+sports+centre>

Llandrindod Wells Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2031§ionTitle=llandrindod+wells+sports+centre>

Llanfyllin Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2032§ionTitle=llanfyllin+sports+centre>

Llanidloes Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2033§ionTitle=llanidloes+sports+centre>

Maldwyn Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2034§ionTitle=maldwyn+leisure+centre>

Rhayader Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2035§ionTitle=rhayader+leisure+centre>

The Flash Leisure Centre

<http://www.freedom-leisure.co.uk/centres.asp?section=2037§ionTitle=the+flash+leisure+centre>

Ystradgynlais Leisure Centre

<https://www.freedom-leisure.co.uk/centres/ystradgynlais-sports-centre/>

| CAR PARK FEES AND CHARGES | CATEGORY | UP TO 1 HR | | | UP TO 2 HRS | | |
|---|------------------------|------------|-------|---|-------------|-------|---|
| LOCATION | TYPE OF VEHICLE | 15/16 | 16/17 | % increase /decrease from previous charge | 15/16 | 16/17 | % increase /decrease from previous charge |
| BUILTH WELLS: The Groe & Smithfield | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| CRICKHOWELL: Beaufort Street | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| HAY-ON-WYE: Oxford Road | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| HAY-ON-WYE: Market Square (short-stay) | Motor Car | £0.50 | £1.00 | 100% | £1.00 | £1.50 | 50% |
| BRECON: George St, Viaduct & New County Hall | Motor Car | £0.50 | £1.00 | 100% | £1.00 | £1.50 | 50% |
| BRECON: Canal Road Coach and Lorry Park | Coach/Vehicles over 3t | £0.00 | N/A | N/A | £0.00 | N/A | N/A |
| BRECON: Promenade car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| BRECON: The Watton car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |

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|--|-------------------|-------|-------|------|-------|-------|------|
| BRECON: Alexandra Rd, Market St Kensington, Dinas Rd, Scout Lane Canal Rd | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | | | | | | | |
| LLANDRINDOD WELLS: Town Hall | Motor Car | £0.20 | £0.70 | 250% | £0.40 | £1.30 | 225% |
| LLANDRINDOD WELLS: Middleton St (short stay) | Motor Car | £0.50 | £1.00 | 100% | £1.00 | £1.50 | 50% |
| LLANDRINDOD WELLS: High St | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | | | | | | | |
| KNIGHTON: Norton Arms car park (short stay) | Motor Car | £0.50 | £1.00 | 100% | £1.00 | £1.50 | 50% |
| KNIGHTON: Bowling Green Lane | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| | | | | | | | |
| PRESTEIGNE: Hereford St car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| PRESTEIGNE: High St car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | | | | | | | |
| RHAYADER: Dark Lane car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| | | | | | | | |
| NEWTOWN: Ladywell car park | Motor Cars | £0.50 | £1.00 | 100% | £1.00 | £1.50 | 50% |
| NEWTOWN: Back Lane car park & Gravel car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| NEWTOWN: Old college | Motor Car | £0.00 | £0.70 | | £0.00 | £1.30 | |

| | | | | | | | |
|--|------------------------|---------------|--------------|--------------|--|----------------|--------------|
| NEWTOWN: Old College | Vehicle & Trailer | £0.00 | £1.90 | | £0.00 | £1.90 | |
| | | | | | | | |
| WELSHPOOL: Severn Stars car park (short stay) | Motor Cars | £0.50 | £1.00 | 100% | £1.00 | £1.50 | 50% |
| WELSHPOOL: Berriew St car park & Church St car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| | | | | | | | |
| LLANIDLOES: Mount St car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| | | | | | | | |
| MACHYNLLETH: Maengwyn St car park | Motor Car | £0.50 | £0.70 | 40% | £1.00 | £1.30 | 30% |
| | Vehicle & Trailer | £1.50 | £1.90 | 27% | £1.50 | £1.90 | 27% |
| | Vehicles up to 3t | £1.70 | £2.20 | 29% | £2.30 | £2.90 | 26% |
| | Vehicles over 3t | £1.90 | £2.40 | 26% | £2.70 | £3.40 | 26% |
| | | | | | | | |
| YSTRADGYNLAIS: Heol Maes y Dre, Heol Eglwys | Motor Car | £0.00 | £0.70 | | £0.00 | £1.30 | |
| | | | | | | | |
| PERMITS | | | | | | | |
| LOCATION | TYPE OF VEHICLE | 15/16 | 16/17 | 17/18 | % increase /decrease from previous charge | 15/16 | 16/17 |
| | TYPE OF VEHICLE | 1MONTH | | | | 3 MONTH | |
| | Motor Cars | £35.00 | £40.00 | £40.00 | 0% | £90.00 | £100.00 |
| | Cars & Trailers | £40.00 | £45.00 | £45.00 | 0% | £100.00 | £115.00 |

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|-------------------------|----------------------------|--------|--------|--------|-----|---------|---------|
| CAR PARK PERMITS | Vehicles up to 3T | £50.00 | £55.00 | £60.00 | 9% | £130.00 | £150.00 |
| | Vehicles over 3T | £55.00 | £60.00 | £70.00 | 17% | £145.00 | £165.00 |
| | Bus/Coach | £55.00 | £60.00 | £70.00 | 17% | £145.00 | £165.00 |
| | Bus/Coach - overnight only | £65.00 | £70.00 | £75.00 | 7% | £165.00 | £190.00 |
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| UP TO 4 HRS | | | OVER 4 HRS | | | OVERNIGHT | | | |
|-------------|-------|---|------------|-------|---|-----------|-------|---|--|
| 15/16 | 16/17 | % increase /decrease from previous charge | 15/16 | 16/17 | % increase /decrease from previous charge | 15/16 | 16/17 | % increase /decrease from previous charge | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £0.00 | £6.30 | | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £0.00 | £6.30 | | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £0.00 | £6.30 | | |
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| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £0.00 | £6.30 | | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £0.00 | £6.30 | | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £0.00 | £6.30 | | |
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| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £0.00 | £6.30 | | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £0.00 | £6.30 | | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £0.00 | £6.30 | | |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| | | | | | | | | | |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| £0.00 | N/A | N/A | £0.00 | £5.30 | | £0.00 | £6.30 | | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £0.00 | £6.30 | | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £0.00 | £6.30 | | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £0.00 | £6.30 | | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £0.00 | £6.30 | | |

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|-------|-------|-----|-------|-------|-----|-------|-------|-----|--|
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| | | | | | | | | | |
| N/A | £2.50 | | N/A | £3.20 | | N/A | N/A | N/A | |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | N/A | N/A | N/A | |
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| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £0.00 | £6.30 | | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £0.00 | £6.30 | | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £0.00 | £6.30 | | |
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| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
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| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £0.00 | £6.30 | | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £0.00 | £6.30 | | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £0.00 | £6.30 | | |
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| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £5.00 | £6.30 | 26% | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £5.00 | £6.30 | 26% | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £5.00 | £6.30 | 26% | |
| £0.00 | £2.50 | | £0.00 | £3.20 | | £0.00 | £0.00 | | |

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| £0.00 | £3.80 | | £0.00 | £3.80 | | £0.00 | £6.30 | | |
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| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £5.00 | £6.30 | 26% | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £5.00 | £6.30 | 26% | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £5.00 | £6.30 | 26% | |
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| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £5.00 | £6.30 | 26% | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £5.00 | £6.30 | 26% | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £5.00 | £6.30 | 26% | |
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| £2.00 | £2.50 | 25% | £2.50 | £3.20 | 28% | £0.00 | £0.00 | N/A | |
| £3.00 | £3.80 | 27% | £3.00 | £3.80 | 27% | £5.00 | £6.30 | 26% | |
| £3.20 | £4.00 | 25% | £3.20 | £4.00 | 25% | £5.00 | £6.30 | 26% | |
| £3.50 | £4.40 | 26% | £4.20 | £5.30 | 26% | £5.00 | £6.30 | 26% | |
| | | | | | | | | | |
| £0.00 | £2.50 | | £0.00 | £3.20 | | £0.00 | £0.00 | N/A | |
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| 17/18 | % increase /decrease from previous charge | 15/16 | 16/17 | 17/18 | % increase /decrease from previous charge | 15/16 | 16/17 | 17/18 | % increase /decrease from previous charge |
| | | 6 MONTH | | | | 12 MONTH | | | |
| £115.00 | 15% | £160.00 | £185.00 | £205.00 | 11% | £275.00 | £325.00 | £370.00 | 14% |
| £125.00 | 9% | £180.00 | £205.00 | £230.00 | 12% | £310.00 | £365.00 | £415.00 | 14% |

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|---------|-----|---------|---------|---------|-----|---------|---------|---------|-----|
| £170.00 | 13% | £240.00 | £275.00 | £305.00 | 11% | £410.00 | £490.00 | £555.00 | 13% |
| £185.00 | 12% | £265.00 | £300.00 | £340.00 | 13% | £455.00 | £540.00 | £610.00 | 13% |
| £185.00 | 12% | £265.00 | £300.00 | £340.00 | 13% | £455.00 | £540.00 | £610.00 | 13% |
| £210.00 | 11% | £300.00 | £340.00 | £380.00 | 12% | £515.00 | £610.00 | £690.00 | 13% |
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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments | |
|---|---|------------------------|------------------------|---------------------|---|--|--|
| Household Waste | Bulky Household Waste (subject to conditions) | £25.00 (up to 3 items) | £25.00 (up to 3 items) | £30 (up to 3 items) | 20% | | |
| | | | | | | | |
| Wheeled Bin Size (240 Litre) Weekly Collection Charge: | Glass | £2.69 | £2.69 | see comment | 0% | TRADE - flexibility over pricing approved by portfolio holder to remain competitive within the marketplace, therefore no set price | |
| | Plastic/tins/cans/metal | £2.69 | £2.69 | | 0% | | |
| | Paper | £2.69 | £2.69 | | 0% | | |
| Wheeled Bin Size (180 Litre) Weekly Collection Charge: | Food | £4.33 | £4.33 | | 0% | | |
| Wheeled Bin Size (360 Litre) Weekly Collection Charge: | Cardboard & Paper | £2.69 | £2.69 | | 0% | | |
| Wheeled Bin Size (820 & 1100 Litre) Weekly Collection Charge: | Cardboard & Paper | £6.68-£8.91 | £6.68-£8.92 | 0% | | | |
| | | | | | | | |
| Trade | Wheeled Bin Size (360 Litre) Weekly Collection Charge: | £11.74 | £11.74 | see comment | 0% | | |
| | Wheeled Bin Size (660 Litre) Weekly Collection Charge: | £20.12 | £20.12 | | 0% | | |
| | Wheeled Bin Size (1100 Litre) Weekly Collection Charge: | £29.24 | £29.24 | | 0% | | |
| | Wheeled Bin Size (1280 Litre) Weekly Collection Charge: | £33.88 | £33.88 | | 0% | | |
| | Trade Kerbside containers - up to 6 boxes (annual fee) | £139.88 | £139.88 | | 0% | | |
| | Trade Refuse Sacks (26 per roll) - General | £114.46 | £114.46 | | 0% | | |
| | Trade Refuse Sacks (26 per roll) - Charity (blue) | £57.23 | £57.23 | | 0% | | |

| Miscellaneous | Compost Bin - to purchase from CA Sites | Delivery direct to householders only £20 | Delivery direct to householders only £20 | £20 | 0% | superseded by garden waste collection service inflationary increase and increase in disposal costs currently being considered discontinued |
|--------------------------|---|---|---|-------------|-----|---|
| | Garden Waste Sacks (each) | £13.56 for roll of 10 | £13.56 for roll of 11 | n/a | 0% | |
| | Purple Sacks (domestic) 26 per roll | £51.88 | £51.88 | £57.07 | 10% | |
| | HWRS Civic Amenity Site Permit (annual fee) | £200.00 | £200.00 | £200.00 | 0% | |
| | Bring Site Permit (annual fee) | £55.00 | £55.00 | n/a | 0% | |
| | | | | | | |
| Replacement Eurobins | New Replacement 1280L | £400.74 | £400.74 | see comment | 0% | TRADE - flexibility over pricing approved by portfolio holder to remain competitive within the marketplace. |
| | New Replacement 1100L | £367.02 | £367.02 | | 0% | |
| | New Replacement 660L | £350.95 | £350.95 | | 0% | |
| | New Replacement 360L | £134.66 | £134.66 | | 0% | |
| | Refurbished Replacement Bin (all sizes) | £144.55 | £144.55 | | 0% | |
| | | | | | | |
| Replacement Eurobin lids | 1280L | £83.57 | £83.57 | see comment | 0% | |
| | 1100L | £74.16 | £74.16 | | 0% | |
| | 660L | £74.16 | £74.16 | | 0% | |
| | 360L | £74.16 | £74.16 | | 0% | |
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| Category | Service | Proposed charges April 2018/19 £ | Proposed charges April 2019/20 £ | % increase | Notes |
|----------------------------------|---|--|--|------------|---|
| Temporary Traffic Signals | 2 way lights | Notification Only No Charge | Notification Only No Charge | n/a | Each period of installation |
| | 3 / 4 way lights | Notification Only No Charge | Notification Only No Charge | n/a | Each period of installation |
| Scaffolding | Consideration of an application to erect over a highway any scaffolding or other structure. | 92 | 92 | 0% | Initial consideration and first 2 weeks |
| | Consideration of an application to retain on or over a highway any scaffolding or other structure. | 53 | 53 | 0% | Each additional week or part thereof |
| Skips | Consideration of an application for permission to deposit a skip on any highway. | 53 | 53 | 0% | Initial consideration and first 2 weeks |
| | Consideration of an application for permission to retain a skip on any highway. | 27 | 27 | 0% | Each additional week or part thereof |
| Hoarding | Consideration of an application for consent to erect a hoarding or fence. | 92 | 92 | 0% | Initial consideration and first 2 weeks |
| | Consideration of an application for consent to retain a hoarding or fence. | 53 | 53 | 0% | Each additional week or part thereof |
| Seasonal Decs,Banners/Bunting | Consideration of application to erect short term banners & decorations within or over a highway or street | 105 | 105 | 0% | |

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|---|---|-----|-----|----|---|
| Materials storage/Working areas on the Highways | Consideration of an application for consent to temporarily deposit building materials rubbish or other things in a street that is maintainable at public expense. | 92 | 92 | 0% | Initial consideration and first 2 weeks |
| | Consideration of an application for consent to continue temporarily depositing building materials rubbish or other things in a street that is maintainable at public expense. | 53 | 53 | 0% | Each additional week or part thereof |
| Vehicle Access | Vehicle Access - Residential property verge and/or footway crossing. Authorisation of access and inspection of the works as required. | 128 | 128 | 0% | |
| | Vehicle Access - Commercial premises verge and/or footway crossing. Authorisation of access and inspection of the works as required. | 259 | 259 | 0% | |
| Private apparatus placed in the Highway | Single dwelling, non-commercial development and the like. New Connections, up to 100 metres | 307 | 307 | 0% | |
| | Multiple dwellings, commercial development and the like. New Connections up to 100 metres | 460 | 460 | 0% | |
| | Repair, renewal or replacement of existing where no previous licence exists up to 100 metres | 255 | 255 | 0% | |
| | Repair, renewal or replacement of existing where licence already granted up to 100 metres | 174 | 174 | 0% | |
| | New Connections, repair, renewal or replacement. Extra over for each additional 100 metres of excavation or part thereof | 174 | 174 | 0% | |

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| Excavations in Streets | Authorisation for temporary excavations in streets such as foundations of adjacent walls | 256 | 256 | 0% | Initial consideration and first 2 weeks |
| | Authorisation for time extension for temporary excavations in streets such as foundations of adjacent walls, trial pits etc. | 53 | 53 | 0% | Each additional week or part thereof |
| | Structural calculations in connection with works in Highways or Streets Checking of submitted calculations in connection with applications for consents, cellars under streets | Quote | Quote | n/a | |
| | Consideration for construction or control of openings to cellars etc. under the street. (Includes checking of submitted structural calculations) | 477 | 477 | 0% | |
| Road Closures/Traffic Regulation Order etc. | Temporary for works in the highway | 989 | 989 | 0% | |
| | TTRO & TTRN amendments to existing orders and notices | | 315 | 0% | |
| | Temporary for single events on the highway | 474 | 474 | 0% | First Event |
| | Temporary for repeat events on the highway within 6 months of last event. | 340 | 340 | 0% | Repeat event (within 12 months) |
| | Traffic Regulation Order - Permanent | 3,090 | 3,090 | 0% | |
| | Stopping up of Highways | 3,090 | 3,090 | 0% | |
| Use of Council venue | Use of Council venue & associated services (Excluding Brecon Market Hall) | Specific quote | Specific quote | Specific quote | |
| | Use of Council owned or operated car park for event | Loss of average daily income plus £77.25 administration | Loss of average daily income plus £77.25 administration | 0% | Charges calculated on full day basis only |
| Brecon Market | basic hire per day or part thereof (0800 to midnight) | 258 | 258 | 0% | Price includes use of available trestles and table tops within Hall, the half stage which is semi- |
| | basic hire per day or part thereof (0800 to midnight)- Charities or Voluntary groups | 206 | 206 | 0% | |

Direcui Market
Hall

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| additional chairs, up to 900 maximum [per 100] | 15 | 15 | 0% | |
| full stage | 155 | 155 | 0% | |
| removal of furniture to allow maximum capacity | 773 | 773 | 0% | |
| additional fee if Licenced bar to be operated | 77 | 77 | 0% | |
| additional hours after midnight [per hour or part hour] | 77 | 77 | 0% | |

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| Cultivation of or planting within the Highway and maintenance thereafter. | 191 | 191 | 0% | |
| Furniture placed on highway, street, walkway etc. - Authorisation to place furniture or similar | 191 | 191 | 0% | |
| Tourist Signing - Consideration of a request for tourist signing. Excluding cost of sign(s) and installation. | 118 | 118 | 0% | |

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attle Grids

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| Consideration of application to install in a highway, assessment of contribution from the Council and Report to Committee. | 580 | 580 | 0% | |
| Applicant's contribution towards the costs of installation and future maintenance. | 50% to 100% of cost | 50% to 100% of cost | n/a | |

List of Streets

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|--|-----------|-----------|------|--|
| View the record of highways maintainable at public expense at Headquarters. | No charge | No charge | n/a | |
| A4 print for residents in relation to their property. | No charge | No charge | n/a | |
| Opinion in relation to the extent of County classified and unclassified highways. Desk-top study max site length 0.5km (excludes rights of way). | 90 | 200 | 123% | |
| Opinion in relation to the extent of County classified and unclassified highways. Desk-top study & site visit max site length 0.5km (excludes rights of way). | 157 | 400 | 155% | |

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|---|-------------------------------------|-------------------------------------|-----|---|
| Opinion in relation to the extent of County classified and unclassified highways. Desk-top study and/or site visit site length over 0.5km (excludes rights of way). | Quote | Quote | n/a | |
| Supply of hard copy information e.g. road and traffic schemes information, report copies/extracts (incl. where distributed by email). | 28 | 28 | 0% | Includes covering letter plus up to 5 no. A4 sheets. Additional sheets @ £0.45 each |
| Accident data - standard report | 10 | 10 | 0% | Per collision |
| Traffic data - (existing) each individual type of report | 69 | 69 | 0% | Per site per report type |
| Traffic data - Location plan (each plan max A3 size) | 39 | 39 | 0% | For collision or survey locations |
| Traffic surveys - ATC including analysis & provision of data per site | 453 | 453 | 0% | Excludes traffic management which will be quoted individually under "Works" |
| Traffic surveys - ATC - each additional site within 5km radius | 216 | 216 | 0% | Excludes traffic management which will be quoted individually under "Works" |
| Publication - Technical Specification for Industrial and Residential Infrastructure | 55 | 55 | 0% | |
| Publication - Design Guide for Industrial and Residential Infrastructure | 39 | 39 | 0% | |
| Development Advice | 78 | 78 | 0% | Per hour (minimum 1 hour) |
| Section 38 Agreement - Vetting fee for review of proposals outside agreement. | 973 | 973 | 0% | |
| Section 38 Agreement - Minimum inspection / administration fee. | the greater of 7% of bond or £3,430 | the greater of 7% of bond or £3,430 | n/a | |

Highway information

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|--|--|--|-----|---|
| APC's and Section 38 Agreement Unit rate per linear metre for carriageway - width up to 5.5 metres. | 863 | 863 | 0% | |
| APC's and Section 38 Agreement Unit rate per linear metre for carriageway - width over 5.5 metres up to 7.3 metres. | 1,007 | 1,007 | 0% | |
| Site inspection - Over and above that covered by the agreement. | 163 | 163 | 0% | |
| Agreements - Extension beyond the initial period. | 2.5% of bond per year or part thereof | 2.5% of bond per year or part thereof | n/a | |
| Surface water Drainage - connection to highway drainage | 1,799 | 1,799 | 0% | |
| Soakaways - Commuted sum for future maintenance of soakaways to deal with highway drainage | Specific calculation for each site | Specific calculation for each site | n/a | |
| Non-standard construction materials - Committed sum for future maintenance. | Specific calculation for each site | Specific calculation for each site | n/a | |
| Checking structural proposals and calculations | Quote | Quote | n/a | |
| Land Drainage - Ordinary Watercourse Consent | £50* | £50* | 0% | Charge set by Welsh Government. Charge valid October 2015. *Applicants should check for current price. |
| Consultancy | Quote | Quote | n/a | |
| Attendance at site - following accidents or incidents of potential damage for traffic management, debris clearance, inspection, making safe, repairs etc. | At Cost | At Cost | n/a | |
| Works | Quote | Quote | n/a | |
| | | | | |
| Suspension of On-Street parking | | £330 | | |
| Temporary parking dispensation in exceptional circumstances | | £15 | | Per vehicle per day. Maximum of 2 vehicles and limited to 5 days. |
| Traffic signal switch off/on to allow temporary traffic management | | £420 | | Covers initial application |

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|---------------------|--|--|-------|--|---------------------------|
| Signals and Parking | Traffic signal switch off/on to allow temporary traffic management - additional visits | | £210 | | Per each additional visit |
| | H-Bar marking on the carriageway | | £100 | | |
| | Advisory Disabled bay | | Free | | |
| | Provision of Design and Manufacture of Tourism signs | | Quote | | |
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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|---------------------|---|---|---|--|---|
| Renewals: | Landlord Loans | up to 15% of loan value (up to £25K per unit recovered over 5 years) | £25K per unit recovered over 5 years) | £25K per unit recovered over 5 years) | 0% |
| | CO2I Loans | per measure recovered over 5 years) | £5K per measure recovered over 5 years) | £5K per measure recovered over 5 years) | 0% |
| | WG Houses into Homes Loans (For | up to £495 administration fee, plus £50 land registry fee | up to £495 administration fee, plus £50 land registry fee | up to £495 administration fee, plus £50 land registry fee | 0% |
| | WG Houses into Homes Loans (Following Works in Default Notice - Supervised) | £750 per unit, (£25k loan per unit limit, up to £150k per scheme recovered in 3-years) | £750 per unit, (£25k loan per unit limit, up to £150k per scheme recovered in 3-years) | up to 15% of loan value (up to £5K per measure recovered over 5 years) | 0% |
| | WG Town Centre Loans | up to 15% of loan value (up to £25K per unit recovered over 5 years) | £25K per unit recovered over 5 years) | up to 15% of loan value (up to £25K per unit recovered over 5 years) | 0% |
| | Disabled Facility Grant & Loan Assi | up to 15% of approved works cost value against capital budget | up to 15% of approved works cost value against capital budget | up to 15% of approved works cost value against capital budget | 0% |
| | Safe Warm & Secure Assistance | up to 15% of approved works (subject to a £2k limit per unit in facilitation funding - e.g. to support delivery of W.G. Loan Capital), otherwise limited to a maximum of £1k per building for voided applications, or Housing Standards Enforcement Guidance. | up to 15% of approved works (subject to a £2k limit per unit in facilitation funding - e.g. to support delivery of W.G. Loan Capital), otherwise limited to a maximum of £1k per building for voided applications, or Housing Standards Enforcement Guidance. | up to 15% of approved works - e.g. to support delivery of W.G. Loan Capital), otherwise limited to a maximum of £1k per building for voided applications, or Housing Standards Enforcement Guidance. | 0% |
| Enforcement: | HMO Licensing | £750 per property | £750 per property | | 0% |

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REGISTRATIONS

| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|---|--|-----------------------------|-----------------------------|-----------------------|---|----------------------------|
| Approved premises | License (for a 3 year period) | £750 | £900 | £927 | 3% | |
| Marriage/Civil Partnership at Licensed Premises and other Ceremonies Fee: | Monday-Thursaday | £265 | £315 | £332 | 5% | |
| | Friday | | £330 | £347 | 5% | |
| | Saturday | £315 | £380 | £398 | 5% | |
| | Sunday/Bank Hols | £335 | £450 | £470 | 4% | |
| | Attendance at a Registered Building (e.g.: Chapel) | £86 | £86 | £90 | 5% | set by law |
| Civil Naming Ceremony Fees and Re-Affirmation of Vows/Commitment Ceremonies: | Mon - Fri | 160 | £165 | £170 | 3% | |
| | Saturday | 180 | £185 | £191 | 3% | |
| | Sunday/Bank Hols | 200 | £205 | £212 | 3% | |
| | Non-refundable booking fee | 20 | £20 | £21 | 5% | |
| Issuing a standard or short certificate of birth, death or marriage (and for statutory purposes): | at time of registration | £4 | £4 | £11 | 175% | statutory fee |
| | after initial registration | £7 | £7 | £11 | 57% | statutory fee |
| | after the Register has been closed | £10 | £10 | £11 | 10% | statutory fee |
| | Family History - historic birth, death and marriage | £10.00 plus £1.00 admin fee | £10.00 plus £1.00 admin fee | £11 plus £2 admin fee | 18% | statutory fee |
| Attending a marriage | at the register office - Mon - Friday | £46 | £46 - £200 | £57-£217 | 24% and 8.5% | |
| | at the register office - Saturday | | £165 - £315 | £181-£336 | 10% and 7% | |
| Civil Partnerships | for a certified copy issued by a registration authority: At the time of registration | £4.00 | £4 | £11 | 175% | statutory fee |
| | for a certified copy issued by a registration authority: After the time of registration | £10.00 | £10 | £11 | 10% | statutory fee |
| | for a certified extract issued by a registration authority: At the time of registration | £4.00 | £4 | £11 | 175% | statutory fee |
| | for a certified extract issued by a registration authority: After the time of registration | £10.00 | £10 | £11 | 10% | statutory fee |
| | Notices - Attestation by an authorised person of the necessary declaration | £35.00 | £35 | £35 | 0% | statutory fee |
| Issuing a certificate | Special delivery 9.00am | £28.00 | £28 | £28 | 0% | awaiting guidance from GRO |
| | Next day delivery | £20.00 | £20 | £20 | 0% | awaiting guidance from GRO |
| | Recorded delivery | £15.00 | £15 | £15 | 0% | awaiting guidance from GRO |
| | Statutory priority certificate fee for 24-hour service | | | £35 | | statutory fee |
| Misc | Non refundable, non deductible booking fee for civil ceremonies | £20.00 | £20 | £21 | 5% | |
| Decommissioned rooms | Mon - Fri | | £90 | £93 | 3% | |
| | Saturday | | £200 | £206 | 3% | |

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| Category | Service | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|---------------------------------------|---|--|---------|---------|---|
| Searches of the Land Charges Register | LLC1 Search of the Local Land Charges Register - view only | £0.00 | £0.00 | £0.00 | 0% |
| | LLC1 Search of the Local Land Charges Register - tailored report | £6.00 | £6.00 | £6.00 | 0% |
| | LLC1 Search of the Local Land Charges Register - electronic via NLIS | £4.00 | £4.00 | £4.00 | 0% |
| | Personal Search of Local Land Charges Register - view only | £0.00 | £0.00 | £0.00 | 0% |
| | Personal Search of Local Land Charges Register - tailored report | N/A | N/A | N/A | N/A |
| | Personal Search of Local Land Charges Register - tailored report | N/A | N/A | N/A | N/A |
| | Additional Parcel - view only | N/A | N/A | N/A | N/A |
| | Additional Parcel - tailored report - per parcel | £1.00 | £1.00 | £1.00 | 0% |
| | Additional Parcel - electronic via NLIS - per parcel | £1.00 | £1.00 | £1.00 | 0% |
| Property Enquiries | CON29R - Standard property enquiries, requested in full (individual questions may be requested, see individual question fees below. VIEW ONLY | £76.60 | £76.60 | £76.60 | 0% |
| | CON29R - Standard property enquiries, requested in full (individual questions may be requested, see individual question fees below. TAILORED REPORT | £119.00 | £119.00 | £119.00 | 0% |
| | CON29R - Standard property enquiries, requested in full (individual questions may be requested, see individual question fees below. ELECTRONIC VIA NLIS | £119.00 | £119.00 | £119.00 | 0% |
| | CON29O - Optional enquiry No. 22 View Only | £22.00 | £22.00 | £22.00 | 0% |
| | CON29O - Optional enquiry No. 22 Tailored Report | £22.00 | £22.00 | £22.00 | 0% |
| | CON29O - Optional enquiry No. 22 Electronic Via NLIS | £22.00 | £22.00 | £22.00 | 0% |
| | Drafted Enquiries - view only | £22.00 | £22.00 | £22.00 | 0% |
| | Drafted Enquiries - tailored report | £22.00 | £22.00 | £22.00 | 0% |
| | Drafted Enquiries - electronic via NLIS | £22.00 | £22.00 | £22.00 | 0% |
| | Additional Parcel - view only - per parcel | £10.00 | £10.00 | £10.00 | 0% |
| | Additional Parcel - tailored report - per parcel | £10.00 | £10.00 | £10.00 | 0% |
| | | Additional Parcel - electronic via NLIS - per parcel | £10.00 | £10.00 | £10.00 |
| Full Search & Enquiries | Full Standard Search LLC1 & CON29R: Search of the Local Land Charges Register together with standard property enquiries. View only | N/A | N/A | N/A | N/A |
| | Full Standard Search LLC1 & CON29R: Search of the Local Land Charges Register together with standard property enquiries, and further additional enquiries have now been included- Tailored Report | £125.00 | £125.00 | £125.00 | 0% |
| | Full Standard Search LLC1 & CON29R: Search of the Local Land Charges Register together with standard property enquiries, and further additional enquiries have now been included- Electronic via NLIS | £123.00 | £123.00 | £123.00 | 0% |
| | Additional Parcel - View Only | N/A | N/A | N/A | N/A |
| | Additional Parcel - tailored report - per parcel | £11.00 | £11.00 | £11.00 | 0% |
| | Additional Parcel - electronic via NLIS - per parcel | £11.00 | £11.00 | £11.00 | 0% |
| | Copy Land Charge documents - available by written request only. View only. | N/A | N/A | N/A | N/A |
| | Copy Land Charge documents - available by written request only. Tailored report. Per document. | £12.00 | £13.00 | £13.00 | 0% |
| | Copy Land Charge documents - available by written request only. Electronic via NLIS. | N/A | N/A | N/A | N/A |

| | | | | | |
|---|---|--------|--------|--------|----|
| | 1.1 a-i Planning Application Decisions and Pending Applications - view only | £0.00 | £0.00 | £0.00 | 0% |
| | 1.1 a-i Planning Application Decisions and Pending Applications - compiled report | £20.40 | £20.40 | £20.40 | 0% |
| | 1.1 j-l Building Control Decisions and Pending Applications -view only | £18.10 | £18.10 | £18.10 | 0% |
| | 1.1 j-l Building Control Decisions and Pending Applications -compiled report | £18.10 | £18.10 | £18.10 | 0% |
| | 1.2 Planning Designations and Proposals -view only | £4.30 | £4.30 | £4.30 | 0% |
| | 1.2 Planning Designations and Proposals -compiled report | £4.30 | £4.30 | £4.30 | 0% |
| | 2.1 a-d Roads If a road, footpath or footway is not a highway, there might be no right to use it. The Council cannot express and opinion, without seeing the title plan of the property and carrying out an inspection, whether or not any existing or proposed highway directly abuts the boundary of the property. VIEW ONLY | £0.00 | £0.00 | £0.00 | 0% |
| | 2.1 a-d Roads If a road, footpath or footway is not a highway, there might be no right to use it. The Council cannot express and opinion, without seeing the title plan of the property and carrying out an inspection, whether or not any existing or proposed highway directly abuts the boundary of the property. - compiled report | £17.80 | £17.80 | £17.80 | 0% |
| | 2.2-2.5 Public Rights of Way - view only | £20.00 | £20.00 | £20.00 | 0% |
| | 2.2-2.5 Public Rights of Way - Compiled Report | £20.00 | £20.00 | £20.00 | 0% |
| | 3.1 Land Required for Public Purposes. View only. | £1.20 | £1.20 | £1.20 | 0% |
| | 3.1 Land Required for Public Purposes. Compiled Report | £1.20 | £1.20 | £1.20 | 0% |
| | 3.2 Land to be Acquired for Road Works. View only. | £1.20 | £1.20 | £1.20 | 0% |
| | 3.2 Land to be Acquired for Road Works. Compiled Report. | £1.20 | £1.20 | £1.20 | 0% |
| | 3.3 Drainage Agreements and Consents. Please contact the relevant water authority. View only. | £1.00 | £1.00 | £1.00 | 0% |
| | 3.3 Drainage Agreements and Consents. Please contact the relevant water authority. Compiled Report. | £1.00 | £1.00 | £1.00 | 0% |
| | 3.4 Nearby Road Schemes. View only. | £4.75 | £4.75 | £4.75 | 0% |
| | 3.4 Nearby Road Schemes. Compiled report. | £4.75 | £4.75 | £4.75 | 0% |
| | 3.5 Nearby Railway Schemes. View only. | £1.80 | £1.80 | £1.80 | 0% |
| | 3.5 Nearby Railway Schemes. Compiled report. | £1.80 | £1.80 | £1.80 | 0% |
| | 3.6 Traffic Schemes. View only. | £4.75 | £4.75 | £4.75 | 0% |
| | 3.6 Traffic Schemes. Compiled report. | £4.75 | £4.75 | £4.75 | 0% |
| | 3.7 Outstanding Notices. View only. | £5.65 | £5.65 | £5.65 | 0% |
| | 3.7 Outstanding Notices. Compiled report. | £5.65 | £5.65 | £5.65 | 0% |
| | 3.8 Contravention of Building Regulations. View only. | £2.80 | £2.80 | £2.80 | 0% |
| | 3.8 Contravention of Building Regulations. Compiled report | £2.80 | £2.80 | £2.80 | 0% |
| | 3.9 Notices, Orders, Directions and Proceedings under Planning Acts. View only. | £2.10 | £2.10 | £2.10 | 0% |
| | 3.9 Notices, Orders, Directions and Proceedings under Planning Acts. Compiled report. | £6.30 | £6.30 | £6.30 | 0% |
| | 3.10 Community Infrastructure Levy - View Only | £1.00 | £1.00 | £1.00 | 0% |
| Individual CON29R | 3.10 Community Infrastructure Levy - Compiled Report | £1.00 | £1.00 | £1.00 | 0% |
| | 3.11 Conservation Areas. View only. | £2.10 | £2.10 | £2.10 | 0% |
| Question Fees - Available to Local Land Charge Office | 3.11 Conservation Areas. Compiled report. | £2.10 | £2.10 | £2.10 | 0% |
| | 3.12 Compulsory Purchase. View only. | £1.25 | £1.25 | £1.25 | 0% |
| | 3.12 Compulsory Purchase. Compiled report. | £1.25 | £1.25 | £1.25 | 0% |
| | 3.13 Contaminated Land. View only. | £2.05 | £2.05 | £2.05 | 0% |

| | | | | | |
|--|--|--------|--------|--------|----|
| subject to the following fees: | 3.13 Contaminated Land. Compiled report. | £2.05 | £2.05 | £2.05 | 0% |
| | 3.14 Radon Gas. View only. | £1.55 | £1.55 | £1.55 | 0% |
| | 3.14 Radon Gas. Compiled report. | £1.55 | £1.55 | £1.55 | 0% |
| | 3.15 Assets of Community Value- View Only | £1.00 | £1.00 | £1.00 | 0% |
| | 3.15 Assets of Community Value- Compiled Report | £1.00 | £1.00 | £1.00 | 0% |
| | 4. Road Proposals by Private Bodies - view only. | £12.00 | £12.00 | £12.00 | 0% |
| | 4. Road Proposals by Private Bodies - compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 5. Advertisements. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 5. Advertisements. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 6. Completion Notices. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 6. Completion Notices. Compiled Report. | £12.00 | £12.00 | £12.00 | 0% |
| | 7. Parks and Countryside. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 7. Parks and Countryside. Compiled Report. | £12.00 | £12.00 | £12.00 | 0% |
| | 8. Pipelines. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 8. Pipelines. Completion only. | £12.00 | £12.00 | £12.00 | 0% |
| | 9. Houses in Multiple Occupation. View only | £12.00 | £12.00 | £12.00 | 0% |
| | 9. Houses in Multiple Occupation. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 10. Noise Abatement. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 10. Noise Abatement. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 11. Urban Development Areas. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 11. Urban Development Areas. Completion only. | £12.00 | £12.00 | £12.00 | 0% |
| | 12. Enterprise Zones. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 12. Enterprise Zones. Completion only. | £12.00 | £12.00 | £12.00 | 0% |
| | 13. Inner Urban Improvement Areas. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 13. Inner Urban Improvement Areas. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 14. Simplified Planning Zones. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 14. Simplified Planning Zones. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 15. Land Maintenance Notices. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 15. Land Maintenance Notices. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 16. Mineral Consultation Areas. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 16. Mineral Consultation Areas. Compiled report | £12.00 | £12.00 | £12.00 | 0% |
| | 17. Hazardous Substance Consents. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 17. Hazardous Substance Consents. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 18. Environmental and Pollution Notices. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 18. Environmental and Pollution Notices. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 19. Food Safety Notices. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 19. Food Safety Notices. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 20. Hedgerow Notices. View only. | £12.00 | £12.00 | £12.00 | 0% |
| | 20. Hedgerow Notices. Compiled report. | £12.00 | £12.00 | £12.00 | 0% |
| | 21. Flood Defence & Land Drainage Consents | £12.00 | £12.00 | £12.00 | 0% |
| 21. Flood Defence & Land Drainage Consents | £12.00 | £12.00 | £12.00 | 0% | |
| 22. Common Land, Town and Village Greens: Information also available free of charge by inspection of the definitive plan held at Llandrindod Wells. Compiled report. View only. | £22.00 | £22.00 | £22.00 | 0% | |
| 22. Common Land, Town and Village Greens: Information also available free of charge by inspection of the definitive plan held at Llandrindod Wells. Compiled report. Compiled report. | £22.00 | £22.00 | £22.00 | 0% | |

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| Category | SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|---|--------------------------------------|---------|---------|---------|---|
| Home to School Transport | Vacant Seat charge, pre 16 per term | £140.00 | £150.00 | £160.00 | 7% |
| | Vacant Seat charge, post 16 per term | £160.00 | £175.00 | £185.00 | 6% |
| School Houses Rent per Year (Peppercorn?) | Llangattock | £25.00 | £25.75 | £26.78 | 4% |
| | Talgarth | £180.00 | £185.40 | £192.82 | 4% |
| | Arddleen | £10.00 | £10.30 | £10.71 | 4% |
| | Buttington/Trewern | £30.00 | £30.90 | £32.14 | 4% |
| | Carno | £250.00 | £257.50 | £267.80 | 4% |
| | Dolfor | £50.00 | £51.50 | £53.56 | 4% |
| | Forden | £1.00 | £1.03 | £1.07 | 4% |
| | Gungrog | £1.00 | £1.03 | £1.07 | 4% |
| | Llandysilio | £5.00 | £5.15 | £5.36 | 4% |
| | Brynlywarch Hall | £100.00 | £103.00 | £107.12 | 4% |
| School Houses Rent per month | Llangorse | £485.00 | £499.55 | £519.53 | 4% |
| | Llandinam | Vacant | Vacant | Vacant | n/a |
| | Meifod | £277.00 | £285.31 | £296.72 | 4% |
| | Rhayader | £144.00 | £148.32 | £154.25 | 4% |
| | Llanidloes High | £0.00 | Vacant | Vacant | n/a |
| | Llandrindod Wells | £0.00 | Vacant | Vacant | n/a |

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| Category | ITEM/SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge | Comments |
|--|---|--|--|--|---|--|
| Miscellaneous Items | Home Care (domiciliary care) (per hour) | £20.50 up to max of £70pw, as set by WG | £20.50 up to max of £70pw, as set by WG | £20.50 up to max of £70pw, as set by WG | 0% | The fees and charges for |
| | Attendance at a Older Day Centre (per day)/Day and Employment Centre | £15 per day | £15 per day up to max of £70pw, as set by WG | £15 per day up to max of £70pw, as set by WG | 0% | |
| | Attendance at Learning Disabilities services in the community (per day) | £15 per hour up to max of £70pw, as set by WG | £15 per hour up to max of £70pw, as set by WG | £15 per hour up to max of £70pw, as set by WG | 0% | |
| | Transport to Older Day Centre | Free as directed by WG | Free as directed by WG | Free as directed by WG | 0% | Services will be increased in line with Welsh Government |
| | 24 hour Support (supported tenancy) (per week) | £70 per week - max of £70 per week, as set by WG | £70 per week - max of £70 per week, as set by WG | £70 per week - max of £70 per week, as set by WG | 0% | |
| | Shared Lives scheme (per night - to a maximum of £70 per week) | £28.85 up to max of £70pw, as set by WG | £28.85 up to max of £70pw, as set by WG | £28.85 up to max of £70pw, as set by WG | 0% | |
| | Shared Lives (short terms/respite placements) | £9.00 per night up to max of £70 pw as set by WG | £9.00 per night up to max of £70 pw as set by WG | £9.00 per night up to max of £70 pw as set by WG | 0% | |
| Package of care i.e. a range of services - maximum | Up to a max of £70.00 as set by WG | Up to a max of £70.00 as set by WG | Up to a max of £70.00 as set by WG | 0% | | |

| | | | | | | |
|--------------------------|--|---|---|---|----|-----------------------|
| | Respite i.e. a stay not exceeding 8 weeks | Up to a maximum of £70pw per single episode of care, as set by WG | Up to a maximum of £70pw per single episode of care, as set by WG | Up to a maximum of £70pw per single episode of care, as set by WG | 0% | Guidelines when known |
| | Direct Payment Scheme - service provision | £20.50 up to max of £70pw, as set by WG | £20.50 up to max of £70pw, as set by WG | £20.50 up to max of £70pw, as set by WG | 0% | |
| Housing Related Support: | Level 1: Community alarm only (per week) | 2.00 | 2.00 | 2.00 | 0% | |
| | Level 2: Warden Service 9.00am - 5.00pm Mon - Fri (per week) | 9.90 | 9.90 | 9.90 | 0% | |
| | Level 3: Warden Service, including 24 hour emergency call-out (per week) | 60.00 | 60.00 | 60.00 | 0% | |
| | Level 4: Individual room, live-in housekeeper and meals (per week) | 60.00 | 60.00 | 60.00 | 0% | |
| Meals | Meals at the day centre (per meal) | 7.50 | 7.50 | 7.50 | 0% | |
| Appointee & Deputyship | Protection of property (per month) | 35.00 | 35.00 | 35.00 | 0% | |
| | Storage of paperwork (per month) | 25.00 | 25.00 | 25.00 | 0% | |
| | Storage of belongings (per month) | 55.00 | 55.00 | 55.00 | 0% | |
| | Winding up fee | 350.00 | 350.00 | 350.00 | 0% | |
| | Delay in responsibility (Deceased asset in administration) (per month) | 25.00 | 25.00 | 25.00 | 0% | |
| | Treasury Solicitor for Deceased (per referral) | 350.00 | 350.00 | 350.00 | 0% | |
| | NOTES | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | <i>Social Care Charges (Wales), introduced in April 2011, consulted 2013/14 and have now increased maximum charge level to £70pw for non-residential Social Care charges</i> | | | | | |
| | <i>Residential/Nursing charges governed by CRAG</i> | | | | | |

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| Category | ITEM/SERVICE | 2017/18 | 2018/19 | 2019/20 | % increase /decrease from previous charge |
|----------|--------------|---------|---------|---------|---|
| Careline | Careline | 47.01 | 48.42 | 49.58 | 2.4% |

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Capital Strategy

2019 – 2024



Capital Strategy Contents

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Introduction

The updated Prudential Code and Treasury Management Code of Practice, issued in December 2017, set out new requirements in relation to the setting of a Capital Strategy. Detailed guidance on these new Codes were issued in August and September 2018. Additionally, new statutory guidance was issued by the Ministry of Housing, Communities and Local Government (MHCLG) in March 2018 outlining new requirements for the Capital Strategy. Welsh Government has indicated that they will be seeking to adopt this guidance in 2019 and Welsh Authorities should take account of the requirements.

This places a responsibility on senior finance officers to report the capital strategy to Full Council and specifically report on the associated risks on prudence, sustainability and affordability.

The Capital Strategy is fundamental to the effective delivery of priorities. The provision of the right asset in the right place at the right time will ensure the effective and efficient delivery of a comprehensive range of quality services.

The unprecedented financial constraints defined within the Council's Medium Term Financial Strategy and the impact of these necessitate the delivery of transformational efficiencies and a more effective use of resources. This involves developing a culture of innovation and co-operation not only across the council but with our partners. There are some benefits identifiable from sharing assets and working in partnership, such as reducing the running costs of our assets and the provision of enhanced customer service. Ultimately our aim is to use fewer resources including our buildings but use these far more efficiently.

The new requirements ask local authorities to consider the longer term as well as the short and medium term. The benefits of longer term strategic financial planning include:

- Ensuring that the capital expenditure plans of the council are affordable, prudent and sustainable.
- Supporting transparent options appraisal.
- Giving an outline of future commitments so that the affordability of both the long term plan and any new proposals can be properly understood.
- Informing prioritisation and timing of projects to ensure that both financial and operational capacity is available for delivery.
- Providing an overview of risk so that projects and proposals can be viewed in the overall risk context of capital and treasury investments.
- Enabling the ongoing capital and revenue implications of capital expenditure to be better understood.

This document sets out an integrated plan for the future management of the Council's assets and its capital programme. It facilitates a seamless interface between business planning within the Council and the management of assets and capital resources. This will ensure that the provision of resources and future investment are prioritised. It is a key document running alongside the Vision 2025 and the Medium Term Financial Strategy (MTFS) and will provide the framework for ensuring the effective and affordable management of assets.

Key Aims of the Capital Strategy

- Provide a clear context within which proposals for capital expenditure are evaluated to ensure all capital investment is targeted to deliver the Council's priorities.
- Clarity about how the Council identifies and prioritises capital requirements and proposals arising from various strategies including the Vision 2025, Service Improvement Plans, and other corporate strategies, and how they will be managed within the limited capital resources available.
- Challenge our current estate, continue with the programme of asset rationalisation, ensuring that assets retained are effective, efficient and economically sustainable to deliver services.
- Identify and consider options available to fund capital expenditure that minimises the ongoing revenue implications of historic capital expenditure and of any new investments.
- Use partnerships, both public and private, more effectively to support our overall strategy.
- Establish effective arrangements for managing capital schemes including assessment of outcomes and achievement of value for money.

Principles

- Set a capital programme for the medium term and build on this to develop a long term plan
- Schemes included in our investment programme have been subject to a review based on the business case and only those of significant priority are included in the overall project plan.
- With Capital and Revenue resources under pressure we will seek innovative and creative solutions to procuring capital assets.
- Assets surplus to requirements will be disposed of when appropriate in order to generate the maximum capital receipt for the Council.

The Capital Strategy and Capital Programme are “living” documents that will be reviewed at least annually and more frequently if events merit an interim update. Updates will be brought back to Council for approval.

Asset Management Planning

The Strategic Asset Management Plan (StAMP) 2017-2020 has the overriding objective to make sure that the Council's property portfolio is efficiently used, fit for purpose and is

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sustainable for the future whilst (where appropriate) producing the best possible return for the citizens of Powys. The key elements are:

- Seeking opportunities for the rationalisation of properties and co-location
- Increasing revenue from the commercial property portfolios
- Maintaining the long term viability of the Farms Estate, which we recognise as a key asset for the Council in both financial and environmental terms
- Acquiring and/or developing new fit for purpose property where all other avenues have been exhausted within our existing stock
- A clearer rationale for deciding which assets may be suitable for Community Asset Transfers so that assets can be retained where there is a compelling strategic reason to do so
- A process for dealing with minor disposals which often detract from more strategic work

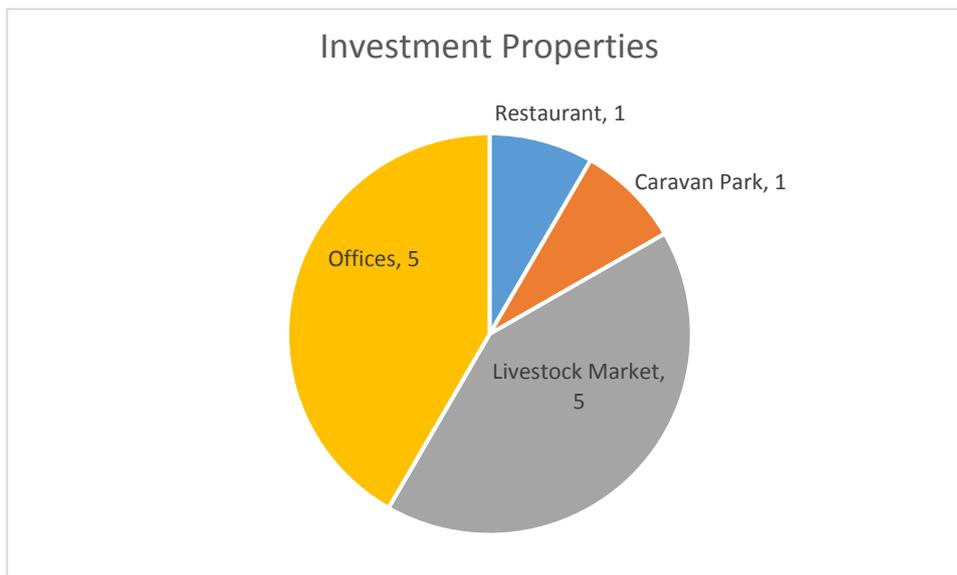
Commercial Investment Strategy

The main commercial activities that the authority has undertaken are:

- Investment properties held either to generate a rental income or for capital appreciation.
- Heart of Wales Property Services - Joint Venture with Keir

Commercial Properties

The Council has 12 properties of these 5 are Livestock markets and 5 Offices.



The council has budgeted to receive £239.8k of rental income for these properties in 2019/20, which is 0.1% of the Council's net cost of service. Where income falls or is projected to fall, below these levels, the shortfall will be managed within the overall Council budget, either by making reductions in expenditure, or supported by underspends or

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virements from other budget areas. This is addressed as part of the risk management approach detailed on page 22.

The council will consider investing further in commercial property to see economic and community improvement and/or regeneration within the county and for investment purposes.

The Council's objective for investing in commercial property are to:

- Support the strategic community objectives of the council,
- Have a balanced investment approach,
- Improve covenant strength
- Drive income generation
- Maintain yield

When considering such investments the council will take the following into consideration

- Affordability,
- Future capital investment requirements
- Covenant Strength of any pre-let tenants
- Income generation
- Yield
- Employment provision
- Economic support
- Voids
- Management costs
- Arrears

The risks of this type of investment include; potential vacant periods, decline in market rents, non-payment by tenants or users etc. these should be evaluated as part of the business case by including a factor for bad debt or vacancy periods, and risks relating to the project should be carefully considered and fully disclosed to decision makers. Where there is a pre-let tenant for a project, their covenant strength will be considered as part of the project proposal.

Heart of Wales Property Services

The Heart of Wales Property Services Ltd (HoWPS) is a 50:50 Joint Venture Company between Powys County Council (the "Council") and Kier Facilities Services Limited (Kier), which delivers responsive maintenance services to council homes, corporate properties (including schools) and building design services.

The JV covers:

- responsive buildings repair and maintenance contracting to housing, public and commercial buildings, including housing void works. The Estate comprises approximately 5,400 homes and 630 corporate properties
- statutory and regulatory testing to assets for the same estate, this includes asbestos management

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Consultancy Services:

- A Design and Build contractor service (Individual works order value £10k to £1.5m);
- Consultancy services to deliver the Council's major capital investment programme in new buildings (construction contract value over £1.5m). The Council has a combined capital works pipeline estimated at around £19m, a significant proportion of which supports the Welsh Government's 21st Century Schools Programme.

Objectives of the Joint Venture

The Joint Venture Company objectives are to:

- Create and maintain a successful long-term partnership spanning at least 10 years;
- Through a Customer Charter and Performance Management Policy provide measurable excellent customer service with a high level of service user engagement with a focus that supports diversity and customers with differing needs;
- Drive efficiencies and continuous improvement across all service areas. These service areas are principally Corporate Property, Housing Maintenance and Consultancy. Savings will be aligned to the Council's annual budget reductions;
- Develop a trusted brand that will encourage and underpin growth in these service areas with a diversified customer base;
- Maintain a safe and accident free working environment for all employees, subcontractors and suppliers.
- Support the local economy and communities by employing local people, contractors and suppliers with a focus on equalities and diversity
- Develop the local workforce through apprenticeships, education and training programmes and creating employment opportunities in the wider Kier Group
- Grow the business supported by the provision of expertise from Kier, the Council and their respective networks

Investing in a joint venture arrangement comes with its own risks for consideration, including

- The Council needs or wants to do things differently,
- The Council and HoWPS have a fundamental disagreement,
- HoWPS fails,
- The arrangements are terminated,
- HoWPS does not perform as expected (including management of health and safety)
- Circumstances (including the law) change the costs of providing the services.
- Conflicts of interest might arise between the Council and company
- Unexpected call on the council for capital to purchase the company or assets on termination.

Mitigating the risks of Commercial Activity – Due Diligence

Due diligence begins at the point a project starts to be considered and continues throughout the processes of approval, implementation and operation.

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Commercial Property Due Diligence – Operational Portfolio

Before a lease is awarded, a due diligence exercise is carried out in relation to the prospective tenant's capability for meeting their commitment under the lease.

Once the risk assessment has been completed, there are three options for proceeding

- Grant the lease and require a deposit that appropriately reflects the level of risk associated with the tenancy
- Grant the lease with an Authorised Guarantee Agreement (AGA) where another body acts as guarantor for the lease commitments
- Refuse the tenancy

Once the lease has been granted the rental income is monitored and managed within the council's sundry debtor processes. If necessary, the council will take appropriate action to terminate the tenancy in line with the tenancy agreement or lease.

Commercial Activity Due Diligence – New Projects

Due diligence on new projects begins at inception by identifying the nature of the project and associated risks. A feasibility process is carried out to clarify whether it is deliverable, the potential costs (capital and revenue), and to assess the risks and the benefits it is intended to achieve (including whether it will be a deliverable return).

Next a viability assessment will be carried out, including a sensitivity analysis. This helps to ensure that the evaluation of the expected benefits are robust and to identify the most effective method of project delivery that mitigates risk.

If a new project involves a property acquisition, rather than a new build, a detailed assessment of the building fabric and utilities will be undertaken. In addition a detailed review of any in situ tenants and their lease terms will be undertaken to identify anything that could pose a potential risk to the Council.

Legal advice will be taken throughout all new projects, whether new build or acquisition. Where necessary independent professional advice will be obtained from relevant specialists, which may include tax advisers, financial advisers, etc.

Commercial Activity Due Diligence – Disposals

External advice may be taken to determine the best method to dispose of such assets and the council is mindful of its value for money responsibilities and its duties under s.123 of the 1972 Local Government Act and provisions under other powers to dispose of assets.

Commercial Activity Approval and Scrutiny

All new commercial projects, whether property or service based, requires cabinet approval based on a report setting out the proposals and associated risks and considerations.

Commercial activity will be reported to and scrutinized through the Council's Scrutiny Committee structure.

Commercial property income is approved annually in line with the Council's income policy and budget setting process. The levels of income will be monitored and reported through the Council's revenue budget monitoring process.

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Council Vision

Vision, Values and Principles

A renewed statement of vision, values and operating principles has been developed, which provides a checklist for the Council and key partners to use as a means of evaluating the effectiveness of the current strategy and deciding if it is improving service provision and outcomes for individuals and communities.

Vision 2025

Building on previous progress to make Powys the best possible place to live, work and visit, ensuring communities feel supported, have a say in what is provided for them locally and feel they play a key role in local service delivery. In an era of continued budgetary pressures, growing demand and increased expectations it is very important that there is clarity about what the Council wants to achieve now and in the future.

An open and enterprising council, this means:

- Working with communities, residents and businesses
- Willing to look at new ways of working and delivering services
- Focussing on solutions rather than problems

Having clear priorities to deliver the vision:

- **The Economy** - We will develop a vibrant economy
- **Health and Care** - We will lead the way in effective, integrated rural health and care
- **Learning and Skills** - We will strengthen learning and skills
- **Residents and Communities** - We will support our residents and communities

To deliver the above there is an enabling priority:

- **Making it Happen**
 - Political & Officer Leadership
 - Workforce Strategy
 - Strategic & Financial Planning
 - ICT & Business Systems
 - Performance Management
 - Communications- Engagement with Residents & Communities
 - Partnerships

Guiding principles

The Council's guiding principles are based on the Well-being of Future Generations (Wales) Act 2015, which means the decisions made must take into account the impact on people's lives in Powys in the future. The Act identifies the following five sustainable development principles:

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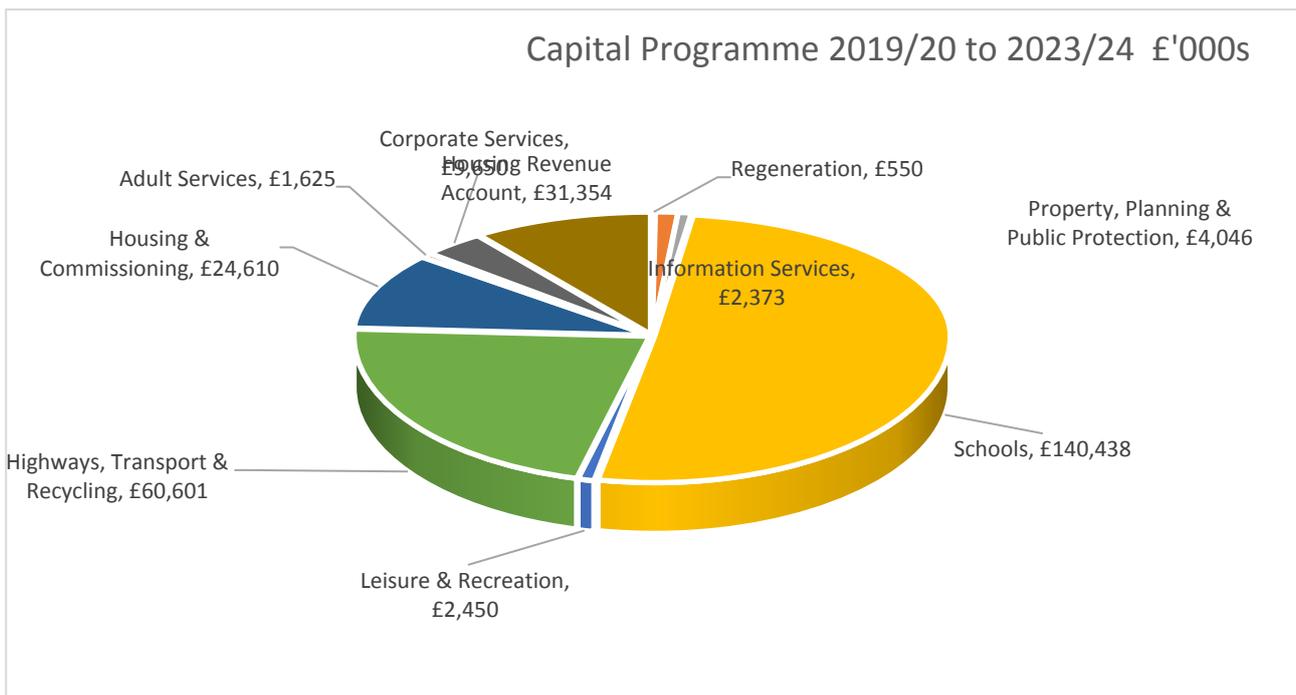
- **Long-term** - Balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- **Prevention** - Putting resources into preventing problems occurring or getting worse.
- **Integration (cross-cutting)** - Considering how our priorities may impact upon one another, on the well-being goals and on the priorities of other public bodies.
- **Collaboration** - Working together with other partners to deliver our priorities.
- **Involvement** (communications and engagement) - Involving those with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area

Programme Overview

The Capital Programme covers three areas of expenditure. These are:

- a core programme of schemes that are regulatory / statutory in nature, and minimise legal challenge or revenue risk, these schemes are related to day to day activities that will ensure the Council meets its statutory requirements
- a retained asset programme to improve or enhance the life of existing assets, and
- an investment programme in schemes linked to the Council's strategic priorities; schemes to generate income and increase the diversification of the Council's property portfolio, or reduce the revenue costs of running and maintaining the assets.

The current capital programme and new capital schemes approved for 2019/20 onwards total £275,697k and is summarised by year and service below:



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Capital Programme

Appendix A sets out the capital schemes that will be funded over the next five years.

Residents and the Community - We will support our residents and communities

Housing

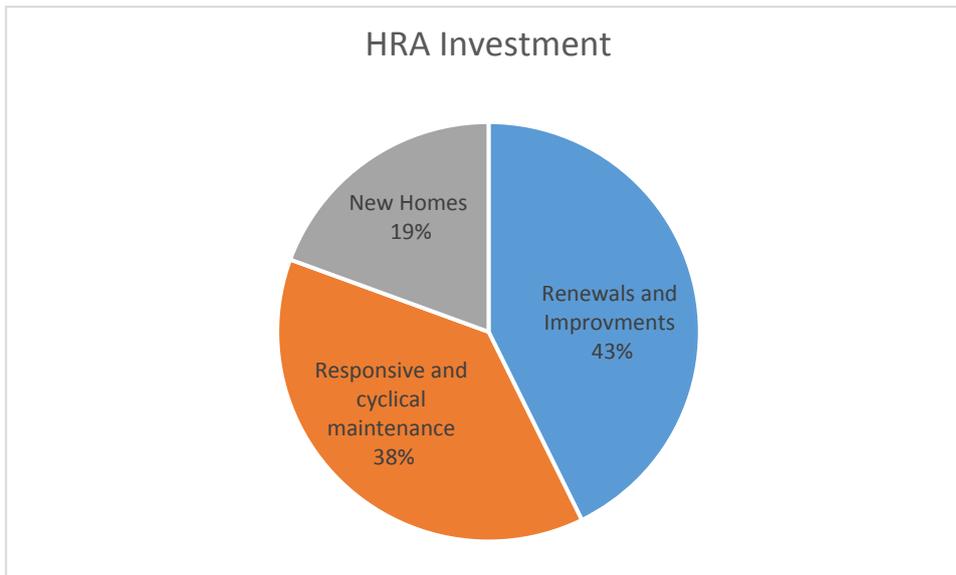
The Council is the largest social landlord in Powys and has more financial freedoms available since exiting the Housing Revenue Account (HRA) subsidy regime. The Council achieved Welsh Housing Quality Standard (WHQS) at the end of December 2018 but this doesn't mark the end of our investment programme in our housing stock. The HRA capital programme will develop new council homes; ensure we maintain the WHQS; increase thermal efficiency; address problems of dampness; improve the fabric of our estates; and improve the quality of older persons' accommodation, to enable vulnerable older people to remain living independently for longer.

The HRA 30 Year Business Plan demonstrates an affordable capital strategy alongside delivering the day to day service and has key objectives linked to the Local Housing Strategy to:-

- Support the public service modernisation agenda in Powys, in particular seeking to reconfigure our older persons accommodation to enable people to live independently for longer
- Make a significant contribution to alleviate poverty in Powys, in particular fuel poverty
- Provide good quality affordable housing to meet the needs and aspirations of the people of Powys, that are located in safe and attractive environments to which residents can relate and take pride in
- Support the regeneration of communities, creating training and employment opportunities
- Significantly reducing the carbon footprint of the housing stock
- Provide excellent customer focused services which meet the needs of our current and future customers.

Over the lifetime of the business plan the service will look to invest:

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The HRA investment programme represents a significant injection of resources into the local economy of Powys and the service will work to ensure that the local benefit of this investment is maximised within the appropriate procurement requirements.

In addition to the ongoing capital schemes, there has been the addition of £15m to be used over three years as a Registered Social landlord loan scheme. This will match fund Welsh Government (WG) monies to support additional social housing in Powys.

Leisure and Recreation

A number of libraries are already housed in open public locations, for example Builth library at Antur Gwy, Rhayader at the Leisure Centre, Knighton Community Centre Library, Hay and Talgarth primary school community areas. Self-service technology funded through capital means that customers can make increased use of the resources available even when staff are not present or are busy supporting others. Powys County Council (PCC) staff using libraries for agile working purposes will be able to borrow resources by self-service. This provides a wider more cost effective service and is linked to improving learning and skills and health and wellbeing. Presteigne library is a new refurbishment scheme to address issues in a recent condition survey.

The Council has statutory responsibilities in terms of the maintenance of public rights of way. Areas that can require significant investment include the repair or replacement of bridges and the surfacing of public rights of way, in particular byways open to all traffic. These tasks have significant legal and health & safety risks if they remain unresolved. They are often issues that are beyond the scope of revenue budgets, therefore capital funding is sought to enable these larger tasks to be completed. Next year's capital programme supports Monks Trod Byway, to ensure that this byway is brought into safe and useable condition as bridleway standard.

Highways and Environment

The Council has a statutory duty to maintain the adopted highway, maintained at public expense in a safe condition for the passage of the user. A strategic approach has been used to develop the Highways Asset Management Plan (HAMP) in identifying and allocating resources for the management, operation, preservation and enhancement of the

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highway infrastructure to meet the needs of current and future customers. Current gross replacement cost of these assets are estimated at £4.4bn.

An Annual Status and Options Report summarises the status of the main asset groups in terms of condition, compliance with meeting repair standards, level of public complaint/contact etc. The report describes the result of the previous year's investment in terms of meeting the target service standards, enabling the Council to determine if the standards in the HAMP are being met or not. This report also sets out future options available, including long term (20 year) predictions of defect levels, condition and other relevant data in sufficient detail to enable future investment plans and any necessary revisions to service standards contained in the HAMP.

Accessibility to and from employment, homes, leisure, health and social activity must be maintained. Economic growth needs to be facilitated. Congestion and delays on our highway network should be minimised. The Council aims to deliver safe access to employment, local services and facilities by;

- Using available funding to support Council priorities for accessing employment, health, leisure and education, and improve road safety on the county's highway network.
- Prioritising the Council's road infrastructure for repairs and maintenance and implement network improvement programmes.

Waste Strategy

Powys County Council faces stringent Welsh Government (WG) statutory recycling targets. These are 64% for 2019/20 and 70% for 2024/25. In addition to this there is a target to reduce landfill to 10% by 2019/20 and 5% by 2024/25. This has required a step change in the way all local authorities approach waste and recycling.

PCC has followed the WG's preferred method for collecting kerbside recycling using their 'blueprint' as specified in the Municipal Sector Plan. This is a kerbside sort with boxes to maximise the quality of material and hence increase outlets for the recycle, reduce gate fees and maximise any potential income. To sort and process this material requires strategically located facilities (delivery points) where the kerbside vehicles can tip whilst maximising their rounds. In order to deliver this service in a county the size of Powys, it is our intention to develop three bulking/baling facilities in the south, mid and north of the county. It is also imperative that these assets are owned by PCC in order that maximum value can be obtained when commissioning the service. Capital funding to develop these are included in the overall programme.

As well as the kerbside collection of recyclables, authorities have an obligation to provide a facility for the public to take household waste. These Household Waste Recycling Centres (HWRCs) make a considerable contribution to achieving recycling targets as 24% of municipal waste is handled through these facilities. The benefits of ownership and control the asset is essential in order to maximize value when commissioning the service.

The capital investment in the Waste and Recycling service will ensure that the Council is able to meet the targets whilst obtaining maximum value from the service. A network of assets under the Council's control allows flexibility to adapt to any changing requirements within the industry and Government policy and legislation. Some of these schemes will

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deliver efficiency savings in future years, whilst others ensure health and safety issues are minimised.

Health and Care – We will lead the way in effective, integrated rural health and care

The capital programme focuses on supporting those who wish to remain in their own home rather than residential care and supports the integrated Health and Care Strategy for Powys. This strategy acknowledges that people in Powys live longer and healthier lives than elsewhere in Wales and that Powys is a place aspiring to help improve the wellbeing of all people. It outlines the direction the Council will take:-

- promoting wellbeing;
- offering early help and support to people;
- tackling the big four diseases that limit life (cancer, circulatory diseases, mental health, respiratory diseases); and
- providing joined up care.

These are the key areas that become priorities for action. Ensuring people stay well, help them act early to prevent ill health and get support, and where care and treatment is required, work with people to ensure care is joined up and based on what matters most to the individual.

The schemes mainly focus on accommodation options for older people and the use of assistive technology, which has a key role to play in the modernisation of health and social care. With ever increasing technological advances, it offers a range of possibilities for greater choice, not only of how people can access the support they need, but also where and when they access support. In doing so, assistive technology enables people to take greater control, and to live independently for longer by preventing hospital admissions and premature moves to residential care. Enabling access to better accommodation options for older people is essential in order to support independent living and reduce demand for other types of care.

Learning and Skills – We will strengthen learning and skills

Schools

Key Purpose

The Council's key purpose is to enable the children and young people of Powys to become:

- Safe, healthy, confident and resilient individuals;
- Ambitious, capable learners, ready to learn throughout their lives;
- Enterprising, creative contributors, ready to play a full part in life and work;
- Ethical and informed citizens ready to lead fulfilling lives as valued members of society.

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Aims

To achieve this Key Purpose, the Council aspires to ensure that Powys has the right number of schools in the right place, and in the right condition, for the current and future pupil population.

The Council aims to have an educational model which fulfils the following:

- Provides all learners with the opportunity to achieve their potential
- Has high quality, resilient leadership and management
- Has high quality learning environments, with the long term aim that all schools will be assessed as condition A or B, the Royal Institute of Chartered Surveyors grading for the buildings condition in terms of its dilapidation and deterioration
- Has a greater focus on collaboration and partnership working, in order to enable schools to provide the best possible opportunities for learners
- Enables schools to operate effectively and efficiently within the funding available
- Increases demand for Welsh-medium provision and provides access to provision which will enable pupils to become confident Welsh speakers
- Develops our schools into establishments that are central to community activity
- Has a high quality ICT infrastructure that will enable all schools to provide enhanced opportunities for learners
- Provides access to high quality early years provision
- Provides support for learners with additional learning needs which aligns with the requirements of the new Additional Learning Needs and Education Tribunal (Wales) Act
- Provides access to high quality post-16 provision in schools, which is attractive to learners, financially sustainable and minimises learner travel

Powys County Council aims to provide learning environments that meet the aspirations of the WG's 21st Century Schools programme. Major capital investment in school buildings in Powys will continue to be taken forward through the WG's 21st Century Schools programme, and the authority's programme for Band B (2019 – 2024) will develop schools according to agreed strategic policy.

Alongside this, capital funding through our major repairs programme will be focussed on where the need is greatest, as identified through the Schools Service's Asset Management Plan.

The authority has submitted a programme of investment for Band B of the 21st Century programme, which has been approved in principle by the WG. This investment targets some of the authority's poorest condition schools, including special schools, and also provides investment to deliver Welsh-medium education, in accordance with the WG's aspiration to create a million Welsh speakers by 2050. It also includes investment in primary reconfiguration. The programme has a 65% capital intervention rate for

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mainstream schools, 75% for special schools and it also offers a new and innovative funding route where the intervention rate is 85% the Mutual Investment Model. The Council will develop its strategies to ensure maximisation of the potential investment opportunities that may be available via WG funding.

The Council aims to improve learning provision and opportunities to achieve better learner outcomes through its improvement programme by:

- Delivering the current Band A Programme (2014 - 2018) jointly funded with WG
- Delivering the Band B Programme (2019 – 2024) via WG 21st Century Schools Programme Band B (2019) which is jointly funded with WG; and
- Present a rolling programme of improvement proposals/plans to Cabinet to ensure that the County has an educational infrastructure that meets our aims.

The Economy – We will develop a vibrant economy

The vision is to ensure that the property and land assets are efficient, sustainable and in the right locations to support the delivery of services and the achievement of key priorities. To facilitate this a proactive and consistent approach is adopted, in terms of the planning and delivery of sound property management throughout the life cycle of the portfolio. To maximise efficiencies and opportunities from our estate, the property team are developing the potential of moving to a Corporate Landlord model whereby all properties will be managed centrally.

In relation to budget challenges and the achievement of the asset vision, it is necessary to ensure that the Council's land and property assets play a pivotal role in the delivery of change and adopts a more dynamic approach to supporting organisational transformation. Buildings can be a catalyst for change, so over the next four years there will be further significant changes required within the organisation. These changes will need to happen in a short time frame and need to be able to respond to these changing needs and must be able to respond to this changing landscape quickly using innovative approaches. The Strategic Asset Board and the StAMP (Strategic Asset Management Plan) are the mechanisms in place to help deliver these changes and greater powers may need to be delegated to the Strategic Asset Board in order to respond as effectively as possible to demands/ changes.

The MTFs forecasts a gap between funding levels and resource requirements over the medium term and therefore enables specific actions to be identified to balance the budget and manage resources. An escalated disposals programme has been developed to help bridge this gap. Any asset investment plan that results in a capital project will have consequences for the revenue budget, both positive and negative. Savings may be generated from reduced running costs or schemes that generate income but revenue costs may be incurred to service any borrowing associated with the scheme. The Council's overarching budget strategy brings together the Revenue and Capital budgets alongside the policy on Reserves to link these three key elements to form the foundation of our financial plans. The Revenue Budget proposed includes these considerations with provision for the financing of capital.

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Regeneration, Property and Development

The provision of sustainable infrastructure and the availability of business units supports the local and regional economy. The commercial viability of our town centres and rural areas must be protected, along with the vitality of town centres as centres for economic activity and social contact.

The Council need to intervene where the private sector is not able to (for economic reasons) to create or facilitate investment in business units in order to keep and attract business to the County. The Abermule scheme is one such scheme that sees the Authority creating a business park on a former WG site which otherwise would not have been developed in the short to medium term.

New approaches need to be developed in community and social sectors to the design and ways services are delivered, known as Alternative Delivery Models (ADMs), to sustain important services and meet future needs.

Our assets are helping community organisations to develop and become more sustainable by putting them on a firmer footing for the future. The Council's Community Asset Transfer programme (CATs) has actively sought interest from community groups with a social purpose in having assets transferred to them on a long term lease basis, or, exceptionally, by freehold transfer for the benefit of local communities.

There have been a number of successes already and we will continue this programme and provide help and support to organisations which want to move in this direction.

The Council aims to support local communities to become more resilient by:

- Designing and implementing alternative delivery models to sustain important services to meet future need.
- Empowering communities to run and manage facilities in their locality through Community Asset Transfers.

The Council's carbon emissions must continue to reduce to meet WG targets and play a part in helping to address the consequences of climate change. Reducing the Council's energy costs will also contribute to balancing the MTFs. The Council aims to establish environmental development which maximises social and economic benefits as follows:

- The Council will minimise and make efficient use of energy and fuel in all its activities. For example recent works to change interior lighting in County Hall should see savings of approximately £20,000 pa. The Council will reduce its energy consumption and therefore costs by monitoring and reducing energy consumption through the creation of energy saving schemes through the RE: FIT programme and where it makes economic sense introduce low carbon technologies to reduce the carbon emissions of the Council's corporate building estate.
- Continue to rationalise assets held by constantly challenging the retention of assets. We will target underperforming assets and those where service delivery can be maintained by sharing and/or using remaining assets more efficiently. We will also eliminate any duplication in the function of our assets. To deliver this the Strategic Asset Board is reviewing assets on a "place" basis to deliver future revenue savings.

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- We are currently reviewing our Corporate Office Accommodation to ensure that our offices are located in the most appropriate location and are modern, flexible and energy efficient. The North Office review has now been completed and is now in implementation phase. We will then undertake a review of our South Office accommodation. We are already working with our partners (Powys Teaching Health Board, Dyfed Powys Police and Welsh Government) to identify co:location opportunities . There will also be a review of our depots linked to the new Fleet Facility which is an opportunity to co-locate with a partner.
- Continue to modernise the way the Council operates and develop agile working throughout the offices. Teams will be expected to work in new ways that will mean ICT investment will be key to delivering efficient office accommodation

County Farms

The County Farm Estate offers support to the largest industry in Wales – agriculture - and when farms become vacant provides young entrants with the opportunity to establish their farm businesses on starter farms, with the prospect of progression to larger farms either within the portfolio, or in the private sector. It is essential that the Council manages its agricultural estate prudently, efficiently, and professionally. Effective management of County Farms estate will enable us to continue to provide the opportunities already enjoyed by current tenant farmers, and maintain an income stream.

A condition survey carried out in 2015 identified approximately £4.5m of works classified as 'urgent' required within two years. To date £1m has already been used to address the health and safety risks due to asbestos, electrical issues and septic tanks. There is a further allocation of £500k in the programme for 2019/20. The financial demands of the Estate need to be evaluated against the competing demands across the council whilst noting the estate produces a surplus of approximately £700k per annum and has made a considerable contribution in capital receipts amounting to approximately £16m.

Making it Happen

Information Technology

The joint Information Technology Strategy with Powys teaching Health Board underpins ICT investment decisions. Its focus remains on developing Information Technology (IT) in Powys to support the delivery of Corporate and Service objectives and priorities, enabling change and driving forward improvement.

The Council has developed a secure, resilient, reliable and high performing IT infrastructure which provides the foundations to deliver real benefits to services, customers and the citizens of Powys. However, the extremely rapid pace of change and development in terms of IT means a constant requirement to identify opportunities for further improvements.

The service engages with change programmes so that investment and resource meets identified priorities. In respect of infrastructure, IT will seek to invest in up to date cloud based technologies including 'Azure' cloud technologies, improved telephony and mobile systems, WEB and share-point and improved wireless. In terms of applications IT is looking to rationalise the number of systems through investment in replacement of legacy

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corporate systems and improved integration between systems notably the WEB and Intranet.

Capitalisation Direction and Transformation

In December 2017 the Secretary of State announced the continuation of the capital receipt flexibility programme for a further three years up to financial year 2021/22. This is significant as it gives authorities the continued freedom to use in year capital receipts from the sale of their own assets (excluding Right to Buy receipts) to help fund the revenue costs of transformation projects and release savings.

Capital receipts, less the administrative costs to sell the asset, will be used to fund the cost of the transformation projects for the next three years. A capital receipts policy has been developed to support this approach together with a schedule of the anticipated receipts and their application over the period of the directive. The policy which is attached as Appendix C forms a key element of the Medium Term Financial Strategy.

Capital Funding

Appendix A shows how the capital programme will be funded. The schemes are reassessed each month to ensure the most cost effective funding streams are utilised, especially when slippage occurs and restricted funding has a deadline for drawdown.

The diagram below shows the sources of funding that are utilised to deliver the capital programme. Each are explained in detail at Appendix B.



Restrictions around borrowing etc

Powys has a Housing Revenue Account (HRA) this means that any capital receipts received from the sale of its housing assets are retained by the HRA. Any land swaps between the Council Fund and HRA can result in capital receipts for both the HRA and Council Fund. In addition, any borrowing undertaken on behalf of the HRA is financed by the HRA.

Treasury Management and Annual Investment Strategy

The Capital Programme, is closely aligned to the Treasury Management Strategy, in terms of identifying and undertaking necessary borrowing and when cash will be paid into the Council's bank to support cashflow.

The Council's Capital Financing Requirement (CFR) is the amount of capital expenditure that is not financed from revenue resources, capital grants, capital receipts or other contributions. Any expenditure that is not financed from these resources increases the authority's underlying need to borrow. Part of the Council's treasury activities is to address the funding requirements for this borrowing need, based on having sufficient cash to meet the cost of the schemes this may be sourced through prudential borrowing or utilising temporary cash resources within the Council.

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The Council is currently maintaining an under borrowed position. This does not indicate the Council should take out further borrowing but that the capital borrowing need has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cashflow has been used as a temporary measure. This is a prudent and cost effective approach in the current economic climate of low interest rates and is a good use of the Council's cash. Analysis of the balance sheet confirms the Authority to be in an internally borrowed position which, as mentioned above, is a prudent and cost effective approach in the current climate of low interest rates.

The policy of avoiding new borrowing by running down spare cash balances has served Powys well over the last few years and meant that the Treasury Management function has made a considerable contribution to the overall financial position. However, this is under constant review because the Council now has an emerging borrowing requirement. This constant review is to avoid incurring higher borrowing costs in later times when the authority will not be able to avoid new borrowing to finance capital expenditure and/or to refinance maturing debt. There will remain what is termed as a cost of carry to any new long-term borrowing. This will see a temporary increase in cash balances due to the difference between borrowing costs and investment returns.

Current forecasts show gradual interest rate rises over the next year. This will be taken into account when considering borrowing options.

Any decision to borrow in advance will be within forward approved CFR estimates and will be considered carefully to ensure value for money can be demonstrated.

In determining whether borrowing will be undertaken in advance of need the Authority will:

- ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need
- ensure the ongoing revenue liabilities created and the implications for the future plans and budgets have been considered
- evaluate the economic and market factors that might influence the manner and timing of any decision to borrow
- consider the merits and demerits of alternative forms of funding
- consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use.

Minimum Revenue Provision (MRP)

MRP is the annual charge that councils are required to make for the repayment of their debt liability in respect of capital expenditure funded by borrowing, for both the General Fund and Housing Revenue Account Debt.

This capital expenditure is set out as part of the calculation of the CFR and forecasts updated regularly to reflect changing borrowing needs and the resulting costs. Key, is the requirement for a prudent provision to be made to ensure that debt is repaid over a period commensurate with that over which the capital expenditure provides benefits.

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Following an MRP review, Council approved an amended MRP policy to be applied for the 2015/16 financial year and beyond, based on the following:

- MRP on Supported Borrowing. From a 4% reducing balance method to a 2% straight line calculation for supported borrowing.
- MRP on Prudential Borrowing is charged over the life of assets. Using the asset life method for current and future years' calculation of prudential borrowing MRP for both the General Fund and HRA.
- The HRA CFR, which is a combination of historic and settlement debt, would be subject to the 2% reducing balance method calculation.
- For assets under construction, the MRP is allowed to be deferred until the asset is operational so the MRP matches the useful life of the asset.

The Council has revised the method of calculation to 2% straight line for the General Fund, for debt going forward. It has now reviewed the current years MRP liability and will retrospectively make an adjustment for the period between 2007/8 and 2014/15 in order to facilitate the appropriate starting point for 2015/16. This recalculation demonstrates prudence, in that the debt liability will be repaid eight years earlier, and effectively moves the start point of the 50 years useful asset life back to 2007/08. This means that the debt liability will be reduced to nil in 2057, rather than in 2065.

Over the years 2007/08 to 2016/17, the Authority would have charged a total of £19.988m less MRP on the General Fund CFR balance as at 2007/08 if it had adopted the 2% straight line method on its historic/supported debt in 2007/08.

Risk Management

All large capital projects are managed under the Council's Project Management Methodology, which incorporates risk identification and risk management. The Council also has a Risk Management Policy which is applied to all its projects and activities.

For all capital projects, project managers update financial forecasts on a monthly basis identifying any areas subject to risk of overspend, underspend or slippage. The monthly report is reviewed by the officer Resources Working Group, where any issues are discussed and, if necessary, referred for action.

There is also a degree of funding risk in the Capital Programme, reliant as it is on future capital receipts, and the ability to be able to afford borrowing if necessary. These risks need to be managed and monitored on a regular basis, and action taken where necessary.

Risk Appetite

Risk appetite in this context is the level of risk that the Council is prepared to accept to be exposed to at any point in time in relation to its activities. It involves knowing what risks the Council wishes to avoid, what risks it is willing to accept and what risks it is willing and able to manage (including by transferring them to a third party, e.g. through insurance).

The Council is willing to accept and manage the risks outlined in the Corporate Risk Table below in respect of commercial property, provided that the business case and risk

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assessments for the project put the level of risks within acceptable and manageable margins. However, it will not knowingly enter into a commercial lease agreement with an unsuitable tenant.

In addition, the lease terms used for the commercial property include clauses that enable the Council to take action where it has inadvertently entered into a lease agreement with an unsuitable tenant.

The risks are regularly monitored and managed both financially and operationally in accordance with council processes. The financial performance is reported on a monthly basis to the Resources Working Group and on a quarterly basis to Portfolio Holders as part of the revenue budget monitoring.

The Council is willing to accept the risks set out in this Strategy for projects that have Council approval provided that the project management ensures the appropriate mitigations are put in place to bring the project within acceptable risks margins.

The red risks are of the greatest priority and require immediate attention. Amber risks should be reviewed and moderate risk mitigation action may be required. Green risks are likely to require no further action and should be monitored at 3-monthly intervals, in case the situation changes.

| | | | | | | |
|------------|---|-------------------|------------|----------|----------|--------------|
| Likelihood | A | Very High | G | A | R | R |
| | B | High | G | A | R | R |
| | C | Significant | G | A | R | R |
| | D | Low | G | A | A | R |
| | E | Very Low | G | G | G | A |
| | F | Almost Impossible | G | G | G | G |
| | | | Negligible | Marginal | Critical | Catastrophic |
| | | 4 | 3 | 2 | 1 | |
| | | Impact | | | | |

Commercial Property Risks Table

The key risks inherent in the Council's commercial property investments include:

| Category | Description of Risk | Potential Impact |
|-----------|--|---|
| Financial | Downturn in either specific areas of the property market or the wider commercial property market. | May result in a decline in rents and/or an increase in vacant properties impacting adversely on the Council's income. |
| Financial | Loss of one or more material tenants resulting in vacant properties and/or bad players. | May adversely impact on rental income. |
| Strategic | Government intervention, e.g. setting limits on the commercialisation strategies available to local authorities. | May limit resources through restricting potential funding streams. |

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| | | |
|-------------------------|---|---|
| Reputational (Risk D) | Unsuitable tenants, for example tenants using premises let by the Council for illegal or undesirable purposes. | May reflect badly on the Council's reputation. |
| Financial | Over-reliance on commercial income streams to fund core services. | May result in increased financial pressures should one of the income streams fail. |
| Financial | Ability to fund costs associated with maintaining investment returns (i.e. income streams), for example ensuring that the investment stock suitably reflects market demands. | May undermine investments resulting in increased financial pressures. |
| Reputational/ Financial | Liquidity and Inflation risks-when the Council invests in commercial property the 'cash' it invests loses its liquidity. If the Council does decide to sell investment property, there is a risk that the market value of the property is lower in real terms than the amount invested. | May result in reputational damage to the Council and increased financial pressures. |
| Financial | If there are issues with income for an investment property that has been funded by borrowing there is a risk that the costs of borrowing will not be covered by the income from that property. | May result in increased financial pressures. |

Capital Programme Risks

The key risks inherent in the Council's Capital Programme include:

| Category | Description of Risk | Potential Impact |
|-----------|---|---|
| Financial | The longer a project takes to come to fruition, the greater the risk that the financial cost of the project will have increased, both due to the additional staff time spent on the project and the inflationary impact on the costs involved in bringing the asset into operation. | May result in financial pressures on the other projects/ programmes and service delivery. |
| Financial | There is a degree of correlation between the length of time a project spends in the feasibility and development stage and an increased risk of project failure or abandonment. Should a project fail for any reason, the regulations require all capital costs to be returned to revenue, which may create significant pressures, | May result in additional revenue pressures on delivery/services. |

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| | | |
|-----------|---|--|
| | depending on the level of spend at that point. | |
| Financial | Project expenditure is higher than forecast estimates | May result in increased financial pressures/ limitations on future investment options. |
| Financial | Once a project has been delivered successfully the cash expended is then bound in the asset. In the case of the assets that are for service delivery and do not generate a rental income stream, the money invested in the asset is only recovered if and when the asset is sold at a future date. This carries inherent financial risks in that the asset may have decreased in value, depending on market conditions, or may not have increased in value sufficiently to mitigate the effects of inflation. | May result in increased financial pressures/ limitations on future investment options. |
| Financial | The current capital programme is heavily reliant on future capital receipts. Should there be any issues in securing these within the planned timescales, it may be necessary for the Council to review the expenditure in the capital programme or undertaking borrowing, which would come at a revenue cost. | May result in additional revenue pressures on delivery/services. |

Governance

The overall programme is significant and governance is a key requirement. Planning for the Capital Programme is determined in parallel with service and revenue budget planning process within the framework of the MTFS.

New capital schemes are rigorously appraised through submission of a full business case which will include schemes funded by grants or contributions from 3rd parties. The business cases will be based on the Welsh Government's Better Business Case templates. Large schemes that are programmes in their own right are subject to gateway reviews at stages during the programme, for example: 21st century schools. These gateways are being introduced for all new capital projects.

Ensuring that the evidence and the case for change when the scheme was initially approved is still valid, and that lessons learned from early stages can be applied to future stages. In order to ensure decisions are linked to revenue consequences this is built into the bidding process.

The Council has the ability to further borrow, to fund additional schemes, which must demonstrate how they can contribute towards the Council's vision and help support

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investment and efficiency. The business cases must be clear about deliverability and added value, with clarity about the level of risk to be managed against expected reward.

Monitoring of the annual Capital Programme is undertaken at service level with progress updates given to the Head of Service, budget holders and project managers through Collaborative Planning (CP). Cabinet receives monthly reports covering:

- New schemes or additions to existing schemes
- Grant and new funding sources
- Removal of or reductions to schemes
- Slippage on schemes, and impact on future years capital programme, with virement request

It is important the Capital Programme has some flexibility to deal with emerging issues requiring funding and therefore some 'headroom' is built in to allow smaller schemes to be presented, considered and approved by Cabinet in year. Such schemes can arise in year where an opportunity arises from (say) grants that require an element of match funding or unforeseen events such as regulatory works.

Knowledge and Skills

The Technical Section of the Finance Department has experienced Capital and Treasury Management Teams. All Councils are supported by an external advisor to provide technical advice and assurance about key activities. Powys uses Link Asset Services that is part of Link Group's Asset Services division and works in partnership internationally with almost 7,000 clients including asset managers and investors, business managers, asset owners, trustees, issuers and borrowers. They provide the infrastructure through which assets are secured or deployed in both regulated and unregulated markets. Link's support is as follows:

- They support their clients through their set up and operating challenges, helping them to avoid pitfalls and to achieve superior levels of performance:
- Their innovative financial and administrative services span the whole asset lifecycle in both the primary and secondary markets
- Their well invested administration and payment platform delivers end-to-end solutions for their clients
- They maintain close collaborative links with industry bodies, intermediaries, market utilities and other key market players
- Their interactions and partnerships with stakeholders across the entire financial ecosystem, give them a unique 360 degree perspective.
- Their operating model ensures they remain agile and innovative allowing them to respond to and evolve with the fast changing financial services market place and the challenges it brings.

CAPITAL PROGRAMME 2019/20 to 2023/24

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | Total |
|--|---------|---------|---------|---------|---------|---------|
| | £000 | £000 | £000 | £000 | £000 | £000 |
| <u>Schools</u> | | | | | | |
| Brecon High School | 6,928 | 0 | 0 | 0 | 0 | 6,928 |
| Welshpool CinW School | 3,589 | 0 | 0 | 0 | 0 | 3,589 |
| Gwernyfed High School | 5,136 | 1,800 | 0 | 0 | 0 | 6,936 |
| Ysgol Calon Cymru | 5,948 | 0 | 0 | 0 | 0 | 5,948 |
| Band B | 21,217 | 16,489 | 20,737 | 25,483 | 27,111 | 111,037 |
| Major Improvements | 2,000 | 1,000 | 1,000 | 1,000 | 1,000 | 6,000 |
| | 44,818 | 19,289 | 21,737 | 26,483 | 28,111 | 140,438 |
| <u>Highways, Transport & Recycling</u> | | | | | | |
| Highways Core Allocation | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 7,500 |
| Recycling Bulking Facility North Powys | 3,023 | 0 | 0 | 0 | 0 | 3,023 |
| Structural Maintenance | 1,120 | 1,500 | 1,500 | 1,500 | 1,500 | 7,120 |
| HAMP | 3,950 | 3,950 | 3,950 | 3,950 | 3,950 | 19,750 |
| Bridge Renewal/Strengthening | 500 | 500 | 500 | 500 | 500 | 2,500 |
| Strategic Salt Reserve | 800 | 0 | 800 | 0 | 0 | 1,600 |
| Relocation to Cwt y Plyffin | 870 | 0 | 0 | 0 | 0 | 870 |
| Street Lighting | 100 | 250 | 250 | 250 | 250 | 1,100 |
| HWRC Brecon | 500 | 0 | 0 | 0 | 0 | 500 |
| HWRC Welshpool | 0 | 1,000 | 0 | 0 | 0 | 1,000 |
| Fleet Facility | 0 | 0 | 2,500 | 0 | 0 | 2,500 |
| Vehicle Telematics/Technology | 200 | 0 | 0 | 0 | 0 | 200 |
| Previous Years Capitalisation | 466 | 0 | 0 | 0 | 0 | 466 |
| Recycling of Highways Arising | 0 | 0 | 950 | 0 | 0 | 950 |
| Vehicle Replacement Programme | 2,122 | 4,272 | 2,628 | 2,500 | 0 | 11,522 |
| | 15,151 | 12,972 | 14,578 | 10,200 | 7,700 | 60,601 |
| <u>Regeneration</u> | | | | | | |
| Targeted Regeneration Investment Programme (TRIP) | 250 | 300 | 0 | 0 | 0 | 550 |
| <u>Property, Planning & Public Protection</u> | | | | | | |
| County Farms Estate | 600 | 100 | 100 | 100 | 100 | 1,000 |
| Targeted Regeneration Investment Programme (TRIP) | 250 | 300 | 0 | 0 | 0 | 550 |
| County Hall Works | 175 | 0 | 0 | 0 | 0 | 100 |
| North Area Review | 250 | 0 | 0 | 0 | 0 | 250 |
| County Hall Swipe Access | 100 | 0 | 0 | 0 | 0 | 100 |
| Ladywell House | 330 | 0 | 0 | 0 | 0 | 330 |
| Park Office Roof | 191 | 0 | 0 | 0 | 0 | 191 |
| Abermule Business Park Units | 400 | 400 | 400 | 400 | 400 | 2,000 |
| | 2,296 | 800 | 500 | 500 | 500 | 4,596 |
| <u>Leisure & Recreation</u> | | | | | | |
| Byway Network | 187 | 0 | 0 | 0 | 0 | 187 |
| Refurbishment of Sports Centres | 495 | 465 | 374 | 364 | 302 | 2,000 |

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| | 2019/20 £000 | 2020/21 £000 | 2021/22 £000 | 2022/23 £000 | 2023/24 £000 | Total £000 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|
| Footbridges - Replacement Programme | 15 | 15 | 15 | 15 | 15 | 75 |
| Monks Trod Byway | 188 | 0 | 0 | 0 | 0 | 188 |
| | 885 | 480 | 389 | 379 | 317 | 2,450 |
| <u>Housing & Commissioning</u> | | | | | | |
| Disabled Facilities Grant | 1,300 | 1,300 | 1,300 | 1,300 | 1,300 | 6,500 |
| Safe, Warm and Secure | 200 | 200 | 200 | 200 | 200 | 1,000 |
| Gypsy & Traveller Site - Machynlleth | 870 | 0 | 0 | 0 | 0 | 870 |
| CO2i Assistance | 48 | 48 | 48 | 48 | 48 | 240 |
| Loans to RSL | 5,000 | 5,000 | 5,000 | 0 | 0 | 15,000 |
| Landlord Loans | 200 | 200 | 200 | 200 | 200 | 1,000 |
| | 7,618 | 6,748 | 6,748 | 1,748 | 1,748 | 24,610 |
| <u>Information Services</u> | | | | | | |
| Refresh Programme | 350 | 350 | 350 | 350 | 350 | 1,750 |
| ICT Enterprise Monitoring | 100 | 0 | 0 | 0 | 0 | 100 |
| ICT Infrastructure and Cyber Security | 173 | 0 | 0 | 0 | 0 | 173 |
| ICT System Rationalisation | 350 | 0 | 0 | 0 | 0 | 350 |
| | 973 | 350 | 350 | 350 | 350 | 2,373 |
| <u>Adult Services</u> | | | | | | |
| PCC Care Homes (BUPA) - | 90 | 446 | 288 | 0 | 0 | 825 |
| Community Equipment e.g. profile beds | 100 | 100 | 100 | 0 | 0 | 300 |
| Telecare | 100 | 0 | 0 | 0 | 0 | 100 |
| Innovative use of robotics e.g. Pepper | 0 | 200 | 200 | 0 | 0 | 400 |
| | 290 | 746 | 588 | 0 | 0 | 1,625 |
| Local (small) Capital Schemes | 500 | 500 | 500 | 500 | 500 | 2,500 |
| Capitalisation Direction | 3,150 | 2,000 | 2,000 | 0 | 0 | 7,150 |
| Total | 75,682 | 43,885 | 47,390 | 40,160 | 39,226 | 246,344 |
| <u>Financed By</u> | | | | | | |
| Supported Borrowing | 5,758 | 4,573 | 4,573 | 4,573 | 4,573 | 24,050 |
| Prudential Borrowing | 37,452 | 17,517 | 21,330 | 13,143 | 13,651 | 103,093 |
| General Capital Grant | 4,327 | 4,327 | 2,782 | 2,782 | 2,782 | 17,000 |
| Grants | 22,276 | 10,598 | 13,479 | 16,564 | 17,622 | 80,539 |
| Capital Receipts | 3,398 | 2,248 | 2,248 | 248 | 248 | 8,390 |
| Revenue/Reserves | 2,472 | 4,622 | 2,978 | 2,850 | 350 | 13,272 |
| Total | 75,682 | 43,885 | 47,390 | 40,160 | 39,226 | 246,344 |
| <u>Housing Revenue Account</u> | | | | | | |
| Welsh Housing Quality Standard | 7,112 | 3,673 | 3,673 | 3,673 | 3,673 | 21,804 |
| Old Persons Dwellings | 700 | 0 | 0 | 0 | 0 | 700 |
| Zero Carbon Initiative | 3,354 | 0 | 0 | 0 | 0 | 3,354 |

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| | | | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|---------------|
| New Builds/Purchases | 3,931 | 0 | 0 | 0 | 0 | 3,931 |
| Adaptions | 265 | 0 | 0 | 0 | 0 | 265 |
| Communal Work/Alarms/Areas | 1,300 | 0 | 0 | 0 | 0 | 1,300 |
| Total | 16,662 | 3,673 | 3,673 | 3,673 | 3,673 | 31,354 |
| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | Total |
| | £000 | £000 | £000 | £000 | £000 | £000 |
| Financed By | | | | | | |
| Prudential Borrowing | 4,764 | 0 | 0 | 0 | 0 | 4,764 |
| Grant | 5,473 | 3,673 | 3673 | 3673 | 3673 | 20,165 |
| Capital Receipts | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue/Reserves | 6,425 | 0 | 0 | 0 | 0 | 6,425 |
| Total | 16,662 | 3,673 | 3,673 | 3,673 | 3,673 | 31,354 |

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Appendix B Capital Funding Options



Powys County Council

Capital Receipt Policy

Introduction

This policy is introduced to provide guidance to Senior Managers on the rules governing the application of Capital Receipts in Powys County Council. This guidance has been drafted in line with the two codes of practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). These publications are:

- The Prudential Code for Capital Finance in Local Authorities
- The Code of Practice on Local Authority Accounting.

The two publications referred to above contain guidance on capital receipts and local authority accounting that complements guidance issued by the Welsh Government.

In England and Wales, capital receipts are defined by Section 9(1) of the Local Government Act 2003 to include all instances where property, plant or equipment is disposed of for cash (subject to a £10,000 de minimis). All references to Capital Receipts in this policy therefore refers to this definition.

Application

- This guidance should be read alongside the relevant direction issued by Welsh Ministers.
- This guidance applies with effect from 1 April 2018 and for each subsequent financial year to which the use of capital receipts applies.
- The direction makes it clear that local authorities cannot borrow to finance the revenue costs of service reform. Local authorities can only use capital receipts from the disposal of property plant and equipment assets received in the years in which this flexibility is offered. Officers must therefore not use stock of capital receipts to finance the revenue costs of qualifying projects.

Costs of Disposal

The statutory arrangements for capital receipts in England and Wales permit costs of disposals to be financed from the receipts generated, although there is a cap of 4% of the Capital Receipt for costs incurred in relation to non-housing disposals.

Qualifying Expenditure

The accounting process for disposals is complicated by the fact that proceeds from the sale of property, plant and equipment are generally subject to statutory restrictions over their use. Income that meets the definition of capital receipts is reserved for new capital investment or for the reduction of an authority's indebtedness. This definition has however been extended by a Capitalisation directive (April 2018) on the Flexible Use of Capital Receipt by the Welsh Cabinet Secretary for Local Government and Public Services, in the exercise of his powers under section 16(2)(b) and 20 of the Local Government Act 2003), that the local authorities in Wales treat as capital expenditure, any expenditure which:

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- (a). Is incurred by the Authorities that is designed to generate ongoing revenue savings in the delivery of services and/or transform service delivery in a way that reduces cost or demand for services in future years for any of the public sector delivery partners; and
- (b). Is properly incurred by the authorities for the financial years that begin in 1 April 2016, 1 April 2017, 1 April 2018, 1 April 2019, 1 April 2020 and 1 April 2021.”

While this directive extends the scope of expenditure that qualify for the use of Capital Receipts, it also restricts the period during which the flexibility can be applied. Therefore any decision to apply Capital Receipt, must meet the conditions of both the qualifying period and the qualifying expenditure.

The qualifying period during which flexibility can be applied is the financial years that begin from 1 April 2016 and end on 31 March 2022. This means that any Capital Expenditure received prior to 1 April 2016 or received after 31 March 2022 cannot be applied under the exemptions of the Capitalisation Directive. Capital Receipts received during the directive period can also not be applied with the same flexibility once the directive term has expired.

Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery in a way that reduces costs or demand for services in future years for the Authority or any of the delivery partners. This includes investment which supports economic growth projects which are also designed to reduce revenue costs or pressures over the longer term. Within this definition, it is for individual local authorities to decide whether or not a project qualifies for the flexibility.

The set up and implementation costs of any new processes or arrangements can be classified as qualifying expenditure. The ongoing revenue costs of the new processes or arrangements cannot be classified as qualifying expenditure.

Examples of qualifying expenditure

There are a wide range of projects that could generate qualifying expenditure and the list below is neither prescriptive nor exhaustive. Examples of projects include:

- Preparatory work necessary to support local authority mergers as part of the programme to reform local government in Wales;
- Sharing back-office and administrative services with one or more other council or public sector body;
- Investment in service reform feasibility work, eg. setting up pilot schemes;
- Collaboration between local authorities and central government to free up land for economic use
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief Executives, management teams or staffing structures;

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- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using the National Procurement Service, Crown Commercial Services or other central purchasing bodies which operate in accordance with the Wales Procurement Policy Statement;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others); and
- Integrating public facing services across two or more public sector bodies (for example children’s social care, trading standards) to generate savings or to transform service delivery.
- Investment which supports economic growth projects which are also designed to reduce revenue costs or pressures over the longer term, across one or more local authorities and/or other public sector bodies.

Use of Capital Receipts

The current policy for the use of Capital Receipts is contained in the Corporate Asset Policy.

Capital Receipts will normally be credited to the Central Fund and will be used to progress the Council’s principal objectives defined in the Corporate Improvement Plan. However, up to 4% of the capital receipt may be reclaimed by Property as permitted and approved costs of sale.

Capital receipts from the sale of Farm or Agricultural land under the County Farm Estate and property vested in the HRA will be subject to the following apportionment:

| Type | Service Area | Corporate |
|------------------------|--------------|-----------|
| Agricultural | 10% | 90% |
| HRA Dwellings and Land | 100% | |

This policy proposes to update the use of Capital Receipts between 2018/19 and 2021/22 to the following:

| Type | Service Area | Corporate |
|------------------------|--------------|-----------|
| Agricultural | 0% | 100% |
| HRA Dwellings and Land | 100% | |
| Homefinder Receipts | 100% | |
| Vehicles | 100% | |

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Summary of Transformation Costs and Use of Capital Receipts

| | Received | Due | Total | Used | Unused |
|---|----------|-------|---------------|-------|---------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| <u>Capital Receipts</u> | | | | | |
| Total Capital Receipts 16-17 | 3,088 | | 3,088 | 907 | 2,181 |
| Total Capital Receipts 17-18 | 882 | | 882 | 605 | 277 |
| Forecasted Capital Receipts 18-19 | 677 | 3,991 | 4,668 | | 4,668 |
| Forecasted Capital Receipts 19-20 | | 2,880 | 2,880 | | 2,880 |
| Target Capital Receipts 20-21 | | | 2,000 | | 2,000 |
| Target Capital Receipts 21-22 | | | 2,000 | | 2,000 |
| | | | | | 14,006 |
| <u>Transformation Costs 18-19</u> | | | | | |
| Transformation projects | | | -2,090 | | |
| Redundancies excl Schools | | | -167 | | |
| School Redundancies plus Pension Strain | | | -347 | | |
| Organisational Transformation | | | -500 | | |
| | | | -3,104 | | 10,902 |
| <u>Transformation Costs 19-20</u> | | | | | |
| Transformation Projects to be capitalised | | | -2,000 | | |
| Organisational Transformation | | | -500 | | |
| School Redundancies plus Pension Strain | | | -650 | | |
| | | | -3,150 | | 7,752 |
| <u>Transformation Costs 20-21</u> | | | | | |
| Transformation projects to be Capitalised | | | -2,000 | | |
| | | | -2,000 | | 5,752 |
| <u>Transformation Costs 21-22</u> | | | | | |
| Transformation projects to be Capitalised | | | -2,000 | | |
| | | | -2,000 | | 3,752 |

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Accountability and Transparency

Welsh Ministers believe it is important that individual authorities demonstrate the highest standards of accountability and transparency. The guidance recommends that each authority should prepare a separate disclosure note of the individual projects that have been funded or part funded through capital receipts flexibility. The disclosure note should be approved by the Responsible Financial Officer at the same time the statutory accounts are certified and can be included as part of the year-end accounts documentation. The disclosure note should be considered and approved by the person presiding at the committee or meeting at which approval of the statement of accounts was given.

| | | |
|--|--------------|-----------------|
| Useable Capital Receipts | 7,559,202.08 | |
| Less HRA | 2,010,519.27 | |
| Less Homefinder Receipts | 1,381,210.18 | |
| | 4,167,472.63 | |
| Current Capital Projects funded by receipt | | Borrowing Costs |
| 2018-19 | 3,834,480.95 | 140,652.50 |

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Prudential Indicators

Table 1

Ratio of financing costs to net revenue stream

| | Estimate 2019/20 | Estimate 2020/21 | Estimate 2021/22 | Estimate 2022/23 | Estimate 2023/24 |
|--------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | £000 | £000 | £000 | £000 | £000 |
| Financing Costs | 16,511 | 17,239 | 19,011 | 19,977 | 21,540 |
| Net Revenue Stream | 254,078 | 254,582 | 255,354 | 256,405 | 257,742 |
| Council Fund | 5.61% | 6.50% | 6.77% | 7.44% | 7.79% |
| Financing Costs | 5,978 | 6,203 | 6,067 | 6,010 | 5,943 |
| Net Revenue Stream | 24,863 | 25,599 | 26,358 | 27,139 | 27,944 |
| HRA | 24.04% | 24.23% | 23.02% | 22.14% | 21.27% |

Table 2

Capital Financing Requirement

| | Estimate 2019/20 | Estimate 2020/21 | Estimate 2021/22 | Estimate 2022/23 | Estimate 2023/24 |
|--------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | £000 | £000 | £000 | £000 | £000 |
| Non-HRA | 300,953 | 343,306 | 364,440 | 383,863 | 394,770 |
| HRA | 100,628 | 103,104 | 100,705 | 98,364 | 96,080 |
| Total | 401,581 | 446,140 | 465,145 | 482,227 | 490,850 |

Table 3

Authorised Limit for External Debt

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| | £m | £m | £m | £m | £m |
| | 497 | 471 | 505 | 502 | 522 |
| Other Long Term Liabilities | 0 | 0 | 0 | 0 | 0 |
| Total | 497 | 471 | 505 | 502 | 522 |

Table 4

Operational Boundary for External Debt

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| | £m | £m | £m | £m | £m |
| Borrowing | 472 | 446 | 480 | 477 | 497 |
| Other Long Term Liabilities | 0 | 0 | 0 | 0 | 0 |
| Total | 472 | 446 | 480 | 477 | 497 |

Table 5
Change in External Debt

| | Estimate 2019/20 | Estimate 2020/21 | Estimate 2021/22 | Estimate 2022/23 | Estimate 2023/24 |
|------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | £000 | £000 | £000 | £000 | £000 |
| Council Fund | | | | | |
| External Debt | | | | | |
| Debt at 1st April | 234,653 | 308,525 | 336,162 | 344,071 | 365,369 |
| Expected change in Debt | 73,872 | 27,636 | 7,910 | 21,298 | 3,425 |
| Other Long Term Liabilities | 0 | 0 | 0 | 0 | 0 |
| Expected change in OLT | | | | | |
| Estimated Gross Debt at 31st March | 308,525 | 336,162 | 344,071 | 365,369 | 368,794 |
| CFR | 300,953 | 343,306 | 364,440 | 383,863 | 394,770 |
| Under / (Over) Borrowing | (7,573) | 7,144 | 20,368 | 18,494 | 25,976 |
| HRA | | | | | |
| External Debt | | | | | |
| Debt at 1st April | 84,585 | 100,628 | 103,104 | 100,705 | 98,364 |
| Expected change in Debt | 16,043 | 2,476 | (2,399) | (2,342) | (2,284) |
| Other Long Term Liabilities | 0 | 0 | 0 | 0 | 0 |
| Expected change in OLT | 0 | 0 | 0 | 0 | 0 |
| Estimated Gross Debt at 31st March | 100,628 | 103,104 | 100,705 | 98,364 | 96,080 |
| CFR | 100,628 | 103,104 | 100,705 | 98,364 | 96,080 |
| Under / (Over) Borrowing | 0 | 0 | 0 | 0 | 0 |

Powys County Council Reserves Policy

Introduction

This policy establishes a framework within which decisions will be made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used.

The requirement for Financial Reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 requires authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

There are also a range of safeguards in place that help prevent local authorities over committing themselves financially. These include:

- The balanced budget requirement
- Chief finance officers' duty to report on the robustness of estimates and adequacy of reserves when the authority is considering its budget requirement (Section 25 of the Local Government Act 2003)
- The legislative requirement for each local authority to make arrangements for the proper administration of their financial affairs and that the chief finance officer has responsibility for the administration of those affairs as set out in Section 151 of the Local Government Act 1972.
- The requirements of the Prudential Code.

These requirements are reinforced by section 114 of the Local Government Finance Act 1988 which requires the chief financial officer to report to all the authority's councillors if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the Authority will not have resources to meet its expenditure in a particular financial year.

Definitions

Reserves are sums of money held by the Council to meet future expenditure.

Types of Reserve

General Fund Reserves – to meet short term, unforeseeable expenditure arising from unexpected events or emergencies. To enable significant changes in resources or expenditure to be properly managed over the period of the Medium Term Financial Strategy.

Earmarked and Specific Reserves – to meet known or predicted requirements, or established by statute.

Unusable reserves – these arise out of the interaction of legislation and proper accounting practice either to store revaluation gains or as adjustment accounts to reconcile requirements driven by reporting standards to statutory requirements. These reserves are not backed by resources and cannot be used for any other purpose.

Reserves should not be held without a clear purpose.

General Fund Reserves

In assessing the appropriate level of reserves the Authority will ensure that the reserves are not only adequate but also necessary and will be appropriate for the risk (both internal and external) to which it is exposed.

In assessing its financial risk the Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance on the factors that should be considered:

- Budget Assumption for inflation and interest rates
- Estimates of the level and timing of capital receipts
- The treatment of demand led pressures
- The Authorities track record in budget and financial management
- Treatment of planned efficiencies/savings
- The financial risk inherent in any significant new funding partnerships, major outsourcing and capital developments
- The likely level of Government support to deal with major unforeseen events
- The adequacy of the authority's Insurance arrangements
- The Authority's virement and end of year procedures in relation to budget under and over spends
- The general financial climate and future funding assumptions

The risk assessment will be reviewed annually.

The appropriate level of General Fund Reserves will be determined annually as part of the Budget Setting process and Medium Term Financial Strategy and will be subject to approval by the Cabinet and Full Council.

The Financial Strategy will set out the level of planned reserve balances including financial arrangements for any replenishing of reserves, it will also confirm acceptable thresholds above and below the balance. If the balance falls outside of these thresholds a plan will be agreed by Cabinet to restore balances to the appropriate level.

Earmarked and Specific Reserves

These are required for specific purposes and are a means of building up funds to meet known or predicted liabilities. By nature these reserves balances do not have minimum and maximum thresholds. Creation of such reserves must be approved by the Strategic Director of Resources.

Balances should be reasonable for the purpose held and must be used for the item for which they have been set aside, if circumstances arise to which the reserve is no longer required for its original purpose they will transfer to the General Fund Reserve.

Ringfenced Reserves

Housing Revenue Account

The Housing Revenue Account is ringfenced this means that HRA resources may only be expended with the HRA. Councils are not allowed to transfer resources between the HRA and their general funds. The Balance on the HRA is held in a ringfenced reserve.

Schools Reserves

Schools are able to carry forward surplus and deficit balances from one year to the next and utilise these balances for managing changes in pupil numbers and funding, or the funding of projects and future liabilities. The balances are held by individual schools, they are not for general Council use. Guidance on the level of balances held, and possible clawback of funds by the Authority is documented within section 4 of Powys' Scheme for the Financing of Schools.

Reporting of Reserves

The balances and movement of all reserves is required to be reported within the Authorities Annual Statement of Accounts.

The balance held and projected movement of useable reserves is reported monthly as part of the Budget Monitoring Report to Cabinet, this includes the level of reserves held against the threshold set for the year.

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\ Report

Independent Assessment of the Proposed Budget for 2019/20 and the Adequacy of Reserves held

Powys County Council

January 2019

Chris Tidswell FCPFA

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This report has been commissioned by the Powys County Council Head of Finance to provide an independent review and to assist in the assessment of how the Council has developed its budget proposals in line with the requirements of the Local Government Act 2003. This Act requires the Chief Finance Officer, Section 151 Officer (the Head of Finance), to make a report to the Council when it is considering its budget and Council Tax. The report must provide assurance on the robustness of the estimates, highlighting the risks associated with its deliverability and the adequacy of the reserves allowed for in the budget proposals.

This CIPFA report details our brief, approach, findings and conclusions. As with all public sector organisations including local government the challenges of providing public services with diminishing resources means having a clear understanding of the financial position, risk and options when making decisions. This report highlights our findings at Powys and indicates our conclusions around further activity and direction.



Chris Tidswell FCPFA

Head of CIPFA Wales

CIPFA

1. Introduction

- 1.1 The Local Government Act 2003 requires the Chief Finance Officer, Section 151 Officer (the Head of Financial Services), to make a report to the Council when it is considering its budget and Council Tax. The report must provide assurance on the robustness of the estimates, highlighting the risks associated with its deliverability and the adequacy of the reserves allowed for in the budget proposals.
- 1.2 This report has been commissioned by the Head of Finance to assist in this assessment. CIPFA has been asked specifically to provide an independent review of how the Council has developed its budget proposal in terms of:
 - How well it understands the financial position it faces;
 - The risks embedded within the proposal and how these will be managed;
 - The robustness of the savings plans;
 - The level of reserves maintained and their adequacy;
 - The process in place for monitoring the delivery of the proposal during the forthcoming year.
- 1.3 In order to carry out this work we have reviewed a series of reports and presentations and interviewed a number of Elected Members and senior officers. In the time available we have not been able to test the accuracy of the numbers nor have we been able to validate how well the various processes operate in practice. Our report relies on the accuracy of the documentation provided to us and on the representations provided by officers and Members. A list of the documents reviewed is provided in Appendix 1 of this report while a list of interviewees is provided in Appendix 2.

2. Budget Context

- 2.1 The Council budget for 2019/20 is set in the context of continuing financial pressures. At the time of writing this report an indication of the final settlement figure for the 2019/20 Welsh block grant has been received. The projected budget for the year has been calculated on the basis of a 9.5% increase in Council Tax. This would enable a balanced budget to be delivered.
- 2.2 The local context affecting funding and demand for services is heavily influenced by Powys being sparsely populated with a wide geographic area requiring services. It has a higher than average elderly population that is predicted to increase at a rate that is significantly greater than the national average.
- 2.3 Conversely, the younger population is declining with a reducing birth rate, and a sizeable outward migration of young people looking for further educational and career opportunities, being the main contributors to this trend.

- 2.4 These factors in combination are presenting significant challenges. The provision of services to a dispersed and relatively small population is expensive as a result of greater transport costs and the demand for facilities to be delivered locally or within a commutable distance. Additionally, a consequence of an ageing population is the increased demand for more complex and therefore more expensive care support.
- 2.5 An inspection of the services for children in 2017 was critical of the standard of service provided and resulted in an Improvement and Assurance Board being established to report directly to the Welsh Government. A further inspection in 2018 has indicated that significant improvements have been made but that more still needs to be done. The Improvement and Assurance Board remains in place. Partly as a result of these reports, and also because of increased service demands, the Council has identified additional service pressures, included in the draft 2019/20 budget amounting to £22.4m, partially offset by identified savings of £14.5m leaving a net increased requirement of £7.9m.
- 2.6 Despite the challenges, the Council continues to develop and refine its strategic financial planning arrangements and has developed a longer term approach to forecasting. The summary Financial Resource Model that we have seen covers the period from 2019/20 to 2023/24 in terms of outline planning totals.

3. Robustness of Budget proposals

3.1 Budget Setting Process

3.2 As a result of the Council elections in May 2017 a new administration was formed to run the Council based on a coalition of Independent and Conservative Members. Approximately 50% of the Members of the Cabinet are in their first term of office. As a result the Head of Finance has made regular and frequent presentations to the Cabinet to increase their understanding of the financial processes and position of the Council. In addition there have been a series of budget seminars for all Council Members in November and December 2018 and in January 2019.

3.3 The overall Medium Term Financial Strategy has been developed and controlled through the Financial Resource Model. The Council has recognised that it is essential that financial decisions are taken at a corporate level, providing a more transparent view of available resources, the impact of decisions across the whole Council, and the effective alignment of resources across both capital and revenue budgets to deliver the Council "Vision 2025". Although this may be seen as reducing decision making at a service/Directorate level it is designed to ensure that the use of resources is prioritised by effective financial planning at a corporate level.

- 3.4 The Financial Resource Model has been designed to capture everything of a financial nature including the following:-
- General Pay and Price pressures;
 - Contract Pressures – Inflationary uplifts, risk of price changes at retendering;
 - Service Demand Pressures;
 - Demographic Changes;
 - New responsibilities – statutory and regulatory changes;
 - Additional Income Streams – demand led increases;
 - Expected Capital Receipts;
 - Grant Income increases;
 - Grant Income reductions or transfers into the settlement;
 - Capital requirements;
 - Mitigating action to deal with pressures;
 - Savings;
- 3.5 Financial Resource Models are prepared for each Directorate and services are expected to manage pressures within their own service or directorate. Service Heads have had to be explicit about how they are managing these pressures. They have had to provide assurance that the budget proposals are robust and deliverable.
- 3.6 Finance Business Partners have worked closely with Heads of Service and Directorate Management Teams to ensure that the budget process has operated as intended and that financial information is robust, timely and comprehensive.
- 3.7 We have reviewed the budget planning process and we have discussed the effectiveness with Service Directors. In terms of comments from Directors these may be summarised as follows:
- The system has changed this year and has generally worked well;
 - The forms and documentation are fine;
 - There is more involvement of budget holders and the process is more open;
 - Financial support has been good but input from Business Partners can be inconsistent and there is scope for improvement;
 - The process is now more thorough and better focused;
- 3.8 Overall, Directors consider that the process is working well and that budget holders are more closely involved with decision making despite the increased emphasis on central control of priorities. On the basis of our review of documents and the interviews that we have carried out we are satisfied that the Council has implemented a robust and effective budget planning process that aligns the use of resources with Council priorities.

3.9 Impact Assessment

3.10 The Council has taken steps to increase awareness of the consequences of savings. The scale of the reductions required means that the Council must assess the impacts carefully.

3.11 All budgetary proposals carry associated impacts – whether it is an impact on service delivery, equality and poverty, Welsh language, well-being of future generations, safeguarding, or a combination of any or all of these. There must be an awareness of the impact and the Council should seek to avoid or mitigate adverse impacts. However, it is inevitable that a number of manageable risks are inherent within the budget.

3.12 In order to ensure a consistent approach to impact assessment the Council has introduced an Impact Assessment form that must be completed for every service change proposal. The form is part of a toolkit that was introduced in 2017/18. A comprehensive list of all Impact Assessment forms is maintained. The combined impact assessment approach helps to ensure statutory compliance with key legislation and provides a useful summary of how service proposals have been developed.

3.13 Risk Management

3.14 There are risks associated with any budget plans. Risk is managed on a corporate basis with regular reports to the Audit Committee. A risk assessment has been undertaken for each of the budget savings proposed by service areas. This assessment identifies the deliverability of the saving, along with the likely impact on service delivery.

3.15 The risk assessment allows a risk status to be attached to each saving, and significant risks are monitored within project or service risk registers. The corporate risk register has also formed part of the background data assisting the budget setting process.

3.16 The following specific risks have also been considered:

Budget Savings – The level of savings required in 2019/20 is £22.4m gross, £7.9m net. This is a very significant level of saving to be achieved particularly in the light of the Council's recent record on the actual implementation of savings. Any unforeseen delays in implementation will impact on the achievement of the reductions required. Progress on the delivery of agreed savings targets will be reported to Cabinet on a monthly basis. Plans within service areas need to be managed robustly in order to limit any underachievement.

Inflation – Provision of £1.3m has been included for pay awards. Other key inflationary factors have also been included, but with the current low rate of inflation the majority of non pay budgets have been cash limited.

Employers' Pension Contribution – In 2016 the actuarial revaluation of the pension fund identified an increased pension fund deficit. Following discussion and negotiation with the Actuary it was agreed that the Council would pay an employers' contribution rate of 18.7% plus a fixed lump sum each year. An additional £750k per annum was included in the budget proposal for 2017/18 and the two subsequent years to meet these additional costs. Accordingly, the budget proposal for 2019/20 includes additional expenditure of £750K for this item.

Income – The budget is supported by over £60m of generated income and therefore services need to constantly review their income levels and develop creative plans to ensure that they are sustained. This risk is being mitigated by an overall strategy for income, a move to full cost recovery wherever appropriate, and annual uplifts to keep in line with rising costs. The Council will be requested to approve the Fees and Charges Register at its meeting on 21 February 2019.

Council Tax – Collection rates continue to be relatively good but have shown some deterioration with the introduction of Universal Credit. The 2019/20 budget projection which we have reviewed is based on a 9.5% increase in Council Tax. Future assumed collection levels will need to be kept under review.

Equal Pay – The Council has mitigated the financial risk of potential future equal pay claims by holding a reserve to support these costs. This is kept under review.

Treasury Management – The revenue budget and capital programme are supported by daily monitoring of cash movements managed within the Council approved borrowing and investment strategies. The financial climate has a significant impact on these activities. Any variation in the cost of borrowing is being mitigated by a proactive approach to refinancing borrowing. This ensures that, wherever possible, long term borrowing for capital projects takes advantage of the historically low level of debt interest.

Future Years – Although a balanced budget is proposed for 2019/20, additional significant savings will be required to balance the budget in future years. Although the Council is well aware of this issue we consider it to be a major area of risk over the period of the Medium Term Financial Strategy.

Variations to Settlement Assumptions – The Council makes every effort to ensure that its assumptions about budget settlements for future years are based upon the best available evidence. However, future settlements cannot be predicted with absolute accuracy and can be influenced by political and economic policy changes.

Approval of the Budget – The Council is required under the Local Government Act 2003 to set a balanced budget for the forthcoming financial year, and this must be approved by Full Council. The date set for approval is 21 February 2019.

Adequacy of Insurance Arrangements – The Council’s insurance arrangements are a balance between external insurance premia and an insurance reserve to “self insure”. The Council uses the services of an external insurance advisor to provide additional expertise in managing its insurance arrangements.

4 The Monitoring Process

4.1 The Council has well established budget monitoring and internal control arrangements and these act as an effective early warning system in identifying potential problems and for managing potential areas of risk. Finance Business Partners are located centrally within the Resources Directorate but they work closely with Directors and Heads of Service. We discussed budgetary control procedures with Directors and in summary their comments were as follows:

- Finance has been very helpful in working with managers;
- Budget monitoring reports are produced on a timely basis and there is good financial support;
- One to one meetings of Business Partners with Heads of Service are seen as very helpful.

4.2 Monthly reports are provided to Budget Holders, Heads of Service, Directors and Cabinet. The reports monitor performance against budget with full year forecasting and variance reporting. The delivery of savings and the forecast use of reserves are also included.

4.3 This ongoing regular review highlights problems and risks early so that corrective action can be put in place and this is supported by a clear virement process which provides some flexibility to adapt expenditure patterns to meet changing needs and objectives.

4.4 As part of our work we reviewed the Financial Overview and Forecast Report as at 30 November 2018 which was presented to the Cabinet Executive on 15 January 2019. The report is comprehensive in that it provides information covering:

- A summary Revenue forecast for the year;
- A Revenue forecast by Directorate;
- The position on the delivery of savings;
- Additional grants receivable;
- A statement on the projected level of reserves at the year end.

4.5 We had some concerns over the timeliness of reporting but we were assured that, although the end of November figures were not being reported formally to Members until 15 January 2019, monthly figures are available within a fortnight after each month end. In addition the month end figures are examined informally by the Cabinet two weeks before the formal Cabinet meeting.

- 4.6 Based on our review of the available documentation and our discussions with Directors we have formed the view that there are good arrangements in place for budget monitoring and control although there is scope for further improvement. Reporting appears to be timely and appropriate, providing time for corrective action to be taken in year.

5. Current year position

- 5.1 The overall financial position for the Council for 2018/19 is a forecast overspend of £3.6m, excluding HRA and delegated schools, as at 30 November 2018. The key issue is a projected overspend of £6.1m in Childrens Services.
- 5.2 Included within the forecast is a savings target of £12.3m, comprising £8.8m of in year savings and £3.5m of undelivered savings from previous years. Savings of £5.8m had been delivered by 30 November 2018 and it was projected that an additional £1.6m would be delivered by the year end.
- 5.3 Projected undeliverable savings of £3.9m have been removed from the projected budget for 2019/20.
- 5.4 The projected budget deficit of £3.6m at the end of 2018/19 will be met from reserves.

6. Budget Position 2019/20 and Future Years

- 6.1 The detailed Financial Resource Model which we have seen shows a balanced budget for 2019/20 followed by projected budget deficits of £6.5m for 2020/21, £9.4m for 2021/22, £7.5m for 2022/23 and £2.7m for 2023/24.
- 6.2 We have reviewed the various papers that explain the budget position for future years and we are satisfied that the processes that the Council has in place to identify service pressures and savings are robust. Our discussions with Directors and Members confirms that there is a clear understanding of the financial position both now and in the future.
- 6.3 The savings totalling £14.5m identified for 2019/20 include the use of £2m of capital receipts to fund transformation costs. It is not proposed that any reserves will be used to balance the budget.
- 6.4 The budget projection which we have reviewed is predicated on an increase in Council Tax of 9.5%. This would enable a balanced budget to be delivered. If this proposed increase is not agreed then the budget would need to be balanced by a combination of additional savings or the use of reserves. Either of these measures would increase the degree of risk in delivering services against the budget in 2019/20 and increase the difficulty of delivering balanced budgets in future years.

6.5 Our overall conclusion on the financial position can be summarised as follows:

- The Council has sound processes in place to set a balanced budget for 2019/20. From the evidence that we have seen the Council will be able to set a balanced budget at its meeting on the 21 February 2019;
- Directors and members appear to be acutely aware of the deficit position in future years and of the need to continue to take action as a priority.

7 Reserves

7.1 The Reserves Policy establishes a framework within which decisions are made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used.

7.2 The use of reserves and the levels at which they are maintained is determined on an annual basis as part of the Budget setting process

7.3 Financial Indicators for Reserves

7.4 The holding of reserves is a matter for each Authority to determine as part of sound financial management. Powys appears to be maintaining reserves at a level broadly in line with that of other Welsh authorities.

7.5 In terms of specific ratios we have seen reports to show that the Council monitors the following ratios including comparison with other Welsh authorities:

- Useable reserves as a percentage of gross revenue expenditure;
- Earmarked reserves as a percentage of gross revenue expenditure;
- General reserves expressed as number of days turnover.

7.6 Based on the reports that we have seen and our discussions with officers we are aware that the Council monitors the level of reserves held on a regular basis throughout the year. The level of reserves and their forecast use is reported monthly to Cabinet as part of the budget monitoring process. Final decisions on the year end position are made in the annual budget cycle and during the closing of the accounts.

7.7 As at 30 November 2018 the projected overspend of £3.6m in 2018/19 will reduce the forecast level of General Fund reserves at 31 March 2019 to £6.1m compared with an opening balance of £9.7m. The total of ring fenced and specific reserves in the General Fund at 31 March 2019 is projected to be £17.9m.

7.8 From the documents we have seen and from our discussions with officers we are aware that the following adjustments are likely to be made:

- The Budget Management Reserve will be maintained at £3.6m and this will continue to be considered alongside the General Fund Reserve so that the total balance will exceed the Council agreed target of a minimum of 3% of net revenue expenditure, excluding the delegated schools budget;
- The proposed budget for 2019/20 includes the addition of £0.5m to General Fund reserves and £2m to the Budget Management Reserve. Whilst the creation and use of reserves is a matter for the Council to determine, the Budget Management Reserve could be used to support possible pressures in Social Services given the scale of the proposed transformation programme in that service to meet future demand pressures;
- The Schools Delegated Reserves are projected to be overdrawn by £3m by 31 March 2019. This is due to falling pupil numbers and funding levels that have not kept pace with inflationary pressures. This overall deficit position will pose a risk for the General Fund of the Council. As a result the Council is planning to take appropriate action in this area with formal intervention by the Council including the possible withdrawal of delegation.
- Each reserve will continue to be assessed, particularly those held for specific purposes, to ensure that the reserve is still required.

7.9 Based on the work that we have carried we are satisfied that the Council has appropriate procedures in place to monitor the level and use of reserves and that it takes a prudent approach to the management of those reserves.

8 Conclusions

8.1 Based on the work that we have carried out as defined in Section 1 of this report we have been able to reach the following conclusions:

- The Council has appropriate procedures in place to set a robust budget for 2019/20;
- Based on our discussions with officers and Members we are satisfied that the Council is well aware of the difficult financial position that it continues to face and that it will need to monitor the budget closely during 2019/20;
- We are also satisfied that the Council operates a sound system of budget monitoring during the financial year with monthly figures available on a timely basis. This enables corrective action to be taken in-year;
- There is a sound process in place for monitoring the level and use of reserves.

8.2 A major area of risk relates to the financial position for 2020/21 and beyond, although the Council is well aware of the financial problems that it is facing.

Appendix 1

List of Documents Reviewed

| DOCUMENT | DATE |
|--|--|
| Medium Term Financial Strategy 2018/2023 | May 2018 |
| Vision 2025 | |
| Council Budget Seminar Presentations | 20 November 2018 12 December 2018 3 January 2019 |
| Directorate Financial Resource Models | |
| Financial Resource Model - Summary | |
| Budget Savings Proposals Summary | |
| Executive Management Team - Budget Pressures Summary | |
| Various Impact Assessment forms | |
| Minutes of Savings Panels | 14 November 2018 27 November 2018 11 December 2018 17 December 2018 |
| Improvement and Assurance Board Bulletins | |
| Financial Overview and Forecast as at 30 November 2018 | 15 January 2019 |

Appendix 2

List of Interviewees

| NAME | TITLE |
|------------------|---|
| Jane Thomas | Head of Financial Services |
| Mohammed Mehmet | Interim Chief Executive |
| David Powell | Deputy Chief Executive |
| Alison Bulman | Director of Social Services |
| Nigel Brinn | Director of Environment |
| Cllr Aled Davies | Portfolio Holder for Finance |
| Cllr John Morris | Chair of Audit Committee and Finance Scrutiny Panel |
| | |
| | |

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CYNGOR SIR POWYS COUNTY COUNCIL.

21st February 2019

REPORT AUTHOR: David Powell, Acting Deputy Chief Executive (Section 151 Officer)

SUBJECT: Section 151 Officer's Personal Statement on the 2019/20 budget

REPORT FOR: Information

1. Purpose

- 1.1. This document lays out the approach adopted to meet the requirements of the Section 151 Officer's personal statement on the 2019/20 budget.
- 1.2. The note covers the process setting the budget; the background as well as risks and factors shaping the conclusion reached by the Section 151 Officer.

2. Background

- 1.1. The Local Government Act 2003 requires an authority's Section 151 Officer to give a formal opinion about the robustness of the budget estimates; it also requires the Section 151 Officer to comment on the level of reserves.
- 1.2. Under Section 26 of the 2003 Act, it is not considered appropriate for the balance of the Council's General Fund Reserves to be less than the maximum amount determined by an appropriate person. For Powys, this is the Deputy Chief Executive (Section 151 Officer).

3. Context

- 1.3. The Welsh Government's Final Settlement was received on 19 December 2018. The Aggregate External Finance (AEF) figure for Powys was £174.291m; a reduction of 0.3% in grant after adjusting for grant transfers.
- 1.4. Throughout the planning process the Section 151 Officer, supported by the Head of Financial Services and Portfolio Holder, has ensured Cabinet and Management Team have been aware of the likely reduction in funding. In addition there has been a clear message about the role that Council Tax can play to meet the funding 'gap' and ensure on-going funding for financial stability and resilience.
- 1.5. The position that the council finds itself in also has an impact on the council tax level built into the budget. There is little doubt that even without the issues arising from a

'Poor' rated Children's Services inspection and the concerns raised around Adults Services there would be a need to rebalance the budget to meet the impact of increasing demand for social care.

- 1.6. Between 2009 and 2018 the population trends in the over 65 population (as a share of overall population) in Powys rose from 22% to just under 27%. This trend will continue and the importance of having a significant element of base funding from council tax is clear if this element becomes an increasingly important part of the Council's overall funding. Going forward local government spending in Wales will not recover to 2010/11 levels in real terms until 2023/24. Per capita expenditure will remain well below this level.
- 1.7. The Welsh Government has also indicated that decision-making around the level of council tax clearly rests with an individual Council. It is a matter for each council to determine the level of increase that is appropriate to meet service pressures and priorities. In fact it could be viewed that there is an expectation that councils will set the level of increase required by their own circumstances. This is especially true of Powys given the need to improve services following a 'Poor' rated inspection and shortcomings elsewhere at a time when the Council must demonstrate improvement and the capacity to deliver this requirement. The significant degree of Welsh Government interest, Ministerial oversight and the involvement of the Improvement and Assurance Board means that the budget and the approach to the level of council tax level plays a role when seeking to provide confidence and assurance to both regulators and government about the commitment to fund improvements.

4. Budget Planning

- 1.1. The scale of the financial challenge met with a good, supportive response from the Cabinet and Management Team. This saw 2019/20 budget preparations commence in a timely manner immediately after the 2018/19 budget was set.
- 1.2. The approach has also benefitted from addressing the Wales Audit Office Annual Audit letter's statutory recommendation that stated:

"The Council must act immediately to update its Medium Term Financial Strategy to enable the Council to live within its means going forward. In setting a balanced budget, the Council must ensure that all savings plans are sufficiently well developed for inclusion in the annual budget."

This was responded to with the following measures:

- a. The development of individual and service Financial Resource Models that detail and capture financial issues affecting services; this approach has meant directorates can develop and manage their own financial strategies as well as informing the Corporate position. In effect, a 'no surprises' approach has been adopted, enabling all potential pressures to be brought forward.
- b. The preparation for the 2019/20 budget has seen an unprecedented process involving Cabinet, Council and EMT events. Key events have tested pressures,

savings and funding assumptions; a list of events at which the budget was subject to detailed work or covered in routine agendas (EMT) is detailed in Appendix A.

- c. A Budget Assurance Panel was established, comprising the Chief Executive, Section 151 Officer, Head of Financial Services, and the Portfolio Holder for Finance. Each Head of Service delivered their proposal to the Panel. The Panel was set up to enable the Council and Statutory Officer to sign-off the budget with confidence.
- d. A budget review saw the removal of £2.2m of undelivered savings in Children's Services and £1.7m of undelivered income and cost reduction savings representing the residue of an overall programme set up in 2014. These savings were in the 2018/19 base budget and will not feature from 2019/20 onwards. If these had been removed in 2018/19 budget process the Council would (as of December 2018) be projecting an underspend.

5. Development of the 2019/20 Budget

1.3. The initial budget 'gap' was identified as £17.179m. The process to develop and deliver the 2019/20 budget commenced in April 2018 and featured the following:

- Services were required to develop proposals for a target of 21% reduction followed by 25% reductions for the next 2 years;
- No reduction for Social Services but later a £1m reduction for Adults Services was included because of the significant projected 2018/19 underspend;
- A review of key areas that had not met previous years' savings targets; this meant the removal of £1.7m from the Income and Cost Improvement programme, and £2.2m savings from Children's Services;
- The 2019/20 budget also addresses the significant use of reserves and other one – off measures in the 2018/19 budget. The necessary late change to the 2018/19 budget put additional funding into the budget for issues arising from the Children's Services inspection outcome that had required significant additional resources at a late stage in the 2018/19 budget process. At the same time additional funding was also put into Adults Services; and
- Other pressures agreed to be covered were inflation; Pension Fund deficit; Additional Schools Delegated Funding; Capital Financing; Council Tax Reduction Scheme and Holiday Pay Directive.

1.4. In order to set the budget, the following areas were subject to specific reviews:

- Grants to Third Party Organisations
- Redundancy Policy
- Children and Young People Partnership
- Assets, including Disposal Policy
- Funding for Transformation
- Capital Financing

6. Social Services and Budget Setting

- 1.5.** Social Services represents the biggest risk in 2019/20 and the most challenging area when signing off the budget. This risk is both in terms of the delivery of transformation as well as how to deal with the potential 'gap' between base budget and possible levels of expenditure.
- 1.6.** Social Services will continue to experience pressure for services as a result of demographic changes and general service pressures. Some of this pressure comes from the response to the 'Poor' rated Children's Services inspection report and the consequent and continuing improvement journey.
- 1.7.** There is still varying levels of volatility within the Children Services and Adult Services budgets. Whilst some of the pressures outlined by the Services are potential pressures (and mitigation has been developed) there is little doubt that some pressures will require additional financial support. The approach adopted as part of the budget seeks to ensure adequate 'cover' is in place to allow for any overspend. In an ideal world this would be reflected in the base budget but the level of savings required and the current transformation stage in Social Services (and the Council) has led to an approach accepting that not all potential risks will be covered by base budget. Instead an element of risk is accepted and supported by a budget strategy that puts an additional £2.5m in reserves to cover this issue and also removes £2.2m of unachieved savings in Children's Services.
- 1.8.** The link with the Reserves position is crucial because the Services continue to look for financial mitigation within their budget areas. However, this work does not (yet) cover the full gap and further transformation of service delivery is required. The savings proposals put forward to date are credible and appropriate.
- 1.9.** The Children's Services position in one scenario assumes a further £1m growth in Children Looked After (CLA) due to an assumption about increased numbers; this is an estimate put forward by the service. In Adults Services the outcome of the ceasing of the contract for residential homes is likely to lead to additional costs and it is appropriate that balances are available to support the position. The inflationary increase for providers is not yet determined and the service estimates this may range from a maximum of £2.9m additional cost to a negotiated nil increase.
- 1.10.** It is important to be clear about the potential unfunded level of Social Care. The overall total cannot be determined with absolute accuracy but may range from a worst case scenario of £7.97m to a best case scenario of £2.95m.
- 1.11.** The range and on-going mitigation means that there must be 'cover' in place and this is provided by the reserves outlined in the next section. The amounts available to meet Social Services pressures are in reality within the overall £13.438m corporate reserves anticipated at 1st April 2019. Within the £13.438m total the first 'draw' would be on the Budget Management Reserve and the Adult Social Care Reserve; these will total £6.33m. The clear expectation is that Social Services will be first for consideration when using these reserves with the rest of the council continuing to manage within budget as has been the case in all recent years.

7. Reserves

- 1.12. The Council carries out an annual reserves assessment and operates a policy of holding a minimum level of 3% (£5.1m) for its General Fund Reserve.
- 1.13. As of the end of December 2018, the Council's overall projected level of reserves at the end of the 2018/19 financial year is £21.528m (excluding HRA). This includes specific reserves.
- 1.14. Within the £21.528m total, the General Fund Reserve is projected to be £6.608m at the end of March 2019. This is after allowing for a projected £3.072m overspend in 2018/19 (as of December). There is also an Adult Social Care Reserve of £746k and in 2018/19 the Budget Management Reserve is £3.584m.
- 1.15. Other corporate reserves are also in place; £2.357m for Job Evaluation and a reserve of £1.114m for Invest to Save. If required these could be re-designated and this is particularly true of the Job Evaluation Reserve given that it is increasingly less likely it will be required for the original purpose.
- 1.16. The draft 2019/20 budget strategy agreed by Cabinet includes an additional £2m for the Budget Management Reserve and £500k for the General Fund. The following table shows the anticipated Corporate Reserves position as at 01 April 2019. The position allows for a projected £3.072m revenue budget overspend as of end December 2018:

Corporate Reserves

| | Closing 18/19 (£million) | Additions to Reserves (£million) | Total 19/20 (£million) |
|---|---|---|---------------------------------------|
| General Fund | 6.608 | 0.500 | 7.108 |
| Budget Management Reserve | 3.584 | 2.000 | 5.584 |
| Adult Social Care | 0.746 | - | 0.746 |
| | | | |
| Total | 10.938 | 2.500 | 13.438 |
| | | | |
| | | | |
| N.B. The General Fund 18/19 total of £6.608m is after allowing for a projected £3.072m overspend in 18/19 | | | |
| | | | |

- 1.17. The above shows that the General Fund, Budget Management Reserve and Adult Social Care Reserve will total £13.438m on 01 April 2019. This is after the additional £2.5m as part of the 2019/20 budget strategy.

- 1.18. The overall reserves position, coupled with the commitment to add £2.5m as part of the 2019/20 budget, is a factor in reaching a conclusion about the robustness of the overall budget.

8. CIPFA Assessment

8.1 The Council commissioned CIPFA to provide an independent review to assist in the assessment of how the Council has developed its budget proposals in line with the requirements of the Local Government Act 2003.

Based on the work CIPFA carried out they concluded:

- The Council has appropriate procedures in place to set a robust budget for 2019/20;
- Based on discussions with officers and Members they were satisfied that the Council is well aware of the difficult financial position that it continues to face and that it will need to monitor the budget closely during 2019/20;
- CIPFA were also satisfied that the Council operates a sound system of budget monitoring during the financial year with monthly figures available on a timely basis; this enables corrective action to be taken in-year;
- There is a sound process in place for monitoring the level and use of reserves.

Summary

- A comprehensive and inclusive 2019/20 budget process has seen a good level of ownership and engagement both within EMT and Cabinet
- Individual Finance Resource Models have provided greater awareness and visibility of services' financial risk to support a 'no surprises' approach to financial planning
- A new management team in social services and the emphasis on transformation in the new council structure will also help mitigate the financial position
- The risks facing Social Services are known and understood. Some of the potential pressures are not able to be accurately quantified (for example the precise level of inflation increase for providers). However, the level of Reserves will support a potential pressure
- Work has commenced within social services to mitigate specific financial risks; a good start has been made
- The reserves are reasonable; £13.4m of corporate reserves will be in place on 1st April 2019 and this coupled with the process to date means the budget can be signed off by the S151 Officer

| | |
|-------------------------|--|
| Contact Officer: | David Powell, Deputy Chief Executive and S151 Officer |
| Tel: | 01597 826464 |
| Email: | david.powell@powys.gov.uk |

APPENDIX 1: List of Budget Related Events

April 10 2018 – Cabinet (Financial Overview, and Capital)
April 11 2018 – EMT
April 12 2018 – PCC Leadership Conference
April 18 2018 - EMT
May 01 2018 – Cabinet Panel to Examine Savings Proposals
May 02 2018 – EMT
May 02 2018 – Budget Panel
May 08 2018 – Cabinet / Management Team (Outturn Report, Capital)
May 09 2018 – EMT
May 15 2018 – Cabinet Budget Panel
May 16 2018 – EMT
May 16 2018 – EMT, HoS, Senior Managers, and Professional Leads
May 23 2018 – EMT
June 05 2018 – Cabinet / Management Team (Financial Outturn, Capital, Schools, Rates)
June 06 2018 – EMT
June 12 2018 – EMT Session re: 2018/19 Budget
June 13 2018 – EMT / HoS
June 19 2018 – Cabinet (Capital, Schools)
June 19 2018 – EMT Dedicated Budget Session
June 20 2018 – EMT
June 26 2018 – Cabinet / Management Team
June 26 2018 – Cabinet Budget Session
June 27 2018 – EMT Away Session
July 10 2018 – Cabinet (Capital)
July 10 2018 – Budget Session with Cabinet
July 25 2018 – EMT
July 31 2018 – Cabinet (Scrutiny Observations to Cabinet on Children’s Services Budget)
July 31 2018 - Social Services Budget Workshop
August 01 2018 – EMT
August 08 2018 – EMT
August 09 2018 – Cabinet / Management Team (Budget, ASC Outturn)
August 16 2018 – Workshop with WAO: Review of Powys County Council's Organisational Transformation and Efficiency Programmes (Making It Happen Board Members)
August 20 2018 – Informal Meeting with Cabinet
August 22 2018 – EMT
September 03 2018 – Interview with WAO: Review of Organisational Transformation and Efficiency Savings
September 04 2018 – Cabinet / Management Team
September 05 2018 – EMT
September 05 2018 – Improvement and Assurance Board
September 11 2018 – Cabinet Budget Workshop
September 19 2018 – EMT
September 21 2018 – S151 and deputy S151 Officer Budget Catch-Up
September 25 2018 – Cabinet / Management Team (Financial Overview, Capital)
September 26 2018 – EMT
September 26 2018 – Improvement and Assurance Board
September 27 2018 – S151 and deputy S151 Officer Budget Catch-Up

October 09 2018 – Cabinet Budget Workshop
 October 10 2018 – EMT
 October 15 2018 – Budget RMT Meeting
 October 16 2018 – Cabinet / Management Team (Budget Outturn, Capital)
 October 16 2018 – EMT Budget Session
 October 24 2018 – Audit Committee and Finance Scrutiny Panel
 October 30 2018 – Cabinet Budget Workshop
 November 06 2018 – Cabinet (Financial Overview)
 November 13 2018 – Cabinet / Management Team (Financial Overview, Council Tax)
 November 14 2018 – Savings Panel (Environment)
 November 15 2018 – PCC Leadership Seminar
 November 20 2018 – Budget Session for Members
 November 27 2018 – Savings Panel (Resources)
 December 12 2018 – Council Budget Seminar
 December 13 2018 – Finance Scrutiny Panel (budget scrutiny)
 December 17 2018 – Savings Panel (Social Services)
 December 18 2018 – Cabinet Budget Workshop
 December 20 2018 – Cabinet Workshop on Schools Funding
 January 02 2019 - EMT
 January 03 2019 – Council Budget Seminar
 January 04 2019 – Corporate Financial Review Panel
 January 04 2019 – Cabinet Budget Seminar
 January 08 2019 – Cabinet / Management Team (Budget Outturn, Capital)
 January 09 2019 – CIPFA Budget Assessment
 January 10 2019 – Corporate Financial Review Panel
 January 14 2019 – Corporate Financial Review Panel
 January 15 2019 – 2019/20 Budget Assurance Requirements for Social Services
 January 15 2019 – Cabinet (Financial Overview, Capital)
 January 16 2019 – EMT
 January 16 2019 – EMT / HoS Budget Session
 January 18 2019 – Cabinet / EMT Budget Meeting
 January 22 2019 – Corporate Finance Review Panel
 January 22 2019 – Budget 19/20, Joint Group meeting
 January 23 2019 – Finance Review Panel
 January 23 2019 - Meeting to Discuss Resources Directorate 2019/20 Pressures
 January 24 2019 – County Council Budget Seminar
 January 28 2019 – Corporate Financial Review Panel
 January 29 2019 – Cabinet / Management Team
 February 05 2019 – Finance Scrutiny Panel
 March 15 2019 – Corporate Financial Review

The above excludes the monthly Improvement and Assurance Board that received regular budget/financial updates



Finance Scrutiny Panel

Scrutiny Observations to Cabinet on: 2019/20 Budget Proposals

The Finance Scrutiny Panel met on 5 February 2019 and considered the following documents:

- Report of the Portfolio Holder
- Medium Term Financial Strategy
- Financial Resource Model
- Budget Savings
- Fees and Charges Report
- Register of Fees and Charges
- Prudential Indicators
- Reserves Policy

The Panel thank the Portfolio Holder for Finance and the Deputy Chief Executive and Deputy Head of Financial Services for attending scrutiny.

Scrutiny make the following observations:

The Panel submitted comments on the budget to Cabinet in December 2018 on the information they had available at that time (Appendix A). This report addresses the most up to date information provided although our original recommendations still stand.

The Panel considers the proposed budget to be high risk. This is the highest risk budget we have encountered so far and we have grave concerns regarding its deliverability. The Impact Assessments contain too many high risks in significant areas of spend and savings for us to have confidence that this budget will be delivered without further inroads into reserves. The budget is reactive to the current position in which the Council finds itself and we cannot over emphasize the need for effective strategic planning to ensure the Council is financially resilient going forward.

We acknowledge the difficulties arising following the critical CIW Inspection into Children's Services and the additional funds needed for the service to improve. The role of the Improvement and Assurance Board is acknowledged but we question their lack of fiscal responsibility which has led to an uncontrolled increase in Children's Services expenditure. This focus on social care has skewed the Council's budget to the extent that it puts an enormous pressure on the Council's budget and limits options for other areas. However, ceasing some of the less expensive services may well lead to greater pressures on higher cost services in the future.

Previous concerns regarding the lack of pace of transformation, as identified by the WAO and Scrutiny, have not been addressed and this now puts the whole Authority at serious risk. Opportunities have been missed which may have avoided the need for current budget difficulties.

The failure to engage in a timely manner with scrutiny, the wider membership and communities had led to a lack of trust and is hugely damaging to the reputation of the Council. Other options, such as the relaxation of regulation by the Welsh Government in using capital receipts to support transformation, have received insufficient consideration. It is disappointing that at the time of writing this report we have not seen the policy which will support this.

Perhaps the largest risk going forward are the increases in deficits being recorded by schools. We welcome the new Funding Formula but there are concerns regarding its implementation with the existing mix of schools. We recognise that Powys has the highest per pupil gross funding in Wales. The policy for the future delivery of education is unclear and creates uncertainty for the budget.

To date, the three big spending areas of Children's Services, Adult Social Care and Education, have had a degree of protection. There can no longer be areas which are sacrosanct. Not only do services need to deliver within existing budgets, expenditure should also be brought in to line with comparator Authorities.

Whilst we welcome that the budget has been set without reliance on reserves, we have significant concerns regarding the risks associated with some of the proposed savings. It seems likely that there will be an overspend at the end of 2018/19 which will reduce reserves further – the latest indication is that reserves could reduce from £9.6M to £6.6M. The scale of the overspend and scale of ambition are likely to put severe pressure on future budgets. The contributions of £2M to a Budget Management Reserve and £500K to the General Reserve are welcome as a minimum given the anticipated pressures for 2020/2021. However, these sums are very limited given the levels of risk within the budget.

There are improvements in Social Care with a stable management structure in place and positive steps being taken to control expenditure but there is still a long way to go. Children's Services is currently overspending by approximately £400K per month and it is clear that this level of expenditure will not cease early in 2019/20 leading the Panel to question the assumption that Children's Services will run within budget

We note that there are still minor amendments being made to the proposals and reiterate the wish for an earlier involvement by scrutiny to support the budget setting process. A CIPFA review of the budget was carried out in January – we have not yet seen the outcome of that review, but again suggest that this is too late in the process to be effective. Our previous report welcomed the introduction of the Savings Panel which we understand commenced deliberations in May 2018. However, there have been insufficient number of transformational savings and strategic plans identified.

Membership of the Finance Scrutiny Panel on 5 February 2019:

County Councillors: J G Morris (Chair), M Dorrance, J Gibson-Watt, P Roberts, D A Thomas, R G Thomas, E Vaughan and Mr J Brautigam

Finance Scrutiny Panel – 13 December 2018
Scrutiny Observations to Cabinet on: 2019/20 Budget

The Panel met with the Portfolio Holder with responsibility for Finance. The Section 151 Officer and Head of Financial Services were also present.

Underlying the Panel's deliberations is the WAO Statutory Recommendation in regard to savings targets. The Panel welcome the establishment of the Savings Panel to challenge all savings proposals prior to their consideration by Cabinet. Members acknowledge the risk of non-delivery of savings and recognise that this has not been a strong point for the Council.

Due to the short timescales and the lack of information on a number of key high spending areas the Panel were unable to consider each proposal in detail, but offer the following strategic comments in relation to the process and proposed budget for 2019/20;

- Children's Services is taking up increasing resources which limits options available to the Council. The budget for 2019/20 will be in the region of £25M and this is accepted whilst the service is undergoing improvement. However, this level of resourcing is unsustainable in the medium to long term and robust plans must be in place to bring expenditure to a more manageable level as quickly, and as safely, as possible.
- The Panel remain concerned that there is still little evidence of the transformational work required to take the Council forward. As this Council moves towards its mid-term it is not appropriate to repeat the style of budgeting of the past or blame previous decisions. The WAO have highlighted a lack of pace in transformation and the Panel would echo this. Previously the Panel have supported a move to zero based and outcome based budgeting but this has not to date evolved.
- The Mid Wales Growth Deal is not fully explored or indicated in this budget or future plans.
- Impact Assessments reflect that there will be service cuts and increased income generation but the Panel question whether this is achievable given that there will inevitably be staff cuts to achieve the savings required.
- It seemed that there was contradiction within some elements that charges will be raised to protect services and yet services are still to be cut. Furthermore,

it seemed that those elements which were required to attract new recruits were also to be removed.

- There is still no clear vision of what we expect Powys County Council to look like in 5 years' time. The philosophy remains that we must continue to provide existing services whatever the cost. The CIW had criticised that the Council was driven by central functions, but this can be attributed to the lack of clarity in the longer term. The Panel have not had sight of a fully worked up Medium Term Financial Strategy and this is urgently required in order to understand the shape of the Council in the future. A clear steer is required from the Council's executive in order for officers to formulate direction and budget decisions.
- The Impact Assessments have classified many of the savings proposals as 'red'. If these savings are achieved, then there is a significant risk in delivering Vision 2025.
- There remains a substantial element of salami slicing within the budget. Transformation will require radical action and tough decisions are needed to deal with the pressures the Council is facing.
- The pressures within social care are well rehearsed, but there are increasing difficulties in school budgets. The Council's high schools are all in deficit positions and this is becoming more prevalent in primary schools. Merging schools is not delivering the required levels of savings. The Authority is already funding education at a higher level than the Welsh average and a fundamental review is required. The funding of Education services poses a major risk to the Council.
- There is scepticism that the proposed savings will be achieved and that, together with the budget gap of £4.5M, is a significant risk to the Council
- There would be a relatively low yield from Council Tax increases with a 1% increase only realising £650K. A 10% increase would do no more than meet the increase in expenditure in Children's Services. Increases in Council Tax should take into account the ability of residents to afford it, given the low average wage in Powys and that there are more homes above band D in Powys than the average across other authorities.
- The Panel recommend that an exercise in outcome based budgeting should be carried out as soon as the 2019/20 budget has been agreed
- The balance sheet remains strong but those assets must work to support the revenue budget. The Council must maximise the potential from capital receipts.
- Reserves must not be used to support a balanced budget. Indeed, consideration should be given to a commitment to reserves in future budgets.

The Panel note that the difficulties which the Council faces surpass political boundaries and urge the Cabinet to develop a cross party solution to take the Council forward. The budget is a whole Council responsibility and consideration could be given to introducing a formal support process for Cabinet. Any decisions must be realistic and fair for residents. Co-operation across the Council will help deliver transformation for the longer term benefit of everyone.

Members of the Finance Scrutiny Panel present; County Councillors J Morris, (Chair), M Barnes, M Dorrance, J Gibson-Watt, P Roberts, D A Thomas, E Vaughan, GIS Williams and Mr J Brautigam

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|----|------------------------|----|---------------------------|----|-------------------------|----|
| Service Area | BC | Head of Service | KY | Strategic Director | NB | Portfolio Holder | MW |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Achieve 21% saving on net BC budget equating to £13.8K. Option 1. to cancel annual subscription for the Dataspace online application portal for receiving building regulation applications, and Option2. Increase B Reg fees by 3% in conjunction with investigating and realising new revenue streams through additional discretionary value added services. | | | | | | | |

Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|------------------------------------|---------|---------|---------|-------|
| | £13.8K(target) £18K (potential) | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------|-------------------|---------------------------|
| 1 | I Maddox | Professional Lead | 30 th May 2018 |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

No, other than an increase in fees may affect internal services who may wish to use the building regulations services provided on a user pays basis for construction works i.e. Property, HOWPS. N.B. No preferential internal market exists for users of the service. Internal services pay the going market rate.

| | | | |
|-------------------------------|----|--------------------------------------|----|
| Service Area informed: | No | Contact Officer liaised with: | No |
|-------------------------------|----|--------------------------------------|----|

Mitigation

None proposed

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| The Economy We will develop a vibrant economy | The proposals are not considered to stifle the construction market in Powys | Neutral | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | The proposals are not considered to stifle the construction market in Powys relating to healthcare premises | Neutral | | Choose an item. |
| Learning and skills We will strengthen learning and skills | The proposals are not considered to stifle the construction industry in Powys | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | The proposals are not considered to stifle the publics interaction with the construction industry in Powys | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|---|
| BC performance figures (90 % market share in Powys) and BC Financial outcomes for 2017/18 (actuals) |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | The proposals continue to promote development in Powys | Neutral | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | The proposals continue to promote development in Powys | Neutral | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | The proposals continue to promote development in Powys | Neutral | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | The proposals continue to promote development in Powys | Neutral | | Choose an item. |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | The proposals continue to promote development in Powys | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Disability</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Race</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Religion or belief</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Sex</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| None provided |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Status quo. The proposals have no impact. | Neutral | | Choose an item. |

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Impact Assessment (IA)

The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Status quo. The proposals have no impact. | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | | Choose an item. | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| None provided | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

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The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------|----------------------|
| None with current proposals | Low | | Choose an item. |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | YES |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|------------------|--|----------------|
| Option 1 | Already Achieved | Dataspace contract cancelled and savings realised | |
| Option 2 | Dec 2018 | Monitor BC actuals - income and expenditure to determine necessity for 3% increase | |
| | | | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| None. Status Quo | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Current proposals have limited impact upon the service and the wider council. | |

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The integrated approach to support effective decision making



13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

No

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Continued use of current BC budgetary and performance monitoring

Please state when this Impact Assessment will be reviewed.

The service already monitors performance on a monthly basis. Impact of the proposals will be monitored through normal performance measures.

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|------------|-------------------|---------|
| Impact Assessment Lead: | Ian Maddox | <i>I J Maddox</i> | 30/5/18 |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as “Draft” and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|--|------------------------------------|------------------------|-------------|-----------------|------------|-------------------------|----------------------------|
| Service Area | Business Services | Head of Service | Kelly Watts | Director | Mark Evans | Portfolio Holder | James Evans Aled Davies |
| Proposal | Budget Reduction proposals – £875K | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |

The council is faced with continuing financial pressures for 19-20 and forthcoming years. The budget reductions attributed to Business Services is 875k for 19-20. In order to meet these savings a number of work streams are identified to contribute to these savings. The work streams contribute to the overall “Changing how we work” project within the Making It Happen Programmes.

A number of key pieces of work have already been undertaken within the Resources Directorate, however due to pressures in service delivery and the budgetary reductions progress has been slow and siloed, with the management focus primarily on their own individual service areas. This revised approach to change will align some major programmes of work for delivery. The themes being

- Income
- Expenditure
- People processes

- Income - Already reviewed financial assessments, sundry debtors and exploring opportunities of payment options on-line, the new finance system and web platform can transform end to end processing and offer choice to our customers with integration providing seamless delivery, delivering savings in resources and manual processing.
- Expenditure - we have explored through the Purchase to pay project, we have already increased use and spend of our purchase cards, but there are further potential benefits to this work that need to be delivered.
- People Processes - The starters and leavers project has been progressed, however there are still key elements to deliver, as well as this we still have manual paper processing, the system is out of date as we have not kept up to date with technical advances. Reconciliation between Trent and the financial system is time consuming. Additional development of the system has the potential to meet objectives within the O & D work streams.

As discussed initial analysis work has already been undertaken in the above areas, work now needs to commence in exploring potential options through to delivery. As part of that options appraisal process, data will be gathered on likely benefits as well as return on investment, where funding is required these will be presented to the MIH board to authorise spend and/or allocate additional resources. The project is not solely about making savings but ensuring we have a corporate support service aligned to support the council in delivering Vision 2025.

As well as our key themes work, savings of some £875k need to be delivered for 19-20, ideally it would have been advantageous if these savings could have been delivered through the themes, however due to timescales it is envisioned that much of these savings will be achieved through refocussing support within the Business Support area, this could be stopping some services/processes we currently do/re-aligning the workforce and/or removing posts. This will have significant impact on Service Delivery for those services that Business Support undertake work for.

The majority of the Business Support budget is in staffing, year on year budget savings have already placed pressures on delivery. The recent inspections in both Adults and Childrens have put increased pressures on the teams, further staff reductions could impact on severely on these areas. It is expected that Business Support will have to stop some of the tasks they currently do.

Any savings need to be considered in the broader spectrum of the services that are supported; and the potential risks further reductions will have.

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|-------------|---|------------|
| Draft 0.1 | Kelly Watts | Acting Head of Customer Services and Business Services Transformation | 12/10/2018 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|---------|---------|---------|-------|
| | £875,000 | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|-----------------------------|---|
| Staff consultation required | Potential impact will be internal, therefore no external consultation will be undertaken. |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

The work programme has the potential to impact significantly on a number of Service areas and the different themes of work have the potential to impact more than once on each of the service areas.

Meetings during October are to be arranged with the Heads of Service to discuss potential impact and allow them to contribute to the discussions going forward.

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| The Economy We will develop a vibrant economy | Potentially there will be a loss of jobs and therefore impact on the local economy. | Poor | No Mitigation available. | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | Some processes provided by the internal corporate support services support in service delivery within Adult and Childrens Services. By undertaking a review of the processes it would be envisioned that processes would be streamlined supporting the front line service provision. Although there is potential to streamline processes in order to meet the savings targets it may be necessary to explore cessation of support provided. | Unknown | Discussions will take place with Service areas affected, there may be potential to work together to provide alternative solutions. | Neutral |

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Learning and skills We will strengthen learning and skills | <p>Some processes provided by the internal corporate support services support in service delivery within Schools Services. By undertaking a review of the processes it would be envisioned that processes would be streamlined supporting the front line service provision.</p> <p>Although there is potential to streamline processes in order to meet the savings targets it may be necessary to explore cessation of support provided.</p> | Unknown | Discussions will take place with Service areas affected, there may be potential to work together to provide alternative solutions. | Neutral |
| Residents and Communities We will support our residents and communities | <p>Some processes provided by the internal corporate support services support in service delivery within Adult and Childrens Services. By undertaking a review of the processes it would be envisioned that processes would be streamlined supporting the front line service provision.</p> <p>Although there is potential to streamline processes in order to meet the savings targets it may be necessary to explore cessation of support provided.</p> | Unknown | Discussions will take place with Service areas affected, there may be potential to work together to provide alternative solutions. | Neutral |

Source of Outline Evidence to support judgements

Medium Term Financial Plan (Budget Savings)
 Corporate Support Services Re-Model work – MIH
 Business Support - Evaluation

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | There is likely to be job losses which will impact on the economy. | Poor | Going through the management of change process will ensure a fair and structured process. There could be opportunities for staff to be redeployed, we will also be able to offer support in completing job applications and attending interviews. | Poor |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | | Choose an item. |

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| | | | | |
|--|---|------------------------|--|------------------------|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | <p>Going through nay change has the potential to impact in staff's mental well-being, there is potential for staff to suffer stress at this time.</p> | <p>Poor</p> | <p>In order to support staff through the process we will engage early and continually with staff. We can offer re-training and possible re deployment opportunities.</p> | <p>Poor</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Potential to improve communities through digital connections, utilising our services 24/7/365</p> | <p>Neutral</p> | <p>No Mitigation.</p> | <p>Neutral</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p> | <p>Loss of staff could have implications on welsh language provision.</p> | <p>Neutral</p> | <p>Need to ensure any changes will not have a detrimental impact welsh language provisions</p> | <p>Neutral</p> |
| <p>Opportunities to promote the Welsh language</p> | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |

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| | | | | |
|--|--|-----------------|--|-----------------|
| <i>Welsh Language impact on staff</i> | N/A | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Choose an item. | | Choose an item. |
| <i>Disability</i> | Check no member of staff supporting another member of staff. | Unknown | To speak to line Managers to find out information. | Neutral |
| <i>Gender reassignment</i> | | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | | Choose an item. | | Choose an item. |
| <i>Race</i> | | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | | Choose an item. | | Choose an item. |
| <i>Sex</i> | | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | | Choose an item. | | Choose an item. |

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Source of Outline Evidence to support judgements

Conversations with Managers will support in decision making. Any personal support to another member of staff will need to be identified.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|---|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Potential if services aren't supported that this will have impact on our duties/safeguarding. | Poor | Ensure systems put in place to mitigate against. | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Positive impact looking at new ways of providing services. Working with services to agree new ways of working. | Neutral | It may be necessary to work with other services to provide service's collaboratively. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As appropriate the public will be informed of new working practices | Neutral | Support given to those that need support. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | N/A | Choose an item. | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Need to consider how with drawing support impacts on them to deliver their service. | Poor | Meet with service areas , to negotiate withdrawal. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Reduction in staffing may have a detrimental impact on the local economy. | Neutral | There is no mitigation that can be offered by the service area, although the council has the potential to mitigate poverty by looking at other economical and viable solutions e.g. increasing tourism, supporting local businesses supporting our local residents to get back into work. | Poor |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Need to assess whether any staff are unpaid carers | Poor | Redundancy process – ask questions regarding this.s | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Business Support currently have a number of Officers that support safeguarding within the authority. Safeguarding Officers support at meetings and take notes. DBS checks are carried out on all employees that that require a DBS as part of their role. | Poor | Mitigate by looking alternative solutions to delivery. Ensure that we don't impact on safeguarding. Prioritise those posts over others. | Neutral |
| Impact on Powys County Council Workforce | In order to achieve the budget savings, it may be necessary to reduce the workforce or change the way in which the workforce carry out their duties. | Poor | In order to mitigate any potential job losses, a voluntary redundancy process maybe instigated, there could be potential to reallocate staff or retrain. | Good |
| Source of Outline Evidence to support judgements | | | | |
| Discussions with staff and managers. | | | | |

8. What is the impact of this proposal on our communities?

| | | |
|--|------------------------|-----------------------|
| Severity of Impact on Communities | Scale of impact | Overall Impact |
|--|------------------------|-----------------------|

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| | | |
|---|-----|-----|
| Low | Low | Low |
| Mitigation | | |
| Minimise the impact to external services. | | |

9. How likely are you to successfully implement the proposed change?

| | | |
|---|---|----------------------|
| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
| High | Low | Low |
| Mitigation | | |
| In order to achieve the budget savings of 750k it will be necessary to review current ways of working, the proposal outlines the approach to making those savings based on reviewing and redesigning what we are currently doing, however there will be likely potential on staff with reduced staff volumes. | | |

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| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| The right skilled staff in order to take forward development work | Very High | We have already identified issues with recruiting staff with the right skills to take forward transformation work – Development work on systems is required and recent employment campaigns have not produced good candidates, it may be necessary to buy in support, all this adds to the timescales of the project | High |
| The systems being in place in order to support change in process | Very High | In order to realise many of the benefits we need to ensure we have the right systems in place and that those systems are able to be configured to our needs, project governance procedures should ensure that we have the right suite of systems in place in order to go forward technically, again the right skills are required to enable this change. | High |

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| | | | |
|---|------------------|---|-----------------|
| The buy in across the authority to the change. | Very High | Meetings will be held throughout October to inform the Heads of Services of the work that is on-going, updates will also be provided as part of the MIH programme, it is clear that this change will be difficult to manage and does have the potential to impact on the services that we support. It is key that Hos affected work with us to support and remove barriers, accepting that in order to deliver our savings change is inevitable. | High |
| In order to progress transformation, it may be necessary to invest in resources/or external support. This may be an issue with budgets already being reduced. | High | We will look to identify what potential funding will be required, and bring to MGT team, in order to seek their support. Potential to see what skills are already available. | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | MEDIUM | |

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10. Overall Summary and Judgement of this Impact Assessment?

| | |
|--|----------------------------------|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
| <p>In order to meet the budget savings outlined for 19-20 significant changes in service delivery will need to be undertaken. The proposal ideally would see a change in process to more streamlined, efficient and effective processing ideally removing manual interventions and utilising technology and digital solutions.</p> <p>However due to the timescales to deliver these savings it may be necessary to cease some aspects of delivery, where this is the case it maybe that detrimental impact is placed on the services that corporate support services are aligned to. Heads of Service meetings are to be scheduled to discuss potential impact on service delivery.</p> | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
|---|

As part of the Corporate Support Re-model, service health checks were undertaken in both Income & Awards and Business Support, these were undertaken to review the work that is currently being undertaken, whether there were any potential improvements or whether there was potential to cease some processes.

The data capture was analysed, analysis work identified common themes to process, namely in relation to Income, Expenditure, workforce (Trent processes) and service specific (which includes non- process work for example – taking and typing up of minutes)

Discussion was undertaken with the Programme Sponsor for MIH (Director of Resources) on this change of direction, therefore reviewing end to end processes rather than the silo based approach that was being considered, allowing savings to be made through process re-design rather than cutting staff; stopping services.

The approach is intended to realise savings through end to end transformation. However, risks to this work is the requirement to: - have the skills in the right place in order to support delivery (e.g. developers to progress work on Trent or integrations into the finance systems).

Once key work streams have been identified then there will be a requirement to analyse current skills and capabilities available and whether we utilise in-house resources or look to procure resources from our suppliers.

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2. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

The Impact Assessment will continue to be reviewed and updated bi-monthly or sooner where significant impact on future service delivery is identified.

Where there is impact on external customers and/or internal customers then on-going monitoring arrangements will need to be in place. As work progresses it will be necessary to introduce relevant measures and outcomes to record impact both negative and positive, for an agreed period of time. There is a need to ensure no detrimental impact on equality.

Please state when this Impact Assessment will be reviewed.

The Impact Assessment will continue to be reviewed and updated bi-monthly or sooner where significant impact on future service delivery is identified.

13. Sign Off

| Position | Name | Signature | Date |
|--------------------------------|-------------|-----------|------|
| Impact Assessment Lead: | Kelly Watts | | |
| Head of Service: | Kelly Watts | | |
| Director: | | | |
| Portfolio Holder: | | | |

14. Governance

Decision to be made by

Cabinet

Date required

FORM ENDS

Please read the accompanying guidance before completing the form.

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| | | | | | | | |
|--|--|------------------------|-------------|-----------------|--|-------------------------|-------------|
| Service Area | Business Support | Head of Service | Kelly Watts | Director | | Portfolio Holder | James Evans |
| Proposal | The council has to make significant budget savings for forthcoming financial year (19-20). Budget reduction proposals of £45K need to be achieved for Customer Services. | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| <ul style="list-style-type: none"> The council is faced with continuing financial pressures for 19-20 and forthcoming years. The budget reductions attributed to Customer Services is £45k for 19-20. In order to meet these savings, it will be necessary to reduce the staffing budget. Reduction in Receptionist positions – the closure of Neuadd Maldwyn will provide the opportunity to release a resource of 2 staff members; 1.07 fte = £25,749. However, this is unlikely to happen prior to October 2019; in-line with the closure of the building; and therefore will only give a potential saving of 12k based on the 6 months remaining. Staff will be asked whether there is potential for reduced hours and/or possible redundancies, in order to achieve the remaining 33k. | | | | | | | |

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|-------------|---|------------|
| Draft 0.1 | Kelly Watts | Acting Head of Customer Services and Business Services Transformation | 25/01/2019 |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £42,000 | £ | £ | £ | £ | £ |

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The integrated approach to support effective decision making



3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|---------------------------------|---|
| Staff consultation required | Potential impact will be internal; therefore, no external consultation will be undertaken. The consultation will follow the Councils Management of Change process, if there are no potential savings through reduced hours and/or redundancies. |

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4. Impact on Other Service Areas

**Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

E-mail to staff 28th Jan 2019, seeking expressions of interest for redundancies and/or reduced hours.

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| The Economy We will develop a vibrant economy | Potentially there will be a loss of jobs and therefore impact on the local economy. | Poor | No Mitigation available. Or Re-deployment Opportunities. | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | N/a | Neutral | N/a | Neutral |
| Learning and skills We will strengthen learning and skills | N/a | Neutral | N/a | Neutral |
| Residents and Communities We will support our residents and communities | All processes provide support in service delivery to our residents and communities. | Poor | Without staffing resource, there will be no mitigation | Poor |

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| Source of Outline Evidence to support judgements |
|--|
| Medium Term Financial Plan (Budget Savings) |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|---|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | There is likely to be job losses which will impact on the economy. | Poor | Going through the management of change process will ensure a fair and structured process. There could be opportunities for staff to be redeployed, we will also be able to offer support in completing job applications and attending interviews. | Poor |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | | Choose an item. |

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| | | | | |
|--|---|------------------------|--|------------------------|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | <p>Going through any change has the potential to impact on staff's mental well-being, there is potential for staff to suffer stress at this time.</p> | <p>Poor</p> | <p>In order to support staff through the process we will engage early and continually with staff. We can offer re-training and possible re deployment opportunities.</p> | <p>Poor</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>N/A</p> | <p>Choose an item.</p> | <p>N/A</p> | <p>Choose an item.</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>Loss of staff could have implications on welsh language provision.</p> | <p>Poor</p> | <p>Need to ensure any changes will not have a detrimental impact welsh language provisions likely receptionists to be less (welsh speaking)</p> | <p>Poor</p> |

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| | | | | |
|--|--|-----------------|--|-----------------|
| <i>Opportunities to promote the Welsh language</i> | N/A | Choose an item. | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Choose an item. | | Choose an item. |
| <i>Disability</i> | Check no member of staff supporting another member of staff. | Unknown | To speak to line Managers to find out information. | Neutral |
| <i>Gender reassignment</i> | | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | | Choose an item. | | Choose an item. |
| <i>Race</i> | | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | | Choose an item. | | Choose an item. |
| <i>Sex</i> | | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | | Choose an item. | | Choose an item. |

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Source of Outline Evidence to support judgements

Conversations with Managers will support in decision making. Any personal support to another member of staff will need to be identified.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Potential if services aren't supported that this will have impact on our duties/safeguarding. | Poor | Ensure systems put in place to mitigate against. | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | N/a | Neutral | N/a | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As appropriate the public will be informed of new working practices | Neutral | Support given to those that need support. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | N/A | Choose an item. | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Need to consider how withdrawing support impacts on them to deliver their service. | Poor | Service areas to be made aware of less staff to take calls | Poor |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Reduction in staffing may have a detrimental impact on the local economy. | Neutral | There is no mitigation that can be offered by the service area, although the council has the potential to mitigate poverty by looking at other economical and viable solutions e.g. increasing tourism, supporting local businesses supporting our local residents to get back into work. | Poor |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Need to assess whether any staff are unpaid carers | Poor | Redundancy process – ask questions regarding this. | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/a | Neutral | N/a | Neutral |
| Impact on Powys County Council Workforce | In order to achieve the budget savings, it may be necessary to reduce the workforce or change the way in which the workforce carry out their duties. | Poor | In order to mitigate any potential job losses, a voluntary redundancy process and reduced hours will be instigated, there could be potential to reallocate staff or retrain. | Good |

| Source of Outline Evidence to support judgements |
|---|
| Discussions with staff and managers. |

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|--|------------------------|-----------------------|
| Low | Low | Low |

| Mitigation |
|-----------------------------------|
| Minimise the impact to customers. |

9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |

| Mitigation |
|----------------|
| No mitigation. |

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| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Reduction in staffing will have an implication of call answer rates, therefore targets set will not be achieved. The service currently runs at crisis point with sick and leave having a significant impact on the remaining staff. | Medium | Staff management, ensure staff working against high demand areas, likely to be no mitigation. | medium |
| Our customers will become frustrated by call wait times and more complaints are likely to be generated. | Medium | Offer alternative methods of communication e.g. website | Low |
| | | | |
| | | | |

| Overall judgement (to be included in project risk register) | | | |
|---|-----------|-------------|----------|
| Very High Risk | High Risk | Medium Risk | Low Risk |

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| | | | |
|--|--|--|-----|
| | | | LOW |
|--|--|--|-----|

10. Overall Summary and Judgement of this Impact Assessment?

| | | |
|---|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| In order to meet the budget savings outlined for 19-20 it will be necessary to reduce posts. The savings equate to a potential loss of 3.07 fulltime posts. | | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| Current Structure. Current Budget. Financial Savings |

12. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| The Impact Assessment will continue to be reviewed and updated bi-monthly or sooner where significant impact on future service delivery is identified. |
| Where there is impact on external customers and/or internal customers then on-going monitoring arrangements will need to be in place. |
| Please state when this Impact Assessment will be reviewed. |
| The Impact Assessment will continue to be reviewed and updated bi-monthly or sooner where significant impact on future service delivery is identified. |

13. Sign Off

| Position | Name | Signature | Date |
|--------------------------------|-------------|-----------|------------|
| Impact Assessment Lead: | Kelly Watts | | 25/01/2019 |
| Head of Service: | Kelly Watts | | 25/01/19 |
| Director: | | | |
| Portfolio Holder: | James Evans | | |

14. Governance

| | | | |
|-------------------------------|---------|----------------------|--|
| Decision to be made by | Cabinet | Date required | |
|-------------------------------|---------|----------------------|--|

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|---|--|------------------------|---------------|-----------------|--------------|-------------------------|-------------|
| Service Area | CEMS | Head of Service | Anya Richards | Director | David Powell | Portfolio Holder | James Evans |
| Proposal | To make a range of savings across the CEMS budget to meet the total saving target of £150K | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| CSP01 Reduction in discretionary spend from the Comms budget £30K | | | | | | | |
| CSP02 Reduce the RWAS budget by £5K | | | | | | | |
| GDP01 Reduce external print and design spend £10K | | | | | | | |
| MSP01 Review Member Support Team £16K | | | | | | | |
| WLP01 Reduce Welsh Language Team budget £114K | | | | | | | |

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 1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|----------------|-----------------|
| 1 | Anya Richards | Senior Manager | 19 October 2018 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £175 | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|-----------------------------|--|
| Staff consultation required | January 2019 |

4. Impact on Other Service Areas

**Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
 PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

The review of member services won't directly affect service areas as the service provided is to Members. The other budget reductions are not anticipated to affect service areas.

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|---|--|
| The Economy We will develop a vibrant economy | There is a small negative impact to the economy in the reduction of the events budgets. | Poor | Events will transfer to Regen at the end of 2018. Regen have access to a range of grants that could mitigate the effect of the cut. | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority. | Poor | We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment. | Unknown |
| Learning and skills We will strengthen learning and skills | The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority. | Poor | We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment. | Unknown |
| Residents and Communities We will support our residents and communities | The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority. | Poor | We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment. | Unknown |

Source of Outline Evidence to support judgements

There is no specific evidence that supports the judgements. The judgements are arrived at empirically.

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority. The reduction in staff will reduce the overall employment opportunities in the council | Poor | We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment. There is no specific mitigation for this staff reduction. | Poor |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | No specific impact. | Neutral | | Neutral |

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| | | | | |
|--|---------------------------|----------------|--|----------------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | <p>No specific impact</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>No specific impact</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | <p>No specific impact</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |

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| | | | | |
|--|--|-----------------|--|-----------------|
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | The reduction in the WL budget reduces our ability to commission external translation. | Poor | Since the extra budget for WL was introduced to support the implementation of the WL standards, we have consistently underspent on the budget by a large margin each year. The biggest costs associated with WL are underway at the moment with the translation of intranet content. This is being completed during 2018 so this will also mitigate the lean on the WL budget and should not affect opportunities for people to use the Welsh Language and the WL is not being treated less favourably than English. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | The reduction in the WL budget should not impact on our ability to promote the WL. | Neutral | Since the extra budget for WL was introduced to support the implementation of the WL standards, we have consistently underspent on the budget by a large margin each year. | Neutral |
| <i>Welsh Language impact on staff</i> | The reduction in the WL budget reduces our ability to commission external translation. | Neutral | The biggest costs associated with WL are underway at the moment with the translation of intranet content. This is being completed during 2018 so this will also mitigate the lean on the WL budget and should not affect opportunities for people to use the Welsh Language and the WL is not being treated less favourably than English. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | No specific Impact | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | With reduced print and design budget we won't be able to print so many hard copy documents aimed at the older generation who may not access information digitally. | Poor | We will work with services like Social Services to identify which publications should be published in hard copy and target print spend accordingly. | Neutral |
| <i>Disability</i> | With reduced print and design budget we won't be able to produce documents in a range of different and accessible formats for harder to reach groups. | Very Poor | We will work with services like Social Services to identify which publications should be published in a range of accessible formats and seek to target spend accordingly. | Poor |
| <i>Gender reassignment</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Race</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | No specific implications | Choose an item. | | Choose an item. |

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| | | | | |
|--------------------------------|--------------------------|-----------------|--|-----------------|
| <i>Sex</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | No specific implications | Choose an item. | | Choose an item. |

| Source of Outline Evidence to support judgements |
|--|
| There is no specific evidence that supports the judgements. The judgements are arrived at empirically. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | The long term disinvestment in learning and development of the team will result in a diminished and outdated skills set and poor comms output that will not resonate with residents. | Very Poor | We will seek out no cost learning opportunities and share learning through the team | Poor |
| Collaboration: <i>Working with others in a collaborative way to find shared sustainable solutions.</i> | Skills and knowledge of the team will be diminished if we don't collaborate and work with partners. | Poor | We will work with partners to share learning and look for low cost learning and development opportunities with partner organisations. | Neutral |
| Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them.</i> | Our ability to communicate well with the population on the decisions that affect them could be compromised over the long term without appropriate training and development opportunities | Very Poor | We will seek out no cost learning opportunities and share learning through the team and seek opportunities to collaborate and learn with partner organisations. | Poor |
| Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i> | No specific impact | Choose an item. | | Choose an item. |
| Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | Skills and knowledge of the team will be diminished if we don't collaborate and consider integration opportunities with partners. | Poor | We will work with partners to share learning and look for low cost learning and development opportunities with partner organisations as well as exploring integration where possible. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Reducing staff numbers could have a negative impact by creating poverty. | Very Poor | We will look to redeploy staff within the council where appropriate. | Poor |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No specific impact | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Our ability to produce strong and relevant communications around safeguarding could be compromised if the team's skillset is diminished through lack of training and development. | Poor | We will look to mitigate the impact by the seeking out no or very low cost training and development opportunities. | Neutral |
| Impact on Powys County Council Workforce | Reducing the workforce could impact other staff who are left to assume the work of the colleague that has left. | Poor | We will reprioritise workloads and distribute work fairly among those who remain. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| There is no specific evidence that supports the judgements. The judgements are arrived at empirically. | | | | |

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8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|--|-----------------|----------------|
| Low | Low | Low |
| Mitigation | | |
| There is no specific evidence that supports the judgements. The judgements are arrived at empirically. | | |

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9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| Medium | Low | Low |
| Mitigation | | |
| Individual mitigations are outlined above. There is no specific impact that would compromise the successful implementation of the savings proposals. | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Diminished skill base of comms team due to lack of appropriate training and development | Medium | We will seek low, no cost training and development opps and work with partners to collaborate around training and learning | Low |
| Staff reduction will put staff in a redundancy situation | Very High | We will seek to redeploy staff into any suitable roles elsewhere in the council | High |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | X | |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| Overall assessment if that these savings can be achieved in full and there is no specific impact that would compromise overall deliverability. | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| N/A |

12. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|---|
| |

Staff development will be monitored over time through IPR. Similarly impact on individual staff workload and deliverability of the WL standards will be monitored through IPR.

Please state when this Impact Assessment will be reviewed.

No specific date, in approx. 12 months from implementation.

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|------------|-----------------|
| Impact Assessment Lead: | Anya Richards | A Richards | 19 October 2018 |
| Head of Service: | | | |
| Director: | David Powell | | |
| Portfolio Holder: | Cllr James Evans | | |

14. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Portfolio Holder | |

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---------------------|----------------------------------|------------------------|-------------|---------------------------|-------------|-------------------------|---------------------------------------|
| Service Area | Strategic Policy and Performance | Head of Service | Emma Palmer | Strategic Director | Emma Palmer | Portfolio Holder | Cllrs: R.Harris; A.Davies; J.Evans |
|---------------------|----------------------------------|------------------------|-------------|---------------------------|-------------|-------------------------|---------------------------------------|

Proposal Incorporating Corporate Insight into Strategic Policy and Performance through staff re-structure

Outline Summary / Description of Proposal

The proposed changes formally incorporate Corporate Insight into Strategic Policy and Performance, ensuring the service is fit for purpose to support and drive the council in pursuit of Vision 2025. We summarise the following benefits as a result of the proposed changes:

- Corporate Insight shares the financial challenge faced by Powys County Council
- The cost reductions are proportionate and reflect the changing demands of the business
- The capacity and capability for effective business intelligence is retained
- The knowledge base across the service is retained as far as is practically possible
- The proposed internal management structure will facilitate better inter-communications across the different corporate insight sections
- Potential career pathways are evident in the structure
- The structure is still in a position to take advantage of other external sources of funding
- Elements of Corporate Insight retain the potential for commercialisation

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|----------|----------|---------|---------|---------|-------|
| £123,000 | £304,000 | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | Insert date | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|---------------|--------------------------------------|------------|
| Version 1 | Peter E Jones | Professional Lead: Corporate Insight | 09/07/2018 |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

- The proposed changes will not directly impact Health and Safety or Corporate Parenting.
- There is a risk of impacting other service areas as potentially demand for 'effective business intelligence will continue to increase. Whilst the capacity for BI is reasonably maintained, accessing alternative funding to source expert advice may potentially impact on the services ability to deliver.
- The loss of Programme Office is a strategic loss to the council in pursuit of delivering Vision 2025. However, the organisation is not accessing this provision to merit continuation.

Service Area informed: General notification **Contact Officer liaised with:** Directors and Heads of Service

Mitigation

- The approach to the restructure has been undertaken so as to minimise impact as far as is practically possible

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | The work of the service continues to support this priority with data intelligence | Good | No capacity for further refinement | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | Resource is currently heavily directed to supporting social care and is a fundamental cornerstone of analyse, plan and monitor progress of this priority | Good | No capacity for further refinement | Choose an item. |
| Learning and skills We will strengthen learning and skills | | Neutral | No capacity for further refinement | Choose an item. |
| Residents and Communities We will support our residents and communities | The well-being and population assessments are an important vehicle for reflecting the thoughts and views of residents and communities | Good | No capacity for further refinement | Choose an item. |

Source of Outline Evidence to support judgements

See planning and BI outputs as well as Service Improvement Plan and Management of Change proposal

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | <ul style="list-style-type: none"> Corporate Insight has been developed on the ethos of ‘doing the right thing’ and tackling root causes of problems It is founded on the basis of evidence based planning and making this evidence widely available, both internally and externally The service aims to provide career pathways for staff | Neutral | No capacity for further refinement | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | <ul style="list-style-type: none"> Demand for services and therefore, demand and expectations on staff may increase and could possibly impact negatively on staff well-being | Poor | No capacity for further refinement | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | <ul style="list-style-type: none"> There is an intent to develop a more cohesive work community | Neutral | No capacity for further refinement | Choose an item. |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Welsh Language impact on staff</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Disability</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Gender reassignment</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Marriage or civil partnership</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Race</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Religion or belief</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Sex</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Sexual Orientation</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| <i>Pregnancy and Maternity</i> | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| See Service Improvement Plan and Management of Change proposal |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | <ul style="list-style-type: none"> Given the council's financial challenge, the proposal seeks to deliver a more sustainable service given available funding The 5 working principles continue to be a key influence on the service's approach to provision | Good | No capacity for further refinement | Choose an item. |
| Collaboration: <i>Working with others in a collaborative way to find shared sustainable solutions.</i> | <ul style="list-style-type: none"> The 5 working principles continue to be a key influence on the service's approach to provision However, the ability of Powys PSB to centrally agree resource may have its own negative impact | Poor | No capacity for further refinement | Choose an item. |
| Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them.</i> | <ul style="list-style-type: none"> Staff and other key stakeholders will be involved in this process | Good | No capacity for further refinement | Choose an item. |
| Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i> | <ul style="list-style-type: none"> Further financial challenge will be offset by developing commercial opportunities in the hope that this may prevent further reductions | Good | No capacity for further refinement | Choose an item. |
| Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | <ul style="list-style-type: none"> Further integration of the former Corporate Insight sections is a key consideration of the Management of Change proposal | Good | No capacity for further refinement | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Whilst the proposal has no significant impact on the broader facets of preventing poverty, it does recognise the resulting FTE loss of 2.6 posts | Poor | No capacity for further refinement | Choose an item. |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | No significant direct impact | Neutral | No capacity for further refinement | Choose an item. |
| Impact on Powys County Council Workforce | <p>The proposal offer the following positive benefits:</p> <ul style="list-style-type: none"> • Career pathways and opportunities • Flexible approach • A structure that reflects professional expertise, knowledge and capability • Reduced financial savings security <p>The proposal offer the following dis-benefits:</p> <ul style="list-style-type: none"> • The proposed net loss of 3 positions • A short period of uncertainty as re-structure is implemented | Neutral | No capacity for further refinement | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| See Service Improvement Plan and Management of Change proposal | | | | |

8. Achievability of proposal?

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| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Medium | Low | Low |
| Mitigation | | |
| Continued communication and understanding of organisational needs | | |

9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Inability to meet service demand | High | Continued dialogue and prioritisation with EMT and HoS | Medium |
| Regulatory concerns over loss of programme office | Medium | Ensure alternative arrangements are effective on delivery | Medium |
| Need for efficiency savings further impact service | High | Develop commercial opportunities | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | ✓ | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

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| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| <ul style="list-style-type: none"> • The proposed changes formally incorporate Corporate Insight into Strategic Policy and Performance, ensuring the service is fit for purpose to support and drive the council in pursuit of Vision 2025 • On the whole, the proposal will continue to give good support for the council's priorities as detailed in Vision 2025 although the impact on the 7 national well-being goals is by and large neutral • The proposal demonstrates reasonable consideration of the 5 working principles of the Well-being of Future generations (Wales) Act 2015 • It is unfortunate that there is a small decrease in the number of staff and every action will be taken to ensure the well-being of those affected. Hopefully there may be other opportunities across this diverse organisation. However, the proposal does put in place a more transparent career pathway for staff and therefore the general conclusion is that the proposal has a neutral impact for staff • There are some risks associated with the proposal and given the important position and profile of the service, this merits a medium risk rating | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| In addition to the management of change proposal appendix, no further evidence required. |

14. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|--|
| The impact of these changes will be continually monitored by the Head of Strategic Policy and Performance together with Management Team colleagues, Cabinet and Audit Committee. |
| Please state when this Impact Assessment will be reviewed.. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Portfolio Holder | |

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|--|---------------------|------------------------|-------------|-----------------|-------------|-------------------------|-----------------|
| Service Area | Commercial Services | Head of Service | Jane Thomas | Director | Jane Thomas | Portfolio Holder | Aled Wyn Davies |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction in structure to accommodate Budget exigencies. This will include reducing Interim Professional Lead by 2 days per week and deletions of currently unfilled and vacant posts (2 posts) and reduction in supplies and services budget pending review of structure. The IA has been carried out on the basis of known current projects and does not take into consideration any potential future transformational or other intended procurements being planned by services. | | | | | | | |

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------|---------------------------|---------|
| V1 | V Hanly | Interim Professional Lead | 18.1.19 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £- | £100k | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|-----------------------------|--|
| Staff consultation required | No direct effect on current staff reductions in vacant posts |

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4. Impact on Other Service Areas

**Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

Yes in terms of delivery of procurements and projects across the Council. Unable to be specific in terms of direct impact on the Council's Vision but clearly reduction will have a clear impact if only in delaying slowing down ability to react swiftly to services procurements requirements and to drive improvement in budget reductions through procurement. As yet the potential impact has not been discussed with other Service Leads.

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | | Neutral | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Choose an item. |
| Learning and skills We will strengthen learning and skills | | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | | Neutral | | Choose an item. |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | | Neutral | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | Neutral | | Choose an item. |

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| | | | | |
|--|--|---------|--|-----------------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | | Neutral | | Choose an item. |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | | Neutral | | Choose an item. |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | | Neutral | | Choose an item. |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p> | | Neutral | | Choose an item. |
| <p>Opportunities to promote the Welsh language</p> | | Neutral | | Choose an item. |

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| | | | | |
|--|--|---------|--|-----------------|
| <i>Welsh Language impact on staff</i> | | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Neutral | | Choose an item. |
| <i>Disability</i> | | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | | Neutral | | Choose an item. |
| <i>Race</i> | | Neutral | | Choose an item. |
| <i>Religion or belief</i> | | Neutral | | Choose an item. |
| <i>Sex</i> | | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | Neutral | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | May affect our ability to spend time with other authorities and partners to keep abreast of changes in the procurement environment in Wales | Poor | Increase the involvement of Category Managers in working with other Councils e.g. joint procurements. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Neutral | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | Neutral | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | Neutral | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Neutral | | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |

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Source of Outline Evidence to support judgements

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|-----------------|
| Choose an item. | Choose an item. | Choose an item. |
| Mitigation | | |
| | | |

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9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| Position will be kept under review and tested in February and March prior to full implementation. Residual Risk Ratings anticipated to be Low but will be reviewed as described. | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Efficiencies form Procurement | Medium | Enhance one category Manager to act on behalf of interim in their absence. This would include ensuring that best use be made of the interim's available time. | Low |
| Increases in off-contract spend | Medium | Ensure category Managers take responsibilities for off-contract spend | Low |
| Projects may take longer to deliver | Medium | Ensure a forward programme is developed which provides insight into key projects | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | Medium | |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| <p>The recommendations in this IA will allow a reduction in budget of 100k whilst reducing the impact to the residents/businesses of Powys and to the Council.</p> <ul style="list-style-type: none"> • Reduce the cost of Interim Professional Lead (PL) by 2 days per week. • Enhance the role of 1 Category Manager to cover the PL responsibilities in his absence. • Ensure that off-contract spend in reduced • Ensure that the forward plans is focussed on key Council projects • | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

12. On-going monitoring arrangements?

| |
|---|
| What arrangements will be put in place to monitor the impact over time? |
| Ongoing 1-2-1 with Head of Service Monitoring of existing KPI's Ongoing RMT |
| Please state when this Impact Assessment will be reviewed. |
| End of March to review the impact of the IA over February and March. The IA will need to be reviewed in the light of any other substantial or complex projects which may arise. |

13. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Director: | | | |
| Portfolio Holder: | | | |

14. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|-----------|------------------------|--|---------------------------|--------------|-------------------------|-------------|
| Service Area | Corporate | Head of Service | | Strategic Director | David Powell | Portfolio Holder | Aled Davies |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| To delete funding to Powys Association of Voluntary Organisation (PAVO) for Third Sector Capacity Building. This forms part of the overall funding to PAVO for service delivery and infrastructure support in Powys. The funding supports PAVO work with the Third Sector to help deliver community based activity as well as enabling the third sector to deliver innovative services. | | | | | | | |

Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £78,650 | £ | £ | £ | £ |

Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|---|---------------------|
| No consultation required (please provide justification) | No legal requirement to consult but it forms part of an overall Partnership Agreement | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|-------------------------------|---------|
| 1 | David Powell | Acting Deputy Chief Executive | 8/2/19 |
| 2 | David Powell | Acting Deputy Chief Executive | 15/2/19 |
| | | | |

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4. Impact on Other Service Areas

| | | | |
|--|---------------------------|--------------------------------------|-------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| The proposal will impact on a variety of organisations that may interact with servicer provision at varying levels. This could affect Adults Services, Children’s Services and other areas as the funding is to enable support to organisations and groups on any aspect of safely starting, running and closing third sector organisations. | | | |
| Service Area informed: | During budget development | Contact Officer liaised with: | Ali Bulman, Nigel Brinn |
| Mitigation | | | |
| The mitigation is not readily obvious but the Third Sector has shown itself to be adaptable and may seek informal support and advice in some cases from similar organisations or if appropriate national charities and bodies linked to specific areas such as Community Transport | | | |

4. How does your proposal impact on the council’s strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| The Economy We will develop a vibrant economy | Some Third Sector organisations have an impact on economic activity either through direct expenditure or development of provision. PAVO raises additional funding beyond the sums given by PCC and this additional funding may be lost if the payment being removed in the proposal generates new activity | Poor | If the services can be provided by other organisations this may provide some mitigation | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | The organisations supported by PAVO play a role assisting vulnerable people. As this funding supports the development of the sector it may reduce the capacity to meet challenges such as the projected demographic change | Very Poor | The change of delivery model in social care with an emphasis on telecare may provide an opportunity to mitigate some of the impact | Poor |
| Learning and skills We will strengthen learning and skills | Some aspects may impact on supporting young people to have the best possible start. The development work also adds to skills of those that are engaged through the process | Poor | Increasing engagement from the Education Service and may assist mitigate | Neutral |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| Residents and Communities We will support our residents and communities | The Third Sector plays a role developing and supporting effective organisations that contribute to the well-being of communities. PAVO play a role in this area | Very Poor | Not all organisations work through PAVO and there will be some scope to look at how information can be shared and signposted to other organisations. This can include organisations operating at a national level that can provide specialist support and advice. | Neutral |

| |
|--|
| Source of Outline Evidence to support judgements |
|  PAVO - FINAL Version Dated 15-02- Partnership Agreement between Powys County Council and Powys Association of Voluntary Organisations |

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|---|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | It is assessed that this will not impact on the low carbon issue. However the development and support of the Third Sector plays a role in terms of employment and may enable individuals to gain skills to improve employment skills. | Poor | Increasing signposting and the development of the Mid Wales Growth Deal will increase overall employment opportunities | Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | No impact expected | Choose an item. | n/a | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | If the removal stops the support of organisations that provide support to individuals there may be an impact but this is difficult to quantify leading to a neutral assessment | Unknown | n/a | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Third sector organisations have a clear role in the communities area | Poor | The developing role of the communities taking on some of the activities that the council can no longer carry out can increase community connections | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | No impact expected | Choose an item. | n/a | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Welsh Language impact on staff</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | The support provided can be to a variety of organisations and a specific age is not evident | Choose an item. | n/a | Choose an item. |
| <i>Disability</i> | This will depend on the specific nature of any organisation being supported or that could be supported in the future. | Choose an item. | n/a | Choose an item. |
| <i>Gender reassignment</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Marriage or civil partnership</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Race</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Religion or belief</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Sex</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Sexual Orientation</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| <i>Pregnancy and Maternity</i> | No impact expected | Choose an item. | n/a | Choose an item. |

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Source of Outline Evidence to support judgements



PAVO - FINAL
 Version Dated 15-02-:

7. How does your proposal impact on the council's other key guiding principles?

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | If the reduction means that that the fewer organisations are supported and developed in the future it will impact on sustainability and resilience of Third Sector Organisations if alternative support or self- help isn't in place. | Poor | Not all organisations work through PAVO so there will be some scope to look at how information can be shared and signposted to other organisations. This can include organisations operating at a national level that can provide specialist support and advice. | Neutral |
| Collaboration: <i>Working with others in a collaborative way to find shared sustainable solutions.</i> | The Third Sector is a key collaborative partner and this may reduce the scope to work with others organisations via the Partnership with PAVO. | Poor | Collaborative working is a key requirement and as some organisations don't work through PAVO there will be some scope to look at how information can be shared and signposted to other organisations. This can include organisations operating at a national level that can provide specialist support and advice. | Neutral |
| Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them.</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i> | No impact expected | Choose an item. | n/a | Choose an item. |
| Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | Some of the organisations advised and supported will work with Powys teaching Health Board and other public bodies. | Neutral | n/a | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Support to some organisations may be reduced leading to a potential impact on preventative measures | Poor | New models of care an integrated approach that looks at area such as the Supporting People Strategy. | Neutral |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | This could lead to less resource in communities to support unpaid carers but channels of communication remain to gather views | Neutral | n/a | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | This will depend on what organisations are no longer supported but safeguarding continues to be at the forefront of decision making | Neutral | n/a | Choose an item. |
| Impact on Powys County Council Workforce | Possible increase in involvement through direct enquiries | Poor | The mitigation will depend on the level of impact on the workforce. 'Signposting' may be relevant because of the potential scope to look at how information can be shared and signposted. This can include organisations operating at a national level that can provide specialist support and advice. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| https://en.powys.gov.uk/article/5794/Full-Well-being-assessment-analysis | | | | |
| Local Well-being Plan Partnership Document | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Medium | Medium |
| Mitigation | | |

| |
|--|
| |
|--|

9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Reduced expertise and capacity within the supporting Third Sector | High | Greater self-help and signposting to national bodies and information sharing. | Medium |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | High Risk | | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|--|
| Cessation of Funding | From April 2019 | | |
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Yes | Date required | Decision as part of budget package on 21/2 |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|-------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Nil to deliver decision | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

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| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| <p>This saving will delete funding to Powys Association of Voluntary Organisation (PAVO) for Third Sector Capacity Building. Whilst PAVO does not support all Third Sector organisations it acts as a source of advice and support to the sector. The specific funding being cut forms part of the overall funding to PAVO for service delivery and infrastructure support in Powys. The funding helps support PAVO play a key role by working with the Third Sector to help deliver community based activity as well as enabling the third sector to deliver innovative services.</p> | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

14. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|---|
| <p>The impact will need to be monitored by the management team and (if this reduction is agreed as part of the budget) it is appropriate that scrutiny should look at this as part of the preparation for the 2020/21 Budget.</p> |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|--------------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | David Powell | | |
| Portfolio Holder: | Aled Davies | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Choose an item. | |

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|--|---|------------------------|---------------|-----------------|--------------|-------------------------|-------------|
| Service Area | COMMS | Head of Service | Anya Richards | Director | David Powell | Portfolio Holder | James Evans |
| Proposal | To make £170K savings from the Comms budget in 2019/20 in addition to £30K discretionary spend already identified | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| £170K savings from £381,589K staff budget will require a reduction in posts funded from the central team. Related roles have been identified that will be funded by other service areas that staff at risk in the Communications Team will transfer into. Three suitable posts have been identified. One is a new post funded by the RPB to focus on RPB comms, another is funded by Housing and is planned to be located in the Housing Team. Another post is being created in the Health Board but it has been agreed that a member of staff at risk in the Council's communications can transfer into the post. | | | | | | | |

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|----------------|-----------------|
| 1 | Anya Richards | Senior Manager | 9 February 2019 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £170k | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|-----------------------------|--|
| Staff consultation required | Asap 2019 |

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4. Impact on Other Service Areas

**Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

The reduction of 50% of staff budget in the Communications Team will necessarily have a substantial impact on the communications support that can be provided to services that are not directly investing in communications and engagement support. Where services feel that their needs will not be met by a reduced corporate service they have either invested in a dedicated Comms & Engagement Officer eg Housing, RPB, or redirected resources into the central team to enable partial funding of a role to carry out the comms and marketing work required eg Fostering and Adoption. Most other areas such as Schools Service and Regen have been advised about the reduced service that will be provided going forward.

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| The Economy We will develop a vibrant economy | There is a significant impact on the Economy programme and the campaign and comms lead responsibilities for Growing Mid Wales and the Growth Deal will cease. Messaging and support will still be provided on this important priority but it will be on a media service basis ie media/digital promotion on key developments rather than ongoing campaign work. | Very Poor | The GMW project office are seeking funding to include a dedicated Grade 11 Communications and Engagement Officer to be managed in the Communications Team. This will provide the dedicated essential capacity that is needed to cover a project the size of the Growth Deal. The role would be unlikely to have capacity to cover all comms requirements for the whole Regen service. | Good |
| Health and Care We will lead the way in effective, integrated rural health and care | The Comms and Engagement officers for Health and Care will continue to be funded from ASC and CS as well as a new position being created in PTHB to help cover comms in this growing area. However there will be less support available from the central team especially in regard to public consultation and engagement. | Good | Support around public consultation and engagement can be commissioned in and there will still be a small advisory element left in the corporate team. | Good |

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| Learning and skills We will strengthen learning and skills | There will be significantly reduced staff in the central team to support the Schools Service who do not fund a dedicated officer. The Gold Status campaign will cease and support will be provided on a media service/advisory basis and will rely on the service being highly proactive in identifying and promoting its own issues and managing sustained campaigns. This is a significant area of concern since historically this is one of the areas with the greatest comms requirements. | Very Poor | The two remaining core team officers who will provide the media and advisory service have extensive experience of handling Schools promotion and will dedicate as much time as they can recognising the high public interest in this area. | Very Poor |
| Residents and Communities We will support our residents and communities | This campaign will cease due to lack of capacity. | Very Poor | Recognising our important responsibilities to Residents and Communities the two remaining core officers will continue to provide as much support as possible but will have to prioritise across all services. | Very Poor |

Source of Outline Evidence to support judgements

There is no specific evidence that supports the judgements. The judgements are arrived at empirically.

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|---|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>The reduction in staff will reduce the overall employment opportunities in the council</p> | <p>Very Poor</p> | <p>Other opportunities have been identified to retain talented staff albeit in different roles.</p> | <p>Neutral</p> |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | <p>No specific impact.</p> | <p>Neutral</p> | | <p>Neutral</p> |

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| | | | | |
|--|--|------------------|--|----------------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | <p>The Health and Care element of the team will remain funded and even increase when taking account of the role created by partners in PTHB. These roles together will help promote a healthier Wales including health promotion and early intervention to depress need of health and care services.</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Communications and engagement plays and important role sharing information and helping create a sense of connectedness. This will be negatively impacted with a reduction in staff and the cessation of the digital platform for citizen engagement.</p> | <p>Very Poor</p> | <p>Work with services and partners to maximise the capacity we have and look at piggybacking a corporate element onto the service digital engagement platform.</p> | <p>Poor</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | <p>No specific impact</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |

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| | | | | |
|--|--|-----------------|---|-----------------|
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | The overall amount of communication and engagement should not reduce, however, our ability to ensure other services maintain their WL obligations could diminish eg as there would be limited resource to contribute manage the new intranet site which will become self managing. | Poor | HoS will be reminded of their service area responsibilities in regard to providing information bilingually on the intranet and ensuring services follow protocols. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | All promotion will still be required to be produced bilingually. | Neutral | The Communications Team will still actively champion opportunities to promote the WL. | Neutral |
| <i>Welsh Language impact on staff</i> | If ongoing support and governance for the intranet cannot be established some staff are likely to circumvent the WL standards and the WL side of the intranet will diminish in quality. | Poor | HoS will be reminded of their service area responsibilities in regard to providing information bilingually on the intranet and ensuring services follow protocols. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | No specific Impact | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | With reduced print and design budget we won't be able to print so many hard copy documents aimed at the older generation who may not access information digitally. | Poor | We will work with services like Social Services to identify which publications should be published in hard copy and target print spend accordingly. | Neutral |
| <i>Disability</i> | With reduced print and design budget we won't be able to produce documents in a range of different and accessible formats for harder to reach groups. | Very Poor | We will work with services like Social Services to identify which publications should be published in a range of accessible formats and seek to target spend accordingly. | Poor |
| <i>Gender reassignment</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Race</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Sex</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | No specific implications | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | No specific implications | Choose an item. | | Choose an item. |

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Source of Outline Evidence to support judgements

There is no specific evidence that supports the judgements. The judgements are arrived at empirically.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | The long term disinvestment in the team will result in the cessation of all campaigns other than those funded directly by services. This will lead to an uneven focus on those services that have invested in comms which may not cohere with the council's overall objectives ie Vision 2025 | Very Poor | The corporate team will focus as much capacity as possible on key areas such as the Schools Service, Growing Mid Wales, the Budget, Brexit etc as well as providing a media service and crisis comms. | Poor |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | The team is actively working with Services to provide robust communications and engagement solutions as well as partners such as health. | Poor | Different roles have been identified for staff to transfer to. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Our ability to communicate well with the population on the decisions that affect them could be compromised without dedicated Public Engagement and Consultation resource in place | Very Poor | By redeploying staff into other roles we should still be able to provide an advice service so that services can provide consultation and engagement directly themselves and commission in appropriate public engagement externally. | Poor |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Without dedicated public consultation and engagement roles our ability to have direct dialogue with residents will be limited. | Very Poor | We will use and monitor our social media channels to understand public sentiment and the help issues occurring. | Poor |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | We are actively working with colleagues in Health to redeploy our staff into alternative roles and retain good staff in the county who are active in the local economy. | Good | A role has been identified. | Good |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Reducing staff numbers should not affect our ability to communicate on poverty | Neutral | | Neutral |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No specific impact | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Our ability to produce strong and relevant communications around safeguarding should not be diminished as Children's Services are continuing to invest in the team. | Neutral | | Neutral |
| Impact on Powys County Council Workforce | The work left for the remaining central team could become unmanageable and cause staff to become stressed. | Very Poor | We will reprioritise workloads and distribute work fairly among those who remain and support one another to ensure mutual well-being. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| There is no specific evidence that supports the judgements. The judgements are arrived at empirically. | | | | |

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|----------------|
| Medium | High | High |
| Mitigation | | |

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The remaining corporate team will reprioritise the focus of their work depending on the most important issues to ensure that residents and communities receive information about changes in a timely and accessible manner.

9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| High | Low | Medium |

Mitigation

Individual mitigations are outlined above. There is no specific impact that would compromise the successful implementation of the savings proposals unless one of the services that has come forward with an alternative role altered its plans and did not proceed with a role. This would entail redundancy and a further diminishment of the overall service.

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| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Inability to cover communications and engagement requirement of services not investing in a dedicated officer | Very High | We will prioritise the work of the remaining corporate team on the clear priorities of the day | High |
| Staff reduction in the remaining corporate team will lead to unmanageable workloads causing stress among staff | High | We will mitigate by setting clear priorities with EMT and portfolio holders to ensure that remaining capacity is always focussed on manageable priorities | Medium |
| | Choose an item. | | Choose an item. |

Overall judgement (to be included in project risk register)

| Very High Risk | High Risk | Medium Risk | Low Risk |
|----------------|-----------|-------------|----------|
| | X | | |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| These savings can be achieved in full but there will be a significant reduction in the remaining corporate service. The campaign programme agreed in the Communications and Engagement Plan 2018-19 will cease and only those campaigns that can be funded directly by services will continue. The corporate team will focus on providing a media service, crisis comms, digital communication and internal/workforce comms. Events and public engagement and consultation will be provided directly by service areas. | |

11. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

N/A

12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

The impact will be monitored through social media sentiment and staff/member feedback.

Please state when this Impact Assessment will be reviewed.

No specific date, in approx. 12 months from implementation.

13. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|------------------|------------|-----------------|
| Impact Assessment Lead: | Anya Richards | A Richards | 19 October 2018 |
| Head of Service: | | | |
| Director: | David Powell | | |
| Portfolio Holder: | CLlr James Evans | | |

14. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Portfolio Holder | |

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|------------------------|------------------------|-------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | Development Management | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction in administration staffing levels (1 FTE) | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|---------|
| £0 | £26,430 | £0 | £0 | £0 | £26,430 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|--|---------------------|
| No consultation required (please provide justification) | The post is current occupied by an Administrative Officer on a temporary contract. The post holder will need to be made aware that the post will not be extended. Advice on redundancy will need to be sought. | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|--|------------|
| 1 | Gwilym Davies | Professional Lead – Development Management | 18.06.2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

No (subject to workload management measures being undertaken).

Service Area informed:

Contact Officer liaised with:

Mitigation

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| The Economy We will develop a vibrant economy | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Learning and skills We will strengthen learning and skills | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Residents and Communities We will support our residents and communities | The capacity to deal residents and communities will be reduced (ability to answer phone calls etc.). | Poor | Website and ICT will need to be improved so that customers do not need to contact the department directly. | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Officer assessment. |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Welsh Language impact on staff</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Disability</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Gender reassignment</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Marriage or civil partnership</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Race</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Religion or belief</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sex</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sexual Orientation</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Pregnancy and Maternity</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Source of Outline Evidence to support judgements |
|--|
| Officer assessment. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Impact on Powys County Council Workforce | The proposal will negatively impact on the post holder and the capacity of the Development Management team. | Poor | Remove non-statutory workload. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Officer assessment. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| none | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--|----------------------|
| Reduction in the capacity of Development Management to communicate with residents and customers. | Medium | Improve Council's website to try and negate the need for direct interaction with Development Management. | Low |
| Ability to process planning applications in a timely manner (back office workload) | High | Stop undertaking non statutory workload, i.e. stopping publishing third party correspondence. | Low |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | X | x |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|---|-------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------|
| Impact Assessment Lead: | Gwilym Davies | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Martin Weale | | |

16. Governance

| | | | |
|-------------------------------|-----------------|----------------------|--|
| Decision to be made by | Choose an item. | Date required | |
|-------------------------------|-----------------|----------------------|--|

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

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Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|----------------------------------|------------------------|-------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | Development Management | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | Reduction in advertising budget. | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction in advertising budget. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|---------|
| £0 | £15,000 | £0 | £0 | £0 | £15,000 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|--|---------------------|
| No consultation required (please provide justification) | No staff impacted. No service provision reduced. | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|--|------------|
| 1 | Gwilym Davies | Professional Lead – Development Management | 18.06.2018 |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| No. | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Learning and skills We will strengthen learning and skills | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Residents and Communities We will support our residents and communities | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Officer assessment. |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Welsh Language impact on staff</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Disability</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Gender reassignment</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Marriage or civil partnership</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Race</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Religion or belief</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sex</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sexual Orientation</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Pregnancy and Maternity</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

Officer assessment.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Impact on Powys County Council Workforce | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Officer assessment. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| none | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|-------------------------|----------------------|
| Ability to fund the publicity of departures will potentially be compromised if the Council fails to retain a five year housing supply, resulting in a substantial increase in departure applications. | Low | No mitigation proposed. | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | x |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-------------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Please state when this Impact Assessment will be reviewed.

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------|
| Impact Assessment Lead: | Gwilym Davies | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Martin Weale | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

Cyngor Sir Powys County Council

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Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | Development Management | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | Reduction in Development Management legal fees | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| This proposal would reduce the legal resource available to Development Management. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|--------|
| £0 | £4,100 | £0 | £0 | £0 | £4,100 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | No staff impacted. | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|--|------------|
| 1 | Gwilym Davies | Professional Lead – Development Management | 18.06.2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

| | |
|---|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| No. | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Learning and skills We will strengthen learning and skills | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |
| Residents and Communities We will support our residents and communities | Negligible impact. | Neutral | No additional mitigation proposed | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Officer assessment. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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Cyngor Sir Powys County Council

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Welsh Language impact on staff</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Disability</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Gender reassignment</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Marriage or civil partnership</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Race</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Religion or belief</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sex</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sexual Orientation</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Pregnancy and Maternity</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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Impact Assessment (IA)

The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

Officer assessment.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Impact on Powys County Council Workforce | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Officer assessment. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| none | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Ability to secure external legal resource. | Low | Development Management to become risk adverse. | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | x |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-------------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------|
| Impact Assessment Lead: | Gwilym Davies | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Martin Weale | | |

16. Governance

| | | | |
|------------------------|-----------------|---------------|--|
| Decision to be made by | Choose an item. | Date required | |
|------------------------|-----------------|---------------|--|

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation. **Please read the accompanying guidance before completing the form.** Draft versions of the assessment should be watermarked as “Draft” and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|-------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | Development Management | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | Reduction in Planning Officers (0.6FTE) | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| This proposal would reduce the number of Planning Officers by 0.6 FTE. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|---------|
| £0 | £25,070 | £0 | £0 | £0 | £25,070 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|--|---------------------|
| No consultation required (please provide justification) | No staff impacted as post is currently vacant. | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|--|------------|
| 1 | Gwilym Davies | Professional Lead – Development Management | 18.06.2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

| | |
|---|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| No. | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | The proposal has the potential to impact on planning application determination periods. This could impact on the deliverability of developments. The proposal has the potential to impact on planning enforcement capacity potentially at the cost of fairness in the market place. | Very Poor | Keep agents and developers informed of the situation to enable them to plan ahead. | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | The proposal has the potential to impact on planning application determination periods for health and care facilities. This could impact on the deliverability of developments. | Very Poor | Keep agents and developers informed of the situation to enable them to plan ahead. | Poor |

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Learning and skills We will strengthen learning and skills | The proposal has the potential to impact on planning application determination periods for education facilities. This could impact on the deliverability of developments. | Very Poor | Keep agents and developers informed of the situation to enable them to plan ahead. | Poor |
| Residents and Communities We will support our residents and communities | The proposal has the potential to reduce Development Managements ability to interact with customers and the public. | Very Poor | Try to develop the Council’s website to reduce the need for direct interaction. | Poor |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Source of Outline Evidence to support judgements |
|--|
| Officer assessment. |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | The proposal has the potential to impact on planning application determination periods. This could impact on the deliverability of developments. | Very Poor | Keep agents and developers informed of the situation to enable them to plan ahead. | Poor |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Reduced capacity will potentially result in Planning Officers having less time to safeguard and/or promote social, economic and ecological resilience. | Very Poor | No mitigation proposed. | Very Poor |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Reduced capacity will potentially result in less resources being allocated to managing and improving a developments impact on the health of the area. | Very Poor | No mitigation proposed. | Very Poor |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Reduced capacity will impact on Development Management ability to communicate with Communities as part of the planning process. | Very Poor | Try to develop Councils website to reduce the need for direct interaction with Development Management. | Poor |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | Less resource will be available to promote and/or support the economy, the environment, communities and culture, via the planning process. | Very Poor | Try to develop the Councils website to reduce the need for direct interaction with Development Management. | Poor |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Less resource will be available to assess a development impact on the Welsh language and culture. | Poor | No mitigation proposed. | Poor |
| <i>Opportunities to promote the Welsh language</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Welsh Language impact on staff</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Disability</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Gender reassignment</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Marriage or civil partnership</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Race</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Religion or belief</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sex</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Sexual Orientation</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| <i>Pregnancy and Maternity</i> | Negligible impact. | Neutral | No mitigation proposed. | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Officer assessment. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Reduction in staff resource has the potential to impact on long term investment in the economy and housing provision. | Poor | No mitigation proposed. | Poor |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Reduction in staff has the potential to reduce the ability for Development Management to collaborate with existing and future partners. | Poor | No mitigation proposed. | Poor |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Reduction in staff has the potential to reduce the ability for Development Management to engage with communities. | Poor | No mitigation proposed. | Poor |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Reduction in staff resource may impact on the ability to approve affordable housing in a timely manner. | Poor | No mitigation proposed. | Poor |

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Impact Assessment (IA)

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Negligible impact. | Neutral | No mitigation proposed. | Neutral |
| Impact on Powys County Council Workforce | A reduction in staff resource will result in increased workloads for existing Planning Officers. | Poor | No mitigation proposed. | Poor |

Source of Outline Evidence to support judgements

Officer assessment.

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8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Low | Low |
| Mitigation | | |
| none | | |

Cyngor Sir Powys County Council Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Potential adverse impact on the economy caused by delays in processing planning applications. | High | No mitigation proposed. | High |
| Potential reduction in planning enforcement capability. | Medium | Adopt new planning enforcement policy and procedure streamlining processes | Low |
| Potential delays in the processing of affordable housing applications and education applications impacting on delivery. | High | No mitigation proposed. | High |
| Potential to be in the bottom half/quarter of the Welsh Government planning league table. | Low | No mitigation proposed. | Low |
| Increase in the number of corporate complaints. | Medium | No mitigation proposed. | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | x | | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-------------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | |
|--|----------------------------------|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|----------------------------------|

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Please state when this Impact Assessment will be reviewed.

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------|
| Impact Assessment Lead: | Gwilym Davies | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Martin Weale | | |

16. Governance

| | | | |
|-------------------------------|-----------------|----------------------|--|
| Decision to be made by | Choose an item. | Date required | |
|-------------------------------|-----------------|----------------------|--|

FORM ENDS

Cyngor Sir Powys County Council

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|-------------------------------------|------------------------|----------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | Economic Development & Regeneration | Head of Service | Lisa Griffiths | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | Budget Savings for 2019 to 2023 | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| | | | | | | | |

The Economic Development & Regeneration team currently has 22 members of staff. 10 of these are externally funded and can only work on the projects they are funded to do, an audit that found otherwise would result in the funding being removed. The remaining 12 staff occupy 9.6 full time equivalent posts. The team is very small and if this resource was cut any further the Authority would not be able to deliver the outcomes over the current timescale for the Economy programme. We would also struggle to engage effectively with our Growing Mid Wales partners to develop the Regional Economic Action Plan and deliver the work associated with the Growing Mid Wales Growth Deal.

There is a great deal of expectation for the delivery of the councils Vision 2025 Economy Programme through the Economic Development and Regeneration service. The service is currently operating at the limit of its effective delivery following ten years of significant budget reductions. These have severely impacted on the service which has just 37% of its original resource capacity.

The service has identified some potential savings and is also looking at full cost recovery on external funded activity and this income generated will offset the budget reduction requirement.

The service is fundamental to the Growing Mid Wales Strategic Partnership and is already delivering some of the expected outcomes of the partnership's framework for action.

The service is currently leading on the development of a Mid Wales Growth Deal Bid from central government to provide significant investment capital for the region. In the next 2 years a successful bid will provide resource to aid the delivery of the programme which will fund project management using the current structure, knowledge and expertise within the Economic Development & Regeneration service.

1. Our proposal to achieve savings for 2019/20:-

£30,320 = Glasi Admin PP340

£58,000 = Tourism Development & Marketing PP550

£15,000 = Tourism Research PP550

£12,680 = Grounds Maintenance CC219

Target: £274,657

Total Achieved: £116,000

Total Outstanding -£158,657

2. Our proposal to achieve savings for 2020/21:-

Workways 50% match funding £95,010

War Memorials 15% match funding £25,020

Target: £108,990 + outstanding amount of £158,657 = £267,656

Total Achieved: £120,030

Total Outstanding -£147,626

3. Our proposal to achieve savings for 2021/2022:-

Growth Deal funding of £200,000 to off-set service revenue funding

Target: £108,990 + outstanding amount of £147,626 = £256,616

Total Achieved: £200,000

Total Outstanding: -£56,616

4. Our proposal to achieve savings for 2022/23.

Growth Deal funding of £200,000 to off-set service revenue funding

Target: £108,990 + outstanding amount of £56,616 = £165,606

Total Achieved: £200k

We have identified saving of £116,000 for 2019/20 which would impact on the extent of some of our activities but which we could manage. Part of this proposal includes income which we know we would need to provide each year. If we have to find the full 21% the impact will wipe out our match funding and too much of our resource and we would not be able to participate and compete with our partners in Ceredigion to manage the considerable amount of work required to complete the business case to apply for the growth deal funding for our projects, that is without the need to have resource to support the delivery as well.

The ED&R team supports a very extensive number of small and large development projects that make a huge difference to the ongoing delivery of the Powys economy and the maintenance of our public spaces and our supporting infrastructure. We really need to build on this and become more strategic in our approach, looking for much more innovative projects that will make a huge difference to how prosperous our residents, towns and villages can become. We need to develop a thriving economy to enable a better future for our younger residents as well. There is a great deal of professional knowledge and expertise within the very small team we currently have. We need to maintain that talent and continue to grow the local economy for Powys.

Having a vibrant economy impacts on our residents in a very positive way, if they can have work and can earn money and can have nice places to socialise, they are more likely to live healthy active lives and have better mental health. All of which helps to reduce demand on the Authorities many services.

1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|----------|----------|----------|----------|
| £ | £274,657 | £108,990 | £108,990 | £108,990 | £601,629 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--------------------------|-----------------------|---------------------|
| Choose an item. | | Choose an item. |

Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|----------------|---|----------------------------|
| Version One | Lisa Griffiths | Manager Economic Development & Regeneration | 19 th June 2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

The ED&R team supports a very extensive number of small and large development projects that make a huge difference to the ongoing delivery of the Powys economy and the maintenance of our public spaces and our supporting infrastructure. We really need to build on this and become more strategic in our approach, looking for much more innovative projects that will make a huge difference to how prosperous our residents, towns and villages can become. We need to develop a thriving economy to enable a better future for our younger residents as well. There is a great deal of professional knowledge and expertise within the very small team we currently have. We need to maintain that talent and continue to grow the local economy for Powys.

Having a vibrant economy impacts on our residents in a very positive way, if they can have work and can earn money and can have nice places to socialise, they are more likely to live healthy active lives and have better mental health. All of which helps to reduce demand on the Authorities many services.

The alternative to this, over time, would be a growing elderly population living in run down towns which would have less and less facilities, with poor infrastructure and growing levels of poverty as people have less well paid jobs available to them. If families start to move away to find better opportunities that also impacts on the standard of education we can afford to give those remaining. We would struggle even more to attract skilled workers to key jobs. We would have limited opportunities to make anything very much of our county.

Service Area informed: **Contact Officer liaised with:**

Mitigation

The mitigation to avoid the outcome we don't want as described in the final paragraph above, is to continue to have the resource in the ED&R team to lead on the work for the 'Growing Mid Wales' framework with our partners from Ceredigion County Council and Welsh Government. By developing a Regional Economic Action Plan we stand a much better opportunity to succeed in identifying key projects that will enable the partnership to receive growth deal funding from Welsh Government. The funding will enable the partnership to continue to develop the economy for the Mid Wales region and keep the regeneration of our counties on going for the future benefit of all our residents and the services we deliver from the partnership Councils.

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|-------------------------|---|---|---|--|
| | | | | |

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| <p>The Economy We will develop a vibrant economy</p> <ul style="list-style-type: none"> • <i>New business start-ups and relocations will increase</i> • <i>Skilled employment opportunities will increase</i> • <i>A greater supply and mix of suitable work space to support employment</i> • <i>More job opportunities and apprenticeships for young people</i> • <i>Local businesses benefit from good advice and support that help them thrive</i> • <i>Regulation supports business and communities and is proportionate</i> • <i>Powys is established as an innovation base for learning, skills and research for;</i> <ul style="list-style-type: none"> ○ <i>Farming and land-use innovation</i> ○ <i>Health and Care</i> ○ <i>Rural teacher training accreditation</i> • <i>The economically active population will increase</i> • <i>Tourism and leisure based activity and attractions will increase</i> • <i>Local consortia competing for public sector contracts will increase</i> • <i>Council priorities are used to develop new industries and supply chains</i> • <i>There is significant investment in accessible and community based lifetime accommodation</i> | <p>If the full 21% savings have to be achieved for 2019/20 we will not be able to achieve the outcomes for the Economy Programme within the time scales proposed. Some outcomes are unlikely to be achieved at all without the budget and resource we currently have within the ED&R team.</p> | <p>Poor</p> | <p>Option 3 of the savings proposal will achieve some of the savings for the 2019/20 target without preventing the ED&R team from continuing to work towards the successful achievement of other key objectives and outcomes as identified within the Economy Programme brief.</p> | <p>Good</p> |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| <p>Health and Care We will lead the way in effective, integrated rural health and care Our focus on well-being means:</p> <ul style="list-style-type: none"> • We focus on what matters to the individual • Young people, adults and families are able to create the foundations of good health throughout their life • We focus on safeguarding and supporting vulnerable people • The physical environment helps people maintain their health and well-being • There is an increasing supply of housing with care <p>Early help and support means:</p> <ul style="list-style-type: none"> • Technology enables people to self-care and remain independent • We ensure the maximum positive impact within the first 1,000 days of a child's life • A sufficient supply of appropriate placements for Looked After Children • Community role modelling is focused on basic life skills and money management <p>Joined up services means:</p> <ul style="list-style-type: none"> • Positive an co-productive partnerships • Significant investment in integrated health and care facilities and infrastructures • Health and Care teams work seamlessly with people, getting things right first time • Young people, adults and families have a fully integrated experience of health and care • Accessible and equitable services fit around people's busy lives <p>Tackling the big diseases (cancer, circulatory diseases, mental health, respiratory diseases)</p> | <p>The work carried out by the ED&R team supports the Authorities Health and Care programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team.</p> | <p>Poor</p> | <p>Applying option 3 from the savings proposal for the ED&R budget will help to mitigate the negative impact on the Councils priority for Health and Care.</p> | <p>Good</p> |

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| <p>Learning and skills We will strengthen learning and skills</p> <ul style="list-style-type: none"> School leavers have the right qualifications to progress Access to education provision and good career advice is equitable Working in partnership with schools, colleges, universities and businesses will improve career opportunities High quality teaching and learning environments embrace new technology for the population Pupils have access to remote/alternative learning opportunities <p>Early years provision is helping families to return to meaningful employment</p> | <p>The work carried out by the ED&R team supports the Authorities Learning and Skills programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team</p> | <p>Poor</p> | <p>Applying option 3 from the savings proposal for the ED&R budget will help to mitigate the negative impact on the Councils priority for Learning and Skills.</p> | <p>Good</p> |
| <p>Residents and Communities We will support our residents and communities</p> <ul style="list-style-type: none"> <i>Residents take responsibility for their actions and support one another</i> <i>Communities have access to a choice of both affordable and market housing</i> <i>Communities have access to services that allow all to flourish and enjoy life</i> <p><i>Communities have an active role in the design and delivery of the services they need</i></p> | <p>The work carried out by the ED&R team supports the Authorities Residents and Communities programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team</p> | <p>Poor</p> | <p>Applying option 3 from the savings proposal for the ED&R budget will help to mitigate the negative impact on the Councils priority for Residents and Communities.</p> | <p>Good</p> |

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Source of Outline Evidence to support judgements

Economy Programme Brief.



Programme Brief
Economyv0.3.docx

Growing Mid Wales Framework for Action



Growing Mid Wales
Framework for Actic

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How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|-----------------|--|---|--|--|
|-----------------|--|---|--|--|

| | | | | |
|--|--|-------------|--|-------------|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>Providing effective support and suitable premises will enable existing businesses to grow, generating wealth and jobs. Supporting vocational training and apprenticeships will provide opportunities for people to develop their skills and meet local business needs.</p> <p>Promoting Powys as a tourism destination will support existing businesses, generate new business opportunities and create jobs.</p> <p>Supporting the delivery of improved digital connectivity and helping businesses to take advantage of the technology will generate greater economic opportunities.</p> <p>Transport is a Key Driver for the economy, especially in Mid-Wales which is a rural county with many SMEs across the county. Transport relies on good infrastructure and a high standard of frequent transport services. Currently the Regional Transport Plan, Marches & Mid Wales Freight strategy and National Transport Plan set out the aspirations for a range of interventions and schemes for all modes of Transport.</p> | <p>Good</p> | <p>Adopting option 3 of the savings proposal will help to mitigate any negative impacts.</p> | <p>Good</p> |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | <p>Our economic activities will respect our environment and help manage and conserve our landscapes. Our new 'Home Grown Homes' project will use locally grown timber building products reducing the environmental impact of our house building. Increased forestry will also help alleviate flooding by absorbing water and CO2 reducing the causes of climate change.</p> | <p>Good</p> | <p>Adopting option 3 of the savings proposal will help to mitigate any negative impacts.</p> | <p>Good</p> |

| | | | | |
|---|---|----------------|--|----------------|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>Using our influence to develop a healthy and enterprising economy with good quality job opportunities and good quality housing will be major contributors to improving social and mental well-being.</p> | <p>Good</p> | <p>Adopting option 3 of the savings proposal will help to mitigate any negative impacts.</p> | <p>Good</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Supporting local events and festivals will help to strengthen communities and bring cultures together.</p> | <p>Good</p> | <p>Adopting option 3 of the savings proposal will help to mitigate any negative impacts.</p> | <p>Good</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>Better access to improved digital connectivity will provide global market opportunities for Powys businesses.</p> | <p>Good</p> | <p>Adopting option 3 of the savings proposal will help to mitigate any negative impacts.</p> | <p>Good</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>A vibrant economy has the potential to enable greater opportunities for all and that would include education.</p> | <p>Good</p> | <p>Without a vibrant economy access to a range of educational opportunities will be reduced.</p> | <p>Poor</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | | <p>Neutral</p> | | <p>Neutral</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>A vibrant economy has the potential to enable greater opportunities for all and that would include education.</p> | <p>Good</p> | <p>Without a vibrant economy access to a range of educational opportunities will be reduced.</p> | <p>Poor</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>A vibrant economy has the potential to enable greater opportunities for all and that would include sport, art and recreation.</p> | <p>Good</p> | <p>Without a vibrant economy access to a range of sport, art and recreation opportunities will be reduced.</p> | <p>Poor</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |
| <p><i>Age</i></p> | | <p>Neutral</p> | | <p>Neutral</p> |

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| | | | | |
|--------------------------------------|--|---------|--|---------|
| <i>Disability</i> | | Neutral | | Neutral |
| <i>Gender reassignment</i> | | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | | Neutral | | Neutral |
| <i>Race</i> | | Neutral | | Neutral |
| <i>Religion or belief</i> | | Neutral | | Neutral |
| <i>Sex</i> | | Neutral | | Neutral |
| <i>Sexual Orientation</i> | | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Economy Programme Brief. |
| Growing Mid Wales Framework for Action |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|--|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable greater opportunity for all. | Good |
| Collaboration: <i>Working with others in a collaborative way to find shared sustainable solutions.</i> | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |
| Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them.</i> | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i> | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |
| Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Impact on Powys County Council Workforce | The work carried out by the ED&R team supports the Authorities Vision 2025 programme, particularly through the achievement of the outcomes proposed within the Economy programme. The impact will be very negative without the necessary budget and resource in the ED&R team. | Poor | Adopting option 3 of the savings proposal will help to mitigate any negative impacts. A vibrant economy has the potential to enable a greater opportunity for all. | Good |
| Source of Outline Evidence to support judgements | | | | |
| Economy Programme Brief. | | | | |
| Growing Mid Wales Framework for Action | | | | |

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8. Achievability of proposal? **How likely are you to achieve successful implementation of the proposed change? (I.e. what is the risk of not delivering this proposal?)**

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| High | High | High |
| Mitigation | | |
| Adopting option 3 of the savings proposal for 2019/20 | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| ED&R team further loss of resource which would prevent the achievement of key objectives, in particular the development of the Regional Economic Action Plan and successful access to growth deal funding from Welsh Government. | High | Adopting option 3 of the proposed savings plan for the ED&R service, will mitigate these risks whilst at the same time enabling the service to contribute in 2019/20 to a proportion of the Authority's 21% savings target and enable the service to put in place options that will enable the full achievement of the 46% savings target over the 4 year period. | Low |
| The full 21% reduction in the service budget for 2019/20 would also prevent the achievement of key objectives, in particular the development of the Regional Economic Action Plan and successful access to growth deal funding from Welsh Government. | High | Adopting option 3 of the proposed savings plan for the ED&R service, will mitigate these risks whilst at the same time enabling the service to contribute in 2019/20 to a proportion of the Authority's 21% savings target and enable the service to put in place options that will enable the full achievement of the 46% savings target over the 4 year period. | Low |
| Being unable to build a vibrant economy either through the Growing Mid Wales partnership or through our own economic development and regeneration activities for the county of Powys, will have a negative impact on council services, staff and residents in many ways as outlined throughout this assessment. | High | Adopting option 3 of the proposed savings plan for the ED&R service, will mitigate these risks whilst at the same time enabling the service to contribute in 2019/20 to a proportion of the Authority's 21% savings target and enable the service to put in place options that will enable the full achievement of the 46% savings target over the 4 year period. | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | Medium Risk | |

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10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

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| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| <p>The ED&R team supports a very extensive number of small and large development projects that make a huge difference to the ongoing delivery of the Powys economy and the maintenance of our public spaces and our supporting infrastructure. We really need to build on this and become more strategic in our approach, looking for much more innovative projects that will make a huge difference to how prosperous our residents, towns and villages can become. We need to develop a thriving economy to enable a better future for our younger residents as well. There is a great deal of professional knowledge and expertise within the very small team we currently have. We need to maintain that talent and continue to grow the local economy for Powys.</p> <p>Having a vibrant economy impacts on our residents in a very positive way, if they can have work and can earn money and can have nice places to socialise, they are more likely to live healthy active lives and have better mental health. All of which helps to reduce demand on the Authorities many services.</p> | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| <p>Economy Programme Brief.</p> <p>Growing Mid Wales Framework for Action</p> |

14. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|--|
| <p>The IA will be monitored by the Economy Programme Board which meets on a quarterly basis. The board has an approved terms of reference and governance structure and is jointly chaired by the Sponsor David Powell and Cllr Martin Weale.</p> |
| Please state when this Impact Assessment will be reviewed. |
| <p>A full review of the IA will be carried out in 12 months' time.</p> |

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15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|----------------------------|
| Impact Assessment Lead: | Lisa Griffiths | | 19 th June 2018 |
| Head of Service: | Lisa Griffiths | | 19 th June 2018 |
| Strategic Director: | Nigel Brinn | | 19 th June 2018 |
| Portfolio Holder: | Clr Martin Weale | | 19 th June 2018 |

16. Governance

| Decision to be made by | Portfolio Holder | Date required |
|------------------------|------------------|---------------|
| | | |



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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|--|------------------------|-------------|---------------------------|-------------|-------------------------|-------------|
| Service Area | EH Commercial | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | James Evans |
| Proposal | EHP01 – Transfer funds from HE558 to the sum of £3K and subsequently reduce budget against HE551 | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Recognise a saving of £3,000. | | | | | | | |
| – Transfer funds from HE558 to the sum of £3K and subsequently reduce budget against HE551 | | | | | | | |
| Money is placed in a protected Licensing Act Reserve. There is no set pattern to how much this is but last year £3K was put into the reserves from HE558 and this would be the lower limit of what would ordinarily be transferred. £3K could quite legitimately be costed against the H&S service HE551 from HE558 as they are involved in the Licensing Act consultations. If this was done then the £3K saving could then be recognised from the HE551 budget. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £ 3K | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------------|---------------------------------|------------|
| 1 | Beverley Cadwallader | Professional Lead EH Commercial | 18/06/2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

| | | | |
|--|----------------|--------------------------------------|--|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| No | | | |
| Service Area informed: | Not applicable | Contact Officer liaised with: | |
| Mitigation | | | |
| None required. | | | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | | Neutral | | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Knowledge of service |

6. How does your proposal impact on the Welsh Government's well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | | Neutral | | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | Neutral | | Neutral |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | | Neutral | | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | | Neutral | | Neutral |
| <i>Opportunities to promote the Welsh language</i> | | Neutral | | Neutral |
| <i>Welsh Language impact on staff</i> | | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Neutral | | Neutral |
| <i>Disability</i> | | Neutral | | Neutral |
| <i>Gender reassignment</i> | | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | | Neutral | | Neutral |
| <i>Race</i> | | Neutral | | Neutral |
| <i>Religion or belief</i> | | Neutral | | Neutral |
| <i>Sex</i> | | Neutral | | Neutral |
| <i>Sexual Orientation</i> | | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Knowledge of service |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | Neutral | | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | | Neutral | | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | Neutral | | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Neutral | | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | Neutral | | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Neutral | | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Knowledge of service | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| No mitigation | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------|----------------------|
| None identified | Low | | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | Yes |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|--------------|----------------------|----------------|
| Adjustments to budgets | 1 April 2019 | Savings achieved | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| None | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Straightforward proposal to adjust budgets, to make £3K savings, no risk. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| None necessary |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|----------------------|-----------|------|
| Impact Assessment Lead: | Beverley Cadwallader | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | James Evans | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

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Impact Assessment (IA)

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-------------|---------------------------|-------------|-------------------------|-----------------|
| Service Area | EH Commercial/Environmental Protection | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Clr James Evans |
| Proposal | EHP02 – Reduce Budget against HE920 | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Recognise a saving of £8,000. | | | | | | | |
| HE920 budget can be reduced by £8000. | | | | | | | |
| We have made significant changes in the way we are operating by working on establishing an email database so we can communicate with our businesses via email instead of posting out so many communications. As a result, we have recognised a saving on this budget for print/post etc. There has also been a reduction in staff leasing costs. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £ 8K | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------|-----------|------|
|---------|--------|-----------|------|

Cyngor Sir Powys County Council

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| | | | |
|---|---------------------------------|---|---------|
| 1 | Beverley Cadwallader/Nia Hughes | Professional Lead EH Commercial/Professional Lead EH Environmental Protection | 15/2/19 |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

No

Service Area informed:

Not applicable

Contact Officer liaised with:

Mitigation

None required.

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | | Neutral | | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | | Neutral | | Neutral |

Cyngor Sir Powys County Council
Impact Assessment (IA)

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|--|---|--|--|
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Knowledge of service |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | | Neutral | | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | Neutral | | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | | Neutral | | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | | Neutral | | Neutral |
| <i>Opportunities to promote the Welsh language</i> | | Neutral | | Neutral |
| <i>Welsh Language impact on staff</i> | | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Neutral | | Neutral |
| <i>Disability</i> | | Neutral | | Neutral |
| <i>Gender reassignment</i> | | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | | Neutral | | Neutral |
| <i>Race</i> | | Neutral | | Neutral |
| <i>Religion or belief</i> | | Neutral | | Neutral |
| <i>Sex</i> | | Neutral | | Neutral |
| <i>Sexual Orientation</i> | | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Knowledge of service |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | Neutral | | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | | Neutral | | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | Neutral | | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Neutral | | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | Neutral | | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Neutral | | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Knowledge of service | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| No mitigation | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------|----------------------|
| None identified | Low | | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | Yes |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|--------------|----------------------|----------------|
| Adjustments to budget | 1 April 2019 | Savings achieved | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| None | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| Straightforward proposal to reduce budget, to make £8K savings, no risk. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| None necessary |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|--------------------------------|---------------------------------|-----------|------|
| Impact Assessment Lead: | Beverley Cadwallader/Nia Hughes | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | James Evans | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-------------|---------------------------|-------------|-------------------------|---------------------------------------|
| Service Area | Property, Planning and Public Protection | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr James Evans Cllr Martin Weale |
| Proposal | Restructure administration support in PPPP | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| <p><i>This proposal relates to reducing headcount within the Administration support services within PPPP. The administration staff were transferred into the service several years ago from BSU. At that time the structure of Administration Supervisors (1.5FTE) and Administrative Officers was retained, the supervisors maintaining line management and work allocation of the Admin Officers. There is an opportunity to align the Administration Officers with the various services and for the Professional Leads to put line management arrangements in place for the staff. This would lead to a better `team` approach for all the officers within the service units, enabling efficiencies and exploiting capacity opportunities.</i></p> <p><i>The savings would therefore be the 1.5 Supervisor posts at the commencement of this arrangement and could lead to further admin staff reductions when the replacement ICT system comes into operation in 2019.</i></p> <p><i>The proposal above would secure savings of:</i></p> <p><i>Admin Supervisor x 1.5 (FtE) – c.£49k</i></p> <p><i>The proposal would be to attract expressions of interest for voluntary redundancy from the whole bank of admin staff and whilst the supervisor`s posts would be made redundant, the 2 members of staff in post would have the opportunity to apply for admin officer posts within the structure.</i></p> <p><i>The above is a further cut in capacity for the administration team (Planning Services are cutting 2 fixed term posts from their structures) and the impact could mean Officers being tasked with more administration duties in the future.</i></p> | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £ 49k | | | | |

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2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | 31/01/2019 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|-------------|----------------------|------------|
| Version 1 | Ken Yorston | Interim Head of PPPP | 31/08/2018 |
| | | | |

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4. Impact on Other Service Areas

| | | | |
|---|-------------------|--------------------------------------|-------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| There may be implications for call handling within Customer Services. | | | |
| Service Area informed: | Customer Services | Contact Officer liaised with: | Kelly Watts |
| Mitigation | | | |
| None | | | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Neutral | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Choose an item. |
| <i>Disability</i> | N/A | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Choose an item. |
| <i>Race</i> | N/A | Neutral | | Choose an item. |
| <i>Religion or belief</i> | N/A | Neutral | | Choose an item. |
| <i>Sex</i> | Will affect Female workforce | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| N/A |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | N/A | Neutral | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | N/A | Neutral | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | N/A | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | N/A | Neutral | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | N/A | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | Reduction | Poor | None possible | Poor |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Low | Medium |
| Mitigation | | |
| | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--------------------------------------|----------------------|
| Reduction in Admin staff will increase work pressures on remaining | Medium | Management awareness to be increased | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | √ |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|---|----------------------------|----------------------|----------------|
| Reduce the budget by £48k | 1 st April 2019 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | 11/09/18 |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| HR support | | | * | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Low risk | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

N/A

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Management reviews of workloads |
| Please state when this Impact Assessment will be reviewed. |
| March 2020 |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|--------------------------------|-----------|---------|
| Impact Assessment Lead: | Ken Yorston | | 31/8/18 |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr James Evans, Martin Weale | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|-------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Property, Planning and Public Protection | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr James Evans |
| Proposal | Restructure Management team in PPPP to remove SM PPPP | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| <p><i>This proposal relates to reducing headcount within the Management team within PPPP.</i></p> <p><i>Currently there is a Senior Manager post covering Planning and Public Protection.</i></p> <p><i>This proposal offers up the opportunity to reduce the number of posts in that SMPPP post could be removed from the structure.</i></p> <p><i>The SMPPP post could be then removed but all PLs reporting to the HoS</i></p> <p><i>The proposal above would secure savings of:</i></p> <p><i>1x SMPPP - £ 85k</i></p> <p><i>The post is currently vacant, the previous incumbent opting to take early retirement.</i></p> | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £85k | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | 31/01/2021 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Cyngor Sir Powys County Council
Impact Assessment (IA)

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| Version | Author | Job Title | Date |
|-----------|-------------|----------------------|------------|
| Version 1 | Ken Yorston | Interim Head of PPPP | 07/09/2018 |
| | | | |

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4. Impact on Other Service Areas

| | |
|---|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| <p>There may be implications all other areas in the Council and impact on V 2015 aspirations in Economy, Health and Care and Residents and Communities as there will be capacity issues as workloads are spread amongst staff.</p> | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| <p>none</p> | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| The Economy We will develop a vibrant economy | Reductions in management capacity are likely to impact areas of work that support the Economy such as Business support and advice | Poor | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | As above | Poor | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | As above | Poor | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Will have a negative impact as planning decision process may be slowed, loss of expertise in LDP review/preparation | Poor | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Choose an item. |
| <i>Disability</i> | N/A | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Choose an item. |
| <i>Race</i> | N/A | Neutral | | Choose an item. |
| <i>Religion or belief</i> | N/A | Neutral | | Choose an item. |
| <i>Sex</i> | Will affect Female workforce | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Choose an item. |

| Source of Outline Evidence to support judgements |
|--|
| N/A |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | N/A | Neutral | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | N/A | Neutral | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | N/A | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | N/A | Neutral | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | N/A | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | Reduction | Poor | None possible | Poor |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Low | Medium |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--------------------------------------|----------------------|
| Reduction in Admin staff will increase work pressures on remaining | Medium | Management awareness to be increased | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | √ |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|------------------------------------|----------------------------|---------------|----------------|
| Reduce the budget by £269.5k | 1 st April 2021 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | 11/09/18 |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| HR support | | | * | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Medium risk | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

Cyngor Sir Powys County Council
Impact Assessment (IA)

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Variety of business model delivery have been considered

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Management reviews of workloads

Please state when this Impact Assessment will be reviewed.

March 2020

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|--|-----------|---------|
| Impact Assessment Lead: | Ken Yorston | | 31/8/18 |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | Cllr James Evans, Martin Weale, Phyl Davies, Aled Davies, Rosemarie Harris | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

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FORM ENDS

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Cyngor Sir Powys County Council

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Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|------------------------------------|------------------------|-------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Environmental Protection | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr James Evans |
| Proposal | Reduce the stray dog budget by £7k | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| The Council no longer employs dog wardens but instead employs contractors to provide a statutory service for the collection and kennelling of stray dogs. The Council employs 2 contractors, one in the north and one in the south of the county. The Council pays each contractor an annual retainer and pays for the collection and kennelling of the stray dogs. Demand on the service fluctuates over the year which impacts on the cost of the service. The proposal is to reduce the revenue budget by £7k. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £7k | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|----------------|---|--------|
| Version 1 | Nia Wyn Hughes | Professional Lead-Environmental Health (Environmental Protection) | 1/6/18 |
| | | | |
| | | | |

4. Impact on Other Service Areas

| | |
|---|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| N/A | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Neutral | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | The service responds to complaints from members of the public regarding stray dogs. | Poor | | Choose an item. |

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Source of Outline Evidence to support judgements

The budget has been underspent in the last few years

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | | Choose an item. |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | The service responds to complaints regarding stray dogs and arranges for their collection and kennelling | Poor | No mitigation possible | Poor |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Choose an item. |
| <i>Disability</i> | N/A | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Choose an item. |
| <i>Race</i> | N/A | Neutral | | Choose an item. |
| <i>Religion or belief</i> | N/A | Neutral | | Choose an item. |
| <i>Sex</i> | N/A | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | N/A | Neutral | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | N/A | Neutral | | Choose an item. |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | N/A | Neutral | | Choose an item. |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | N/A | Neutral | | Choose an item. |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | N/A | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | N/A | Neutral | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--------------------|----------------------|
| If demand increase the additional cost cannot be met from the revenue budget | Low | | Choose an item. |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | v |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|----------------------------|----------------------|----------------|
| Reduce the budget by £7k | 1 st April 2019 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Low risk | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

None

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Monitor the number of stray dog complaints received and the number of dogs collected and kennelled |
| Please state when this Impact Assessment will be reviewed. |
| March 2020 |

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|---------|
| Impact Assessment Lead: | Nia Wyn Hughes | | 15/6/18 |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr James Evans | | |

16. Governance

| | | | |
|-------------------------------|---------|----------------------|------------|
| Decision to be made by | Cabinet | Date required | March 2019 |
|-------------------------------|---------|----------------------|------------|

FORM ENDS

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| | | | | | | | |
|---------------------|--------------------------|------------------------|-------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Environmental Protection | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr James Evans |
|---------------------|--------------------------|------------------------|-------------|---------------------------|-------------|-------------------------|------------------|

Proposal Increase burial fees by 20%

Outline Summary / Description of Proposal

*The Service is responsible for managing a portfolio of 19 cemeteries. This involves arranging burials and maintaining the cemeteries themselves. In 2016 the contracts for grave digging and grass cutting were outsourced to a private company namely Greenfingers. However due to the quality of the work undertaken by the company, grave digging was brought back in house but at an additional cost of approximately £80k. The contract for grass cutting has been extended for 18/19 but at an additional cost of £80k. **This represents an additional budget pressure of £160k for 18/19.***

By raising cemetery fees by 20% it is estimated that an additional income of £64k will be realised.

*It should be noted that the cemetery fees were increased by **67% in January 2016** and by a further **10% in April 2018**. The current cost of a new double grave excluding the erection of a headstone is £1895.45. By increasing the fees by a further 20% would increase this cost to £2274.09*

The adverse impact of such an increase would be complaints from members of the public and funeral directors and monumental masons regarding the additional cost of burials. It may also result in less burials taking place with bereaved families choosing other burial grounds.

The service also deals with public health burials where families of the deceased can't or won't arrange the funeral. In these instances the Council must arrange and pay the funeral expenses. Again if cemetery fees are increased significantly, the instances of public health funerals may increase.

1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £64k | £ | £ | £ | £ |

2. Consultation requirements

PCC: *Impact Assessment Toolkit (Oct 2017)*

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| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|----------------|--|--------|
| Version 1 | Nia Wyn Hughes | Professional Lead-Environmental Health (Environmental Protection) | 1/6/18 |
| | | | |

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4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| N/A | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Neutral | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Choose an item. |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| Residents and Communities We will support our residents and communities | The increase will impact significantly on the overall cost of arranging a burial in one of the Council's cemeteries which may result in some families being unable to meet the funeral costs. This may result in them choosing alternative cemeteries within the communities where cemetery fees are less. This will impact on the income generated by the service. In some cases if families are unable to meet the costs then the number of public health burials where the Council must meet the cost of the funeral will increase putting pressure on existing budgets. | Very Poor | No mitigation possible | Very Poor |

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| Source of Outline Evidence to support judgements |
|--|
| Previous increases in fees resulted in complaints from funeral directors and members of the public |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | The increase could impact on residents that wished to be buried in their community but are unable to meet the Council’s costs. | Very Poor | No mitigation possible | Very Poor |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Choose an item. |
| <i>Disability</i> | N/A | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Choose an item. |
| <i>Race</i> | N/A | Neutral | | Choose an item. |
| <i>Religion or belief</i> | N/A | Neutral | | Choose an item. |
| <i>Sex</i> | N/A | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| N/A |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | N/A | Neutral | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | N/A | Neutral | | Choose an item. |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | The increase will impact significantly on the overall cost of arranging a burial in one of the Council's cemeteries which may result in some families being unable to meet the funeral costs. This may result in them choosing alternative cemeteries within the communities where cemetery fees are less. This will impact on the income generated by the service. In some cases if families are unable to meet the costs then the number of public health burials where the Council must meet the cost of the funeral will increase putting pressure on existing budgets. | Very Poor | No mitigation possible | Very Poor |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | N/A | Neutral | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | N/A | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | The increase will impact most on low income families | Very Poor | No mitigation possible | Very Poor |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | N/A | Neutral | | Choose an item. |

Source of Outline Evidence to support judgements

| |
|--|
| |
|--|

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| High | High | High |
| Mitigation | | |

Cyngor Sir Powys County Council

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|-------------|----------------------|
| The increase will impact significantly on the overall cost of arranging a burial in one of the Council's cemeteries which may result in some families being unable to meet the funeral costs. This may result in them choosing alternative cemeteries within the communities where cemetery fees are less. This will impact on the income generated by the service. In some cases if families are unable to meet the costs then the number of public health burials where the Council must meet the cost of the funeral will increase putting pressure on existing budgets. | High | None | High |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | √ | | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|----------------------------|----------------------|----------------|
| Reduce the budget by £64k | 1 st April 2019 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

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| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| High risk | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| N/A |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Review the number of burials and public health burials |
| Please state when this Impact Assessment will be reviewed. |
| March 2020 |

15. Sign Off

| Position | Name | Signature | Date |
|--------------------------------|------------------|-----------|---------|
| Impact Assessment Lead: | Nia Wyn Hughes | | 15/6/18 |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | Cllr James Evans | | |

16. Governance

| | | | |
|-------------------------------|-----------------|----------------------|--|
| Decision to be made by | Choose an item. | Date required | |
|-------------------------------|-----------------|----------------------|--|

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|---|------------------------|-------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Environmental Protection | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr James Evans |
| Proposal | Reduce the budget for closed landfill sites by £65k | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Environmental Protection is responsible for managing the portfolio of closed landfill of which there are approximately 80 currently. Of these approximately half are privately owned. A recent judgement by the Court of Appeal concluded that PCC was not responsible for these sites under Part 2A of the Environmental Protection Act 1990. The Service took over the management of the closed landfills from Waste Management in 2013 and since then has implemented a range of efficiencies. These include withdrawing from actively managing privately owned closed landfills, reducing maintenance visits by HGSS, and carrying out gas and leachate monitoring in house. As a result £65k can be offered up as savings. | | | | | | | |

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Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £65k | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|----------------|---|--------|
| Version 1 | Nia Wyn Hughes | Professional Lead-Environmental Health (Environmental Protection) | 1/6/18 |
| | | | |
| | | | |

4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| N/A | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | The sites are managed to ensure that pollution doesn't cause an unacceptable risk to human health, controlled waters and ecological systems. | Very Poor | No mitigation possible | Very Poor |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | N/A | Neutral | | Choose an item. |

Source of Outline Evidence to support judgements

The budget has been underspent for the last few years

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | The sites are managed to ensure that pollution doesn't cause an unacceptable risk to human health, controlled waters and ecological systems. | Very Poor | No mitigation possible | Very Poor |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/A | Neutral | | Choose an item. |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | The sites are managed to ensure that pollution doesn't cause an unacceptable risk to human health, controlled waters and ecological systems. | Very Poor | No mitigation possible | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Choose an item. |
| <i>Disability</i> | N/A | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Choose an item. |
| <i>Race</i> | N/A | Neutral | | Choose an item. |
| <i>Religion or belief</i> | N/A | Neutral | | Choose an item. |
| <i>Sex</i> | N/A | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|---|
| The budget has been underspent for the last few years |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | N/A | Neutral | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | N/A | Neutral | | Choose an item. |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | N/A | Neutral | | Choose an item. |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | The sites are managed to ensure that pollution doesn't cause an unacceptable risk to human health, controlled waters and ecological systems. | Very Poor | No mitigation possible | Very Poor |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | N/A | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | N/A | Neutral | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Medium | Medium |
| Mitigation | | |
| No mitigation possible | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|-------------|----------------------|
| If a pollution incident did arise or if remedial works were required to be undertaken on any site then there may be insufficient resources available from the revenue budget to deal with these issues. | Medium | None | Medium |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | √ | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|----------------------------|----------------------|----------------|
| Reduce the budget by £65k | 1 st April 2019 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Medium risk | |

Cyngor Sir Powys County Council
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13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

N/A

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Monitoring results from the sites/number of pollution incidents recorded.

Please state when this Impact Assessment will be reviewed.

March 2020

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|----------------|-----------|---------|
| Impact Assessment Lead: | Nia Wyn Hughes | | 15/6/18 |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

FORM ENDS

Cyngor Sir Powys County Council

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|-------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Environmental Protection | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr James Evans |
| Proposal | Increase the number of risk assessments undertaken to increase income by £20k | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| <i>The Service has a statutory responsibility to undertake the sampling and risk assessment of all private water supplies other than those serving single properties. There are approximately 1000 such supplies in Powys.</i> | | | | | | | |
| <i>The team that currently undertakes this work is also responsible for managing the Council's 19 cemeteries. This split in duties often disrupts planned risk assessment and sampling programmes.</i> | | | | | | | |
| <i>By increasing the number of risk assessments undertaken per annum there is the potential to increase income by £20k. However the conflicting demands of the cemeteries service will remain. If necessary assistance may be required from other parts of the service to meet the revised target.</i> | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £20k | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|----------------|---|--------|
| Version 1 | Nia Wyn Hughes | Professional Lead-Environmental Health (Environmental Protection) | 1/6/18 |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| N/A | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | The requirement to sample and risk assess private water supplies is to ensure that these supplies are wholesome and do not present a risk to the health of the residents | Good | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | The requirement to sample and risk assess private water supplies is to ensure that these supplies are wholesome and do not present a risk to the health of the residents | Good | | Choose an item. |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | The requirement to sample and risk assess private water supplies is to ensure that these supplies are wholesome and do not present a risk to the health of the residents | Good | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/A | Neutral | | Choose an item. |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Choose an item. |
| <i>Disability</i> | N/A | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Choose an item. |
| <i>Race</i> | N/A | Neutral | | Choose an item. |
| <i>Religion or belief</i> | N/A | Neutral | | Choose an item. |
| <i>Sex</i> | N/A | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | N/A | Neutral | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | N/A | Neutral | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | N/A | Neutral | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | The requirement to sample and risk assess private water supplies is to ensure that these supplies are wholesome and do not present a risk to the health of the residents | Good | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | N/A | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | | Choose an item. |

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Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | N/A | Neutral | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| N/A | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Medium | Medium |
| Mitigation | | |
| None | | |

Cyngor Sir Powys County Council Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------|----------------------|
| The increased workload on officers may impact on other work such as managing the Council's 19 cemeteries and undertaking public health burials | Medium | None | Medium |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | √ | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|----------------------------|---------------|----------------|
| Reduce the budget by £20k | 1 st April 2019 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Medium risk | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

N/A

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Review number of risk assessments undertaken and the impact of other areas of the service

Please state when this Impact Assessment will be reviewed.

March 2020

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|---------|
| Impact Assessment Lead: | Nia Wyn Hughes | | 15/6/18 |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr James Evans | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|---|--------------------|------------------------|--------------|-----------------|------------|-------------------------|-------------|
| Service Area | Electoral Services | Head of Service | Clive Pinney | Director | Mark Evans | Portfolio Holder | James Evans |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction of 2018/19 budget £178,140 by 22% | | | | | | | |
| <ul style="list-style-type: none"> Reduce postage costs during electoral registration canvass by utilising locally held records, council tax, staff records etc to data match against in order to suppress reminder forms being sent to properties where we can confirm by other means. Deletion of Assistant Elections Officer post (Grade 4) - rely on BPU relief Administrators during peak periods, while other regular duties would be picked up by other members of the team or would cease to happen in the same form or timescales. | | | | | | | |

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|-----------------|-----------------------------|------------|
| V1 | Sandra Matthews | Principal Elections Officer | 22/10/2018 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £49k | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|-----------------------------|--|
| Staff consultation required | |

4. Impact on Other Service Areas

**Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
 PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

N/A

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|--|---|---|
| The Economy We will develop a vibrant economy | N/A | Choose an item. | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Choose an item. | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Choose an item. | | Choose an item. |
| Residents and Communities We will support our residents and communities | N/A | Choose an item. | | Choose an item. |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | N/A | Choose an item. | | Choose an item. |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | N/A | Choose an item. | | Choose an item. |

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| | | | | |
|--|-----|-----------------|--|-----------------|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | N/A | Choose an item. | | Choose an item. |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | N/A | Choose an item. | | Choose an item. |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | N/A | Choose an item. | | Choose an item. |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p> | N/A | Choose an item. | | Choose an item. |
| <p>Opportunities to promote the Welsh language</p> | N/A | Choose an item. | | Choose an item. |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| | | | | |
|--|-----|-----------------|--|-----------------|
| <i>Welsh Language impact on staff</i> | N/A | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Choose an item. | | Choose an item. |
| <i>Disability</i> | N/A | Choose an item. | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Choose an item. | | Choose an item. |
| <i>Race</i> | N/A | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | N/A | Choose an item. | | Choose an item. |
| <i>Sex</i> | N/A | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | N/A | Choose an item. | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | N/A | Choose an item. | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Choose an item. | | Choose an item. |

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Impact Assessment (IA)

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | Reduction in workforce and a reliance on another section to support us to deliver our service | Neutral | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|-----------------|
| Choose an item. | Low | Choose an item. |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|-----------------|----------------------|------------|----------------------|
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |

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| Overall judgement (to be included in project risk register) | | | |
|---|-----------|-------------|----------|
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

12. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|--|
| Each election tests the accuracy of the register of electors and the Electoral Commission monitors each ERO every year during canvass to check they meet their statutory duties. |
| Please state when this Impact Assessment will be reviewed. |
| |

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------------|-----------|------|
| Impact Assessment Lead: | Sandra Matthews | | |
| Head of Service: | Clive Pinney | | |
| Director: | Mark Evans | | |
| Portfolio Holder: | Councillor James Evans | | |

14. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

Cyngor Sir Powys

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Please read the accompanying guidance before completing the form.

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| | | | | | | | |
|--|---------|------------------------|-------------|-----------------|--|-------------------------|------------------|
| Service Area | Finance | Head of Service | Jane Thomas | Director | | Portfolio Holder | Cllr Aled Davies |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| The finance function proposes re-structuring and not filling the senior technical lead post that is currently vacant. The technical team structure will need to be reviewed as a whole to ensure that the current service level can be sustained with the reduced level of resource. | | | | | | | |
| Additionally, there are two posts that will reduce from 1 FTE to 0.8 FTE. | | | | | | | |
| Total reduction in FTEs will be 1.4. | | | | | | | |

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------|-----------|------|
| | | | |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £76k | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|---|--|
| No consultation required (please provide justification) | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY |
|---|
| N/A Post has never been appointed; SLA with other areas are being fulfilled without this post therefore no impact on other services |

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|--|---|--|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | N/A | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/A | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Neutral |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Neutral |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Neutral |
| <i>Disability</i> | N/A | Neutral | | Neutral |
| <i>Gender reassignment</i> | N/A | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Neutral |
| <i>Race</i> | N/A | Neutral | | Neutral |
| <i>Religion or belief</i> | N/A | Neutral | | Neutral |
| <i>Sex</i> | N/A | Neutral | | Neutral |
| <i>Sexual Orientation</i> | N/A | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Neutral |

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Source of Outline Evidence to support judgements

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | N/A | Choose an item. | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Choose an item. | | Choose an item. |

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Impact Assessment (IA)

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | Removal of the posts will reduce opportunities for career progression. However, there are other posts within financial services at the same level. | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

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8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|-----------------|
| Choose an item. | Choose an item. | Choose an item. |
| Mitigation | | |
| | | |

9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Reduced resilience & capacity within the Financial Services team | Medium | Re-alignment of roles and responsibilities of these posts within other posts within the service | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| Low risk and impact on the Council. Some minor impact on the Financial Services team through reduced resilience and capacity as a result of removing these posts. This can be mitigated by reviewing roles and responsibilities and re-prioritising our service provision. | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| N/A |

12. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|---|
| Customer satisfaction surveys; formal and informal assessment and monitoring of the services provided |

Please state when this Impact Assessment will be reviewed.

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|---------------|-----------|------|
| Impact Assessment Lead: | Stephen Caple | | |
| Head of Service: | Jane Thomas | | |
| Director: | Mark Evans | | |
| Portfolio Holder: | Aled Davies | | |

14. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

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FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



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| | | | | | | | |
|--|---------|------------------------|-------------|-----------------|------------|-------------------------|------------------|
| Service Area | Finance | Head of Service | Jane Thomas | Director | Mark Evans | Portfolio Holder | Cllr Aled Davies |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |

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It has been highlighted that within the council we have a number of processes that do not run as efficiently as intended and as a consequence avoidable work is being created for the various teams. In-effective or weak processes require additional resource to verify that the output is as expected and to correct where the output is erroneous. As end users of information the finance function is most heavily impacted by these process inefficiencies.

Some (high level) examples are listed below:

- VAT compliance issues
- Trent interface errors
- GRNs not being entered
- Wrong order numbers being used
- Invoices sent to services not to AP PO box or email
- Urgent payments to correct payroll (e.g. missing bank details)
- Correction of mis-coded transactions
- BACS recalls
- Missing eReturns information
- Year-end tasks incorrectly completed by services

The estimated cost of correcting these issues is estimated to be in the region of £123k. Further savings could be uncovered as the project progresses.

The purpose of this project is to highlight, review and correct processes that require significant manual intervention or rectification within the finance function.

This will be a multifaceted project with a number of sub-projects reviewing specific systems and/or processes to understand the reasons for failure and to recommend and implement potential solutions. The scope of this project will not be limited to finance. As end users of information, generated by a number of processes, finance are in an advantageous position to highlight the processes that are sub-optimal. The reasons for failure, and potential solutions, may not lie within the finance space. Organisation wide acceptance of the weaknesses of various processes and acceptance of modifications to these processes will be required.

Additionally, skills within the finance group may not be sufficient to re-engineer and optimise processes. An assessment of the skills required will be undertaken as part of the scoping process for the various sub-projects.

The intent of the project is to focus on the processes that are causing the most re-work or intervention. This project will not review all processes, or all financial processes, within the organisation.

1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------|-----------|------|
| | | | |
| | | | |

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| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £123k | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|-----------------------------|---|
| Staff consultation required | Process improvements may drive a different resource requirement in the future |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Depending on what inefficiencies are highlighted the project may require other service areas to

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | N/A | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/A | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | | Neutral |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | | Neutral |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | | Neutral |
| <i>Disability</i> | N/A | Neutral | | Neutral |
| <i>Gender reassignment</i> | N/A | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | N/A | Neutral | | Neutral |
| <i>Race</i> | N/A | Neutral | | Neutral |
| <i>Religion or belief</i> | N/A | Neutral | | Neutral |
| <i>Sex</i> | N/A | Neutral | | Neutral |
| <i>Sexual Orientation</i> | N/A | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | N/A | Choose an item. | | Choose an item. |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | N/A | Choose an item. | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Choose an item. | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | Process improvements may drive a different resource requirement in the future | Unknown | | Unknown |

Source of Outline Evidence to support judgements

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|----------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

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9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------|----------------------|
| Level of deliverable savings will be unknown until the explore phase of the project is concluded | Medium | N/A | Medium |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| Low - the intention of the project is to highlight areas of weakness and to make improvements to processes. This should lead to a financial benefit for the Council. | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| N/A |

12. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|---|
| Initial investigation and analysis will uncover the baseline to benchmark against |
| Please state when this Impact Assessment will be reviewed. |

| |
|--|
| |
|--|

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|---------------|-----------|------|
| Impact Assessment Lead: | Stephen Caple | | |
| Head of Service: | Jane Thomas | | |
| Director: | Mark Evans | | |
| Portfolio Holder: | Aled Davies | | |

14. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 6 years.

| | | | | | | | |
|---------------------|-----------|------------------------|-------------|---------------------------|--|-------------------------|------------------|
| Service Area | Resources | Head of Service | Jane Thomas | Strategic Director | | Portfolio Holder | Cllr Aled Davies |
|---------------------|-----------|------------------------|-------------|---------------------------|--|-------------------------|------------------|

| | | | | | | | |
|-----------------|---------------------------------|--|--|--|--|--|--|
| Proposal | Income & Awards Savings 2019/20 | | | | | | |
|-----------------|---------------------------------|--|--|--|--|--|--|

Outline Summary / Description of Proposal

During 2018-19 Income & Awards are set to

- collect a total income for the Council of **£141m**
- Process & Award HB of **£27m** and CTRS OF **£9m**, and undertake Social Care assessments, FSM, DHP, Clothing Grant, DFG assessments.
- The money advice and fraud team operate to provide financial gain to residents of Powys and the Council.

Majority of the above are statutory functions of the Council, and administered in accordance with strict regulations and subject to external audits. For 2019/20 Income & Awards are tasked to save £80k The impact on Income & Awards of realising the £94k saving is shown below.

Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £131k | | | | £80k |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|---|---------------------|
| No consultation required (please provide justification) | No consultation required as saving relates to Income & Awards operational budget and no statutory service provision | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|--------------------------------|------------|
| V1 | David Morris | Income & Awards Senior Manager | 20/11/2018 |
| V2 | David Morris | Income & Awards Senior Manager | 20/11/2018 |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

If Income & Awards can deliver and achieve the £80k savings detailed below:

- £34k** - reduce money advice team by one FTE
- £42k** – not fill management vacancy in ma team
- £44k** - profit from commerciality contracts secured & delivered.
- £7k** – From reduced cost expenditure in FR account for court costs
 - The 34k would impact on current number of Powys residents the mat team can offer support and assistance to and there would be a reduction to current benefit gains figure of £2.5m, with a potential drop of some **£500k** predicated. This is a non-statutory service. No direct impact on any other service area for this drop in income. Though will mean less disposable income for residents generally in Powys and may potentially impact ability to pay debts.
 - £42k from the unfilled management post will not impact other service areas.
 - £44k income from commerciality – will not impact other service areas.
 - £k budget reduction will not impact other services

| | | | |
|-------------------------------|----------------|--------------------------------------|-----|
| Service Area informed: | Not applicable | Contact Officer liaised with: | N/a |
|-------------------------------|----------------|--------------------------------------|-----|

Mitigation

NA

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | Loss of income to Powys residents of approx. £500k | Poor | Nothing can be done | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | MAT will continue to operate with reduced resource, both management and officer, offering financial well-being to residents of Powys but will not be able to support the level of gains / see some residents as at present | Poor | Will still support most vulnerable cases referred. Through reduction of failure and increase in value n way team operate. Will form partnership with other council for technical knowledge, quality control and training | Neutral |
| Learning and skills We will strengthen learning and skills | Not applicable | Unknown | | Choose an item. |
| Residents and Communities We will support our residents and communities | MAT will continue to operate with reduced resource, both management and officer, offering financial well-being to residents of Powys but will not be able to support the level of gains / see some residents as at present | Poor | Will still support most vulnerable cases referred. Through reduction of failure and increase in value n way team operate. Will form partnership with other council for technical knowledge, quality control and training | Neutral |

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| Source of Outline Evidence to support judgements |
|---|
| On-going monthly reviewing of the performance of the money advice team. |

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6. How does your proposal impact on the Welsh Assembly's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/a | Choose an item. | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/a | Choose an item. | | Choose an item. |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/a | Choose an item. | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/a | Choose an item. | | Choose an item. |
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/a | Choose an item. | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |

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| | | | | |
|--|-----------|-----------------|--|-----------------|
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No impact | Choose an item. | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | No impact | Choose an item. | | Choose an item. |
| <i>Welsh Language impact on staff</i> | No impact | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | No impact | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No impact | Neutral | | Choose an item. |
| <i>Disability</i> | No impact | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | No impact | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | No impact | Neutral | | Choose an item. |
| <i>Race</i> | No impact | Neutral | | Choose an item. |
| <i>Religion or belief</i> | No impact | Neutral | | Choose an item. |
| <i>Sex</i> | No impact | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | No impact | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | No impact | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| <ol style="list-style-type: none"> Monitoring of mat team Commercial works secured |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | MAT will continue to operate with reduced resource, both management and officer, offering financial well-being to residents of Powys but will not be able to support the level of gains / see some residents as at present | Poor | Target resource to support the most vulnerable households referred for support. Through reduction of failure and increase in value in way team operate | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Form partnership with other council for management support | Neutral | Will form partnership with other council for technical knowledge, quality control and training | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | na | Choose an item. | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | MAT will continue to operate with reduced resource, both management and officer, offering financial well-being to residents of Powys but will not be able to support the level of gains / see some residents as at present | Poor | Target resource to support the most vulnerable households referred for support. Through reduction of failure and increase in value in way team operate | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | na | Choose an item. | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | MAT will continue to operate with reduced resource, both management and officer, offering financial well-being to residents of Powys but will not be able to support the level of gains / see some residents as at present | Poor | Target resource to support the most vulnerable households referred for support. Through reduction of failure and increase in value in way team operate. Will form partnership with other council for technical knowledge, quality control and training | Neutral |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | na | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | na | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | Reduction by 2fte in short term. In medium to long term if no commercial activity found to sustain budget needs then further job losses will be needed. This will impact on Council budgets as it could be we have to remove staff who collect and recover etc. | Very Poor | none | Very Poor |
| Source of Outline Evidence to support judgements | | | | |
| review of capacity of MAT to operate with 2 less FTE Commercial Contracts are all piecemeal | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Medium | Medium |
| Mitigation | | |

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Continue to improve level of Income secured from commerciality
Need to form partnership with other council with unknown cost at present
Universal Credit- and level of impact it has on resources
Review demand levels to ensure MAT cover key vulnerable residents. Confident MAT will cover key ones.
Improvements to MAT delivery method

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Fail to maintain commerciality works within 2019-20 and beyond will impact longer term as piecemeal work may not be replaced so staff budget reductions will need to be made which in turn puts Council funds at risk | Medium | Attempt to increase levels of commerciality income from sources. | Medium |
| MAT-insufficient capacity to support volume of referrals | Medium | To support those most vulnerable and in need; improvements to MAT process. Use of support from other LA | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | X | |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|--|-------------|--|----------------|
| Remove 2 fte from base budget | 01/4/2019 | Reduced base line budget within FF500 | |
| Seek voluntary redundancy from mat through MOC process | 01/09/2019 | 1 less fte - redundancy situation (possibly) | |
| Commerciality income | 01/04/2019 | Reduce budget line in FF500 | |
| Seek partnership with other LA | 1/9/2019 | Partnership in discussion | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|--|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| HR support to undertake MOC for MAT redundancy | | | | | X | X | X | X | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | |
|--|----------------------------------|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|----------------------------------|

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- The £33k – 1 fte reduction in the MAT would impact on current number of Powys residents the mat can offer support and assistance to and there would be a reduction to current benefit gains figure of £2.5m, with a potential drop of some **£500k**. This places a risk on in-year collection rate of c.tax due to less disposable income within the household, some of these household may contain vulnerable adults and children.
- £42k reduced management costs will impact on MAT ability to be technically competent.
- £44k income from commerciality - dependent upon retaining contract(s) and having the capacity to deliver. This could also mean that if no new work is found to replace income from commerciality as all piecemeal work, then staff budgets will be impacted. That in turn will affect the Council funds as the ability of I&A to pay and collect will be diminished in longer term.

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

To date enough income has been received to cover commercial income needs

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Monthly budget monitoring already in place

Please state when this Impact Assessment will be reviewed.

April 2019 / Sept 19

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------|
| Impact Assessment Lead: | David Morris | | |
| Head of Service: | Jane Thomas | | |
| Strategic Director: | | | |
| Portfolio Holder: | CLlr Aled Davies | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|-----------|
| Decision to be made by | Portfolio Holder | Date required | 01/4/2019 |
|-------------------------------|------------------|----------------------|-----------|

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

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| | | | | | | | |
|---------------------|---------|------------------------|--------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Housing | Head of Service | Simon Inkson | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr James Evans |
|---------------------|---------|------------------------|--------------|---------------------------|-------------|-------------------------|------------------|

| | | | | | | | |
|-----------------|--|--|--|--|--|--|--|
| Proposal | HSP07 - Supporting People grant funding Shelter and Money Saviour services | | | | | | |
|-----------------|--|--|--|--|--|--|--|

Outline Summary / Description of Proposal

This proposal is part of achieving the Housing Service General Fund savings. Since Welsh Government allocated Revenue Support Grant in place of Transitional Funding the financial advice and assistance service provided by Money Saviour (£14,500 pa 2017/18) and the Shelter Cymru Service for homelessness prevention and financial advice (£17,000 pa 2017/18) is paid from the general fund (please note HRA pays £17k to Shelter for the service it provides to its tenants, total paid £34k). These services as they assist in the prevention and alleviation of homelessness and the IAA in accordance with the Social Service and Wellbeing (Wales) Act are eligible for supporting people grant. If the services are not funded there could be an increased level of homeless presentations and persons to whom the local authority accepts a homeless duty. There will also be less specialist advice and assistance available in Powys. Supporting People (SP) funding is agreed by the Supporting People Management Board. SP Homeless services will be re tendered by April 2019 the allocated funding for homeless services is approximately £1.6 million and these services could be included in the specification currently being developed however the projected budget/allocation does not include these services. They could also be funded from Learning Disability voids of which there was £130k last year however the board have already agreed to fund a SP "What Matters" post (£42k) Youth Service (£30k) and Mental Health services (£14k) from the voids. There may not therefore be sufficient surplus from the Learning Disability voids and the void vary. With the introduction of Universal Credit in Powys from October this year it is expected that the services delivered by Shelter and Money Saviour will experience an increase in demand and therefore there could be a requirement to expand the services.

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £31,500 | | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|-----------------------------------|-----------------------------|
| 1 | Dafydd Evans | Service Manager Housing Solutions | 1 st August 2018 |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

The SP grant funds a variety of services which would affect Childrens Services, Youth Services and Adult Services in particular, the funding of these services on a reducing grant may impact on other SP funded projects. The non-funding of the services would also impact on these service areas and could result in increased homelessness in Powys particularly with the introduction of Universal Credit in Powys.

| | | | |
|-------------------------------|--|--------------------------------------|--------------|
| Service Area informed: | Heads of service share proposals and SP Lead consulted | Contact Officer liaised with: | Adrian Jones |
|-------------------------------|--|--------------------------------------|--------------|

Mitigation

By the services being funded from SP grant they would have to compliment the SP Strategy and would be considered as part of all support services in Powys. The services would have to engage in the SP review of services which has achieved significant efficiencies over the last few years despite a reducing grant. The tendering of homelessness SP services could be an opportunity to integrate these services into the provision of SP homeless provision in Powys.

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|---|---|
| The Economy We will develop a vibrant economy | If the services are not provided the following would not happen in the future. From April to December 2017 Shelter assisted 197 households in Powys, 122 face to face, Money Saviour, same period from 151 appointments realised £102,888 which is either additional income/benefits or debt written off. One of the aims of the Money Saviour service is "To maximise income, assess benefit entitlement and affordability." | Very Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|---|--|
| Health and Care We will lead the way in effective, integrated rural health and care | Both services assist vulnerable people. Of the cases dealt with by Shelter 5% were carers and 38% too ill to work. Both services assist the private rented sector tenants/residents, 29% of Shelter cases. If the service is not provided there will be less resource to assist the private rented sector and greater pressure on statutory services. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Good |
| Learning and skills We will strengthen learning and skills | There will be less resource to engage with the private rented sector which could impact on supporting young people and families having the best start in life | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Good |
| Residents and Communities We will support our residents and communities | As the services assist in maximising income the access to affordable and market housing will be affected if the services are not available | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Good |

| Source of Outline Evidence to support judgements |
|--|
| Statistical report compiled by Sorcha Kennedy of Money Saviour CIC Shelter Cymru report. The Supporting People Lead has also been consulted |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|---|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | If the services are not provided the following would not happen in the future. From April to December 2017 Shelter assisted 197 households in Powys, 122 face to face, Money Saviour, same period from 151 appointments realised £102,888 which is either additional income/benefits or debt written off. One of the aims of the Money Saviour service is “To maximise income, assess benefit entitlement and affordability.” | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | No impact expected | Choose an item. | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Financial hardship and homelessness impact and affect people’s mental health and wellbeing the services not being available will increase the incidence of mental health issues and affected peoples wellbeing. | Very Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Good |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | No impact expected | Choose an item. | | Choose an item. |

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| | | | | |
|---|--|------------------------|--|------------------------|
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>Financial hardship and homelessness impact and affect people's economic, social and wellbeing the services not being available will impact on people's economic, social and wellbeing.</p> | <p>Poor</p> | <p>If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand.</p> | <p>Good</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>No impact expected</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>No impact expected</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>No impact expected</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>No impact expected</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |
| <p>Age</p> | <p>The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups.</p> | <p>Poor</p> | <p>If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand.</p> | <p>Neutral</p> |
| <p>Disability</p> | <p>The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups.</p> | <p>Poor</p> | <p>If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand.</p> | <p>Neutral</p> |

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| | | | | |
|--------------------------------------|---|------|---|---------|
| <i>Gender reassignment</i> | . The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| <i>Marriage or civil partnership</i> | The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| <i>Race</i> | The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| <i>Religion or belief</i> | The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| <i>Sex</i> | . The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| <i>Sexual Orientation</i> | The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |

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| | | | | |
|--------------------------------|---|------|---|---------|
| Pregnancy and Maternity | The services provided are independent and address a person's specific issues including assisting in preventing homelessness and alleviating poverty. The services not being available will affect all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
|--------------------------------|---|------|---|---------|

| | | | | |
|---|--|--|--|--|
| Source of Outline Evidence to support judgements | | | | |
| Statistical report compiled by Sorcha Kennedy of Money Saviour CIC Shelter Cymru report. The Supporting People Lead has also been consulted | | | | |

7. How does your proposal impact on the council's other key guiding principles?

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|---|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | With increased Welfare reforms the non-provision of the services will impact significantly in the future. | Very Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | There will be less resource in the communities to address financial hardship and homelessness and the services will not be able to collaborate with others if not available. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Good |

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them.</i> | There will be less resource in the communities to address financial hardship and homelessness | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i> | There will be less resource in the communities to address financial hardship and homelessness and therefore less understanding of the root causes. | Very Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | There will be less resource in the communities to address financial hardship and homelessness | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | There will be less resource in the communities to address financial hardship and homelessness | Very Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | There will be less resource in the communities to address financial hardship and homelessness | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | There will be less resource in the communities to address financial hardship and homelessness which in turn can impact on the welfare health and wellbeing of all groups. | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |
| Impact on Powys County Council Workforce | The services not being available will put additional pressure on the statutory services provided by the Council, | Poor | If the services are provided as part of SP grant there may be an opportunity to increase the capacity of the services by adopting the SP strategic approach and work with other service providers. The services if they adhere to the SP strategy could be expanded to match increasing demand. | Neutral |

Source of Outline Evidence to support judgements

Statistical report compiled by Sorcha Kennedy of Money Saviour CIC
Shelter Cymru report. The Supporting People Lead has also been consulted

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| High | Low | Medium |
| Mitigation | | |
| If the services are funded from Supporting People grant there could be the possibility to expand the services in Powys complimenting other support services particularly at a time of Welfare Reform and the introduction of Universal Credit in Powys. | | |

9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|-----------------|----------------------|------------|----------------------|
|-----------------|----------------------|------------|----------------------|

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| | | | |
|--|------------------|--------------------------------|-----------------|
| Fewer Housing Options advice and assistance in Powys | Medium | Funding services from SP grant | Low |
| Increased homelessness and increased poverty. | Very High | Funding services from SP grant | Medium |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | Low Risk |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------------------|--|----------------|
| SPMB agree funding of services via SP grant | 31 st March 2019 | Fund and possibly expand services in Powys | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | |
|---|----------------------------------|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
| The change in funding from general fund to SP grant is an opportunity to integrate the services into the whole system SP grant services for homeless prevention. The services would be monitored via the SP grant measures and outcomes there may be an opportunity to expand the services when considered in the round of all SP grant funded schemes. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| The success of the SP strategy in delivering greater capacity while grant has reduced. |

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14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

If the services via SP grant they will be monitored and reported on via the agreed SP strategy framework of measures/outputs.

Please state when this Impact Assessment will be reviewed.

March 2019

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------|
| Impact Assessment Lead: | Dafydd Evans | | |
| Head of Service: | Simon Inkson | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr James Evans | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

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FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|---------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Highways, Transport and Recycling | Head of Service | Adrian Jervis | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
| Proposal | Logistics – Beyond 17/18 W & R (Logistical review of Highways drainage operations) | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| To reduce current 7 No. drainage crews (Gully Emptying) down to 4 No. Through improved utilisation of fleet and extended working hours/changed working patterns, costs will be reduced whilst current income levels from North & Mid Wales Trunk Road Agency will be maintained. Further detailed review required. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| - | £225k | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | April 2019 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|--------------------------------------|---------------------------|
| 1.0 | Brent Campbell | Senior Manager – Highways Operations | 12 th Feb 2019 |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

N/A

Service Area informed: _____ **Contact Officer liaised with:** _____

Mitigation

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | Potential for reduced drain cleansing service on most rural roads, and initial reactive response time to flooding could be extended. | Poor | Strategically placed crews/machines will reduce potential for delays. Support from external suppliers can be engaged | Neutral |

| Source of Outline Evidence to support judgements |
|---|
| Asset management system. Officer knowledge & experience |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | | | |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | | | |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | | | |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/A | | | |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | No impact | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No impact | | | |
| <i>Opportunities to promote the Welsh language</i> | No impact | | | |
| <i>Welsh Language impact on staff</i> | No impact | | | |
| <i>People are encouraged to do sport, art and recreation.</i> | No impact | | | |
| Age | | | | |
| Disability | | | | |
| Gender reassignment | No impact | Neutral | N/A | Neutral |
| Marriage or civil partnership | No impact | Neutral | N/A | Neutral |
| Race | No impact | Neutral | | Neutral |
| Religion or belief | No impact | Neutral | N/A | Neutral |
| Sex | No impact | Neutral | N/A | Neutral |
| Sexual Orientation | No impact | Neutral | N/A | Neutral |
| Pregnancy and Maternity | No impact | Neutral | N/A | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | neutral | Neutral | Effective planning and workforce planning | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Working with communities to support local decisions and support for the level of service required by local residents and businesses | Neutral | As above | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Working with communities to support local decisions and support for the level of service required by local residents and businesses | Neutral | As above | Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Reduced budgets, collaborative approach helps prevent negative impact occurring | Neutral | Effective communication and support | Good |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | The proposal promotes an integrated approach. | Neutral | Effective communication and support | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | N/A | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | N/A | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | N/A | Neutral |
| Impact on Powys County Council Workforce | Could be impacted upon in terms of resource and change on working patterns required to maintain service in future. | Neutral | Effective communication, understanding from staff | Good |
| Source of Outline Evidence to support judgements | | | | |
| Consultation with staff | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| Effective planning for the implementation of the changes with extensive consultation and communication with staff. | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Staff do not accept the principle and work as required | Medium | Effective communication, understanding outcomes and goals | Low |
| Reduced resilience to deal with emergency flooding | Medium | Network of external contractors & suppliers | Low |
| | | | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|----------------------|----------------|
| Communication and Consultation with staff | March 2019 | | |
| Implementation | April 2019 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
|--|----------------------------------|--|

13. Is there additional evidence to support the Impact Assessment (IA)?

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Annual review with town & communities |
| Please state when this Impact Assessment will be reviewed. |
| Following consultation with communities |

15. Sign Off

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| Position | Name | Signature | Date |
|--------------------------------|------------------|-----------|------|
| Impact Assessment Lead: | Brent Campbell | | |
| Head of Service: | Adrian Jervis | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Phyl Davies | | |

16. Governance

| | | | |
|-------------------------------|---------|----------------------|--|
| Decision to be made by | Cabinet | Date required | |
|-------------------------------|---------|----------------------|--|

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|--|------------------------------|------------------------|---------------|-----------------|-------------|-------------------------|-------------|
| Service Area | HTR | Head of Service | Adrian Jervis | Director | Nigel Brinn | Portfolio Holder | Phyl Davies |
| Proposal | blue badge concession review | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |

The council's car parks provide significant income to the Highways Service and is generated from Pay & Display, permits (residential / seasonal) and penalty charge notices (off & on Street).

The provision for a saving or increased net income £100k from reducing the concession afforded to blue badge holders has been identified for the 2018/19 financial year. The scope of the project is to explore, review and assess how this can be achieved within the car parking service.

One suggestion is to introduce pay and display charges for blue badge holders to park in council owned car parks. This suggestion would harmonise blue badge holders with other car park users, including low income families and people on benefits who receive no financial concession for parking.

In the 3 years from April 2015 there were 10,412 successful applications for a blue badge in Powys. A blue badge is valid for a 3 year period, the holder must then reapply.

By not charging blue badge holders to park in its car parks, the council are not recovering their full potential income. By allowing blue badge holders to park for an unlimited time for free the turnover of spaces is not encouraged which can be an issue in highly populated short stay car parks. To date the council have in excess of 3800 parking bays within its car parks. 321 of these are within short stay car parks. The authority currently has 153 disable bays throughout the county which equates to 4% of the total number of bays. The nationally recommended figure is 6%.

The Blue Badge Scheme is a national arrangement that gives parking concessions to people with severe walking difficulties, whether they're drivers or passengers. This helps the person with the badge to lead a normal life by making it easier to get out and about. The blue badge is designed to allow holders to park closer to the facility which they are visiting, usually within designated bays or on waiting restrictions whereby they would not cause a danger or obstruction. The blue badge does not provide a right to park for free where charges are made since this is at the discretion of the local authority.

Benchmarking has been undertaken against other local authorities regarding the charging of blue badge holders. The benchmarking exercise found that Pembrokeshire and Ceredigion, amongst others, charge blue badge holders but allow an additional hour on top of their paid tariff as a concession. This is what Powys County Council initially proposed to introduce.

A consultation exercise was undertaken during May-July 2018 on the proposal and following feedback, informal Cabinet recommended the proposal be altered to allowing the first 3 hours free for blue badge holders.

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|------------|----------------------------|------------|
| 1 | Tony Caine | Traffic and travel manager | 16/11/2018 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £50k | | | | |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|------------------------------|--|
| Public consultation required | Consultation undertaken end of May to mid-July 2018 |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

It is not expected that the proposal will affect other services areas of the Council.

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|--|---|---|
| The Economy We will develop a vibrant economy | The introduction of charges may reduce visitors who are blue badge holders to local towns. During audits of car parks 15% of car park users were found to be blue badge holders. | Poor | Post implementation car park audits will be undertaken to see if there is a decrease in blue badge holders using the car parks. Other authorities currently charge blue badge holders but allow only an additional hour on top of their paid tariff as a concession. Therefore it is common practice in other areas and over time it is expected any initial migration of blue badge holders may reduce. | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Choose an item. | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Choose an item. | | Choose an item. |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| Residents and Communities We will support our residents and communities | This proposal has the potential to significantly impact on the ability of people with a disability and in receipt of a blue badge to access their communities and lead a fulfilled live | Poor | Subsidy will be provided by providing the first 3 hours free. A review of the accessibility of pay meters will be undertaken and where by these are not deemed to be accessible and no other means of payment is available then the Council will not implement the charge until remedial work has been undertaken to ensure the pay meters are accessible. | Neutral |

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Impact Assessment (IA)

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Source of Outline Evidence to support judgements

Surveys of existing use by blue badge holders
 Benchmarking other Welsh Authorities and neighbouring English Authorities on current practice on blue badge concessions was undertaken.

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Choose an item. | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | | Choose an item. |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | If a blue badge holder has low income and uses the car park to attend a social clubs or other session, they may not be able to afford the car parking prices and therefore may not attend. This could have a significant impact on peoples wellbeing and potentially cause isolation. This in turn could have further impact on other Council budgets such as ASC. | Poor | People with blue badges will be given three hours free parking People with disabilities can apply for a free bus pass entitling them to free public transport within the county. Community transport may also be available. Fully accessible public transport can provide an alternative to using a private motorcar. | Neutral |

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| | | | | |
|--|---|------------------------|---|------------------------|
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>If this leads to isolation people may not feel part of the local communities</p> | <p>Poor</p> | <p>People with blue badges will be given three hours free parking. People with disabilities can apply for a free bus pass entitling them to free public transport within the county. Community transport may also be available. Fully accessible public transport can provide an alternative to using a private motorcar.</p> | <p>Neutral</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>A small possibility that blue badge holders may no longer use the car parks and town shops due to having to pay. If a blue badge holder has low income and uses the car park to attend a social club or shop, they may not be able to afford the car parking prices and therefore may not attend the club or utilise the shop.</p> | <p>Poor</p> | <p>People with blue badges will be given three hours free parking. People with disabilities can apply for a free bus pass entitling them to free public transport within the county. Community transport may also be available. Fully accessible public transport can provide an alternative to using a private motorcar.</p> | <p>Neutral</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>No real impact - the service would continue as before.</p> | <p>Neutral</p> | <p>Service would remain the same</p> | <p>Neutral</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |

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| | | | | |
|--------------------------------------|---|-----------------|--|-----------------|
| Age | All age groups will be effected as any aged person could hold a blue badge. However it is known that the majority of blue badges are held by an older person. With an aging population, if charges are not introduced, the Council potentially could lose more income in the future as there is likely to be more blue badge holders. | Poor | <p>People with blue badges will be given three hours free parking.</p> <p>People with disabilities can apply for a free bus pass entitling them to free public transport within the county. Community transport may also be available. Fully accessible public transport can provide an alternative to using a private motorcar.</p> | Neutral |
| Disability | The introduction of car park charges for blue badge will mean they no longer qualify for free parking and this may lead to them electing not to visit a town. | Choose an item. | <p>People with blue badges will be given three hours free parking.</p> <p>People with disabilities can apply for a free bus pass entitling them to free public transport within the county. Community transport may also be available. Fully accessible public transport can provide an alternative to using a private motorcar.</p> | Neutral |
| Gender reassignment | N/A | Choose an item. | | Choose an item. |
| Marriage or civil partnership | N/A | Choose an item. | | Choose an item. |
| Race | N/A | Choose an item. | | Choose an item. |
| Religion or belief | N/A | Choose an item. | | Choose an item. |
| Sex | N/A | Choose an item. | | Choose an item. |
| Sexual Orientation | N/A | Choose an item. | | Choose an item. |
| Pregnancy and Maternity | N/A | Choose an item. | | Choose an item. |

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Source of Outline Evidence to support judgements

Benchmarking other Welsh Authorities and neighbouring English Authorities on current practice on blue badge concessions was undertaken.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|---|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Short term budget need to be balanced otherwise this will have a knock on effect long term. It is known that the majority of blue badges are held by an older person. With an aging population, the Council potentially could lose more income in the future as there is likely to be more blue badge holders. | Good | People with blue badges will be given three hours free parking on top of their paid tariff. | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | N/A | Choose an item. | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | A full consultation has been carried out. The feedback from this will be collated and form part of the closing consultation report and recommendation moving forward. | Neutral | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | The currently free parking may be assisting keeping people to be independent in accessing the community and may be preventing the need for more costly statutory input from the council. | Poor | Community transport scheme and maximising income from welfare benefit checks may assist in keeping people to be independent | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | N/A | Choose an item. | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Blue badge holders may have a low income and cannot afford the charges | Poor | People with blue badges will be given three hours free parking. Advertisement will be carried out and a communication plan created. | Neutral |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | N/A | Choose an item. | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| Benchmarking other Welsh Authorities and neighbouring English Authorities on current practice on blue badge concessions was undertaken. | | | | |

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|--|------------------------|-----------------------|
| Low | Low | Low |
| Mitigation | | |

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People with blue badges will be given three hours free parking. Results of the consultation highlighted most blue badge holders use off street car parks for up to 3 hours and therefore they will still benefit from free parking.

9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Medium | Low | Low |
| Mitigation | | |
| <p>A review of the accessibility of pay meters will be under taken and where by these are not deemed to be accessible then the Council will not implement the charge until remedial work has been undertaken to ensure the pay meters are accessible.</p> <p>A review on the provision of the number of disabled spaces will be undertaken and improved upon with the aim of reaching the national guideline of 6% of the spaces.</p> | | |

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| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Increase of parking on double yellow lines – Blue badge holders can park on double yellow lines for a maximum of 3 hours which may give rise to safety concerns or affect free flow of traffic | Medium | Civil Enforcement Officers to patrol yellow lines and enforce when required. The Police are the enforcing authority for dangerous or obstructive parking and can take appropriate action. | Low |
| High level of complaints about the introduction of charges from blue badge holders and businesses | Low | Implement a communication strategy to minimise complaints | Low |
| Accessing services – badge holders may not be able to afford the parking fees and therefore may not be able to access certain council services | Low | People with blue badges will be given an hours free parking on top of their paid tariff. | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | ✓ |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

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The reduction of the concession for blue badge holders may lead to isolation from communities by a section of blue badge holders who may be unable to afford to pay for parking. However, in mitigation, three hours parking will be provided on top of the paid for time when a blue badge is displayed. The issue of blue badges are not means tested and whilst a proportion of holders may rely upon benefits, parking charges are not waived for non-blue badge holder who similarly rely upon benefits.

11. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

Car park audits of blue badge usage – this showed 15% of car park users are blue badge holders who currently utilise council owned car parks for free. Other local authorities currently charge blue badge holders but allow an additional hour on top of their paid tariff as a concession, a number of other authorities do not offer any concession to blue badge holders or offer alternative concessions. Hereford Council currently offer the same proposed 3 hours free to badge holders.

12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Car park audits of blue badge holder usage
 Monitor car park income
 Monitor the number of Penalty Charge Notices contested by blue badge holders
 Monitor whether there is an increase yellow line parking

Please state when this Impact Assessment will be reviewed.

12 months post approval.

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|--|------------|
| Impact Assessment Lead: | Tony Caine |  | 16/11/2018 |
| Head of Service: | Adrian Jervis | | |
| Director: | Nigel Brinn | | |
| Portfolio Holder: | Cllr Phyl Davies | | |

14. Governance

| | | | |
|-------------------------------|------------------|----------------------|---------------|
| Decision to be made by | Portfolio Holder | Date required | December 2018 |
|-------------------------------|------------------|----------------------|---------------|

FORM ENDS

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The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|-----------------------------------|------------------------|---------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Highways, Transport and Recycling | Head of Service | Adrian Jervis | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
| Proposal | Rationalisation of HWRCs | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| <ul style="list-style-type: none"> Joint agreement with NPT Renegotiate existing contract to end of term Commissioning exercise for operation of service from July 2020 | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £0 | £150k | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--------------------------|-----------------------|---------------------|
| N/A | | |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|--|--------------------------------|
| 1.0 | Ashley Collins | Senior Manager – Compliance and Waste Strategy | 10 th December 2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

| | |
|---|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| No. | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| N/A | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | N/A | Neutral | N/A | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Neutral | N/A | Neutral |
| Learning and skills We will strengthen learning and skills | N/A | Neutral | N/A | Neutral |
| Residents and Communities We will support our residents and communities | Sharing a site with Neath Port Talbot will be positive for communities in both Council areas | Very Good | N/A | Very Good |

| Source of Outline Evidence to support judgements |
|--|
| N/A |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | N/A | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | N/A | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | N/A | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Sharing a site with Neath Port Talbot will be positive for communities in both Council areas | Very Good | N/A | Very Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | N/A | Neutral | N/A | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | N/A | Neutral |
| <i>Opportunities to promote the Welsh language</i> | All promotional material is produced in both languages. | Good | N/A | Good |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | N/A | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | N/A | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | N/A | Neutral |
| <i>Disability</i> | N/A | Neutral | N/A | Neutral |
| <i>Gender reassignment</i> | N/A | Neutral | N/A | Neutral |
| <i>Marriage or civil partnership</i> | N/A | Neutral | N/A | Neutral |
| <i>Race</i> | N/A | Neutral | N/A | Neutral |
| <i>Religion or belief</i> | N/A | Neutral | N/A | Neutral |
| <i>Sex</i> | N/A | Neutral | N/A | Neutral |
| <i>Sexual Orientation</i> | N/A | Neutral | N/A | Neutral |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | N/A | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| N/A |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Sharing a site with Neath Port Talbot will be positive for communities in both Council areas, and provide a long term solution for both Counties | Good | N/A | Good |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Sharing a site with Neath Port Talbot will be positive for communities in both Council areas, and provide a long term solution for both Counties | Good | N/A | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | N/A | Neutral | N/A | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | N/A | Neutral | N/A | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Sharing a site with Neath Port Talbot will be positive for communities in both Council areas, and provide a long term solution for both Counties | Good | N/A | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | N/A | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | Views will be sought via the consultation process | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | N/A | Neutral |
| Impact on Powys County Council Workforce | Some impact on working practices with changes to how garden waste is collected | Neutral | Workforce will be involved in implementation | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| N/A | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---------------------------------------|----------------------------------|---------------|
| Low | High | Medium |
| Mitigation | | |
| Effective negotiation with contractor | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---------------------------------------|----------------------|
| Failure to achieve full saving through negotiation | High | Effective negotiation with contractor | Medium |
| | | | |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | x | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|---------------|----------------------|----------------|
| Make arrangements with NPT | January 2019 | | |
| Negotiate with Contractor | February 2019 | | |
| Implementation | April 2019 | | |
| | | | |
| Portfolio Holder decision required | No | Date required | N/A |
| Cabinet decision required | No | Date required | N/A |
| Council decision required | No | Date required | N/A |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

External feasibility reports and experienced learned from other authorities. Further financial analysis has also been carried out.

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Contract costs will continue to be reviewed.

Please state when this Impact Assessment will be reviewed.

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|-----------------|-----------|------|
| Impact Assessment Lead: | Ashley Collins | | |
| Head of Service: | Adrian Jervis | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | Clr Phyl Davies | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|---------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Highways, Transport and Recycling | Head of Service | Adrian Jervis | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
| Proposal | Introduction of chargeable garden waste collection service | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| To provide a chargeable garden waste collection service to all residents in Powys utilising an additional wheeled bin. This would replace the garden waste collection containers at the Community Recycling (Bring) Sites, although the facilities for bulkier material would remain at the Household Waste Recycling Centres located in the 5 largest centres of population. The existing 'last resort' method of collecting garden waste with the residual waste in paid for orange sacks will also be discontinued. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £0 | £250k | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|------------------------------|-----------------------|---------------------|
| Public consultation required | November 2018 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|--|----------------------------|
| 1.0 | Ashley Collins | Senior Manager – Compliance and Waste Strategy | 18 th June 2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

In the short term, the contact centre will receive a surge in calls whilst the new service beds in. There may be a potential increase in some fly tipping if residents and traders are not able to use the free of charge bins at the Community Recycling Sites.

Service Area informed: _____ **Contact Officer liaised with:** _____

Mitigation

Effective communication and if necessary enforcement action.

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| The Economy We will develop a vibrant economy | By increasing the amount collected for composting, waste is being used as a resource which will contribute to the circular economy | Good | N/A | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | Having a kerbside collection will assist those less able to transport their garden waste to a central point | Good | N/A | Neutral |
| Learning and skills We will strengthen learning and skills | There will be no impact | Neutral | N/A | Neutral |
| Residents and Communities We will support our residents and communities | Some residents may see the removal of free banks as a reduction in service which will encourage flytipping and other antisocial behaviour. Others will see it as an additional service with the kerbside collection | Neutral | Effective communication and awareness raising | Good |

| Source of Outline Evidence to support judgements |
|--|
| External feasibility reports and experienced learned from other authorities. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Making it easier for residents to recycle their garden waste will help towards the circular economy. | Good | Good communications to boost awareness and availability of service. | Very Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Increasing the amount of garden waste collected will contribute to increasing our recycling rates to conserve natural resources, reduce landfill and meet the WG targets. | Good | As above, good communications to boost awareness and availability of service. | Very Good |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Not applicable for this service change | Neutral | N/A | Neutral |

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| | | | | |
|---|---|----------------|---|------------------|
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Maximising recycling from the kerbside collection will benefit all members of the community through the positive impact on climate change and the reduction on the cost of the service allowing Council funds to be spent more effectively.</p> | <p>Good</p> | <p>All residents within the communities will need to be targeted effectively through communication and awareness.</p> | <p>Very Good</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>One of the key drivers of this change is the positive impact on climate change through the increase in recycling and reduction in landfill. It will also impact positively on social and economic well-being as funds can be diverted to be spent more effectively on services for the public.</p> | <p>Good</p> | <p>All residents within the communities will need to be targeted effectively through communication and awareness.</p> | <p>Very Good</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>All residents within the communities will need to be targeted effectively through communication and awareness. All promotional material is produced in both languages.</p> | <p>Good</p> | <p>Welsh speakers are available if required for awareness events.</p> | <p>Good</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>All promotional material is produced in both languages.</p> | <p>Good</p> | <p>Welsh speakers are available if required for awareness events.</p> | <p>Good</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>Opportunity to speak Welsh if required</p> | <p>Good</p> | <p>Welsh speakers are available if required for awareness events.</p> | <p>Good</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>Not applicable for this policy/service change.</p> | <p>Neutral</p> | <p>N/A</p> | <p>Neutral</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |
| <p><i>Age</i></p> | <p>The service will be equally available to all age groups, and is likely to be welcomed by the elderly population who may have more difficulty in transporting their garden waste and thus welcome the convenience of a kerbside collection.</p> | <p>Good</p> | <p>Effective communication and promotion of the service will ensure that all residents are aware of the benefits</p> | <p>Very Good</p> |

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| | | | | |
|--------------------------------------|---|---------|--|-----------|
| <i>Disability</i> | The service is likely to be welcomed by the elderly population who may have more difficulty in transporting their garden waste and thus welcome the convenience of a kerbside collection. | Good | Effective communication and promotion of the service will ensure that all residents are aware of the benefits | Very Good |
| <i>Gender reassignment</i> | No impact - every household in Powys will be offered the service | Neutral | N/A | Neutral |
| <i>Marriage or civil partnership</i> | No impact - every household in Powys will be offered the service | Neutral | N/A | Neutral |
| <i>Race</i> | No impact - every household in Powys will be offered the service | Neutral | Potential to communicate with key groups if there appears to be limited recycling by a household, including providing promotional material in alternative languages. | Good |
| <i>Religion or belief</i> | No impact - every household in Powys will be offered the service | Neutral | N/A | Neutral |
| <i>Sex</i> | No impact - every household in Powys will be offered the service | Neutral | N/A | Neutral |
| <i>Sexual Orientation</i> | No impact - every household in Powys will be offered the service | Neutral | N/A | Neutral |
| <i>Pregnancy and Maternity</i> | No impact - every household in Powys will be offered the service | Neutral | N/A | Neutral |

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Source of Outline Evidence to support judgements

External feasibility reports and experienced learned from other authorities.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | There is an immediate pressure to make savings, however in the longer term there is a need to increase recycling to achieve WG targets and minimise risk of fines. Introducing garden waste collections will contribute to this aim. | Good | Effective communication and promotion to maximise the take-up of the service. | Very Good |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | The move to a chargeable garden waste collection service is one of several methods of achieving the WG statutory targets. We will be working with our third party suppliers to maximise the effectiveness of the service as well as the recycling of the bulkier material at the Household Waste Recycling Centres. | Good | Maintaining proactive dialogue with third party providers on any changes to service to ensure consistent delivery. | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Views will again be sought from residents on how to best implement the service and seek input re any concerns so as to plan accordingly for the service and how to communicate with households and about what. | Good | Results from consultation will be used to inform decision and subsequent implementation | Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Good communications required and engagement by Powys residents to ensure smooth implementation of service. | Good | Communications plan and resources will be put in place to help respond to any concerns expressed and encourage residents to take up the new service. | Good |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | One of the key drivers of this change is the positive impact on climate change through the increase in garden waste collected for composting. It will also impact positively on people and the economy as funds can be diverted to be spent more effectively on services for the public. | Good | All residents within the communities will need to be targeted effectively through communication and awareness. | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | N/A | Neutral |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | There may be an impact on people who care for relatives and friends which is likely to be positive due to the convenience of the service | Good | Views will be sought via the consultation process | Good |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | N/A | Neutral |
| Impact on Powys County Council Workforce | Some impact on working practices with changes to how garden waste is collected | Neutral | Workforce will be involved in implementation | Good |
| Source of Outline Evidence to support judgements | | | | |
| External feasibility reports and experienced learned from other authorities. | | | | |

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8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| Effective planning for the implementation of the changes with extensive consultation and communication. | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--|----------------------|
| Removal of Community Recycling Banks may result in some flytipping | Medium | Effective communication and awareness raising | Low |
| Community Groups losing income from banks at Community Recycling Sites | Medium | Effective communication and awareness raising | Low |
| Low take-up of new service resulting in lower income than expected | Medium | Effective communication and promotion of service | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|---|---------------|----------------------|----------------|
| Consultation | November 2018 | | |
| Implementation | March 2019 | | |
| | | | |
| Portfolio Holder decision required | No | Date required | N/A |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | N/A |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

External feasibility reports and experienced learned from other authorities. Further financial analysis has also been carried out.

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

The costs and impact on recycling rate will be monitored on a monthly basis to establish and analyse impact of new service

Please state when this Impact Assessment will be reviewed.

Following consultation with public

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------|
| Impact Assessment Lead: | Ashley Collins | | |
| Head of Service: | Adrian Jervis | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Phyl Davies | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

Tr

| | | | | | | | |
|---|------------------------|------------------------|---------------|-----------------|-------------|-------------------------|-------------|
| Service Area | HTR | Head of Service | Adrian Jervis | Director | Nigel Brinn | Portfolio Holder | Phyl Davies |
| Proposal | Car park charge review | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| The council's car parks provide significant income to the Highways Service and is generated from Pay & Display, permits (residential / seasonal) and penalty charge notices (off & on Street). | | | | | | | |
| The provision for a saving or increased net income of £200K (£100K identified for the 2018/19 and a further £100K for 19/20 financial year). The scope of the project is to explore, review and assess how this can be achieved within the car parking service. | | | | | | | |
| One suggestion is to rationalise car park charges as the existing tariff matrix is complex with many a high number of differing tariff for various types of vehicle. Rationalising the charges should therefore make the tariffs simpler and reduce some confusion between the vehicle types. | | | | | | | |

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|------------|----------------------------|------------|
| 1 | Tony Caine | Traffic and Travel Manager | 30/08/2018 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £100k | £100K | | | | £200K |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|---|--|
| No consultation required (please provide justification) | Changing car park charges is covered by set legal process |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

It is not expected that the proposal will affect other services areas of the Council.

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | The increase in charges may reduce visitors to local towns. | Poor | Discounted permits are available for regular car park users. The permits equate to £4.80 per week which is the equivalent of just over 1 days parking per week. | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | Choose an item. | | Choose an item. |
| Learning and skills We will strengthen learning and skills | N/A | Choose an item. | | Choose an item. |
| Residents and Communities We will support our residents and communities | Increases in parking charges may deter people from visiting towns to access services | Poor | Discounted permits are available for regular car park users. The permits equate to £4.80 per week which is the equivalent of just over 1 days parking per week. | Poor |

Source of Outline Evidence to support judgements

Welsh Government research - Assessing the Impact of Car Park Charges on town Centre Footfall, March 2015 reported *the general availability of spaces is felt by visitors to be more important than cost in their overall decision about visiting and that Whilst a 'blanket' free parking strategy has been suggested to encourage more car park users, these were generally found not to benefit target visitors ... and consequently had an unexpectedly negative impact on footfall.* <http://gov.wales/docs/caecd/research/2015/150610-assessing-impact-car-parking-charges-town-centre-footfall-en.pdf>

6. How does your proposal impact on the Welsh Government's well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>Whilst the WG report concludes charges do not impact upon footfall in Town Centres, increasing charges potentially may result in some users considering more sustainable modes of transport and encourage active travel for short journeys as opposed to making the journey by car. This may therefore support the objectives of the Active Travel [Wales] Act 2013. However, the proposal may impact greater on those of low income and may affect people's choice in entering employment within the affected towns.</p> | <p>Poor</p> | <p>Annual or seasonal permits are available for use in all long stay car parks. These offer substantial discounts to regular users over the daily charges.</p> | <p>Poor</p> |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>Increasing charges may result in some users considering more sustainable modes of transport and encourage active travel for short journeys as opposed to making the journey by car. This may therefore support the objectives of the Active Travel [Wales] Act 2013 to encourage people to leave their cars behind and walk/cycle where suitable to do so.</p> | <p>Good</p> | | <p>Choose an item.</p> |

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| | | | | |
|---|--|-----------------|-------------------------------|-----------------|
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/A | Choose an item. | | Choose an item. |
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | Introducing charges may result in some users considering more sustainable modes of transport and encourage active travel for short journeys as opposed to making the journey by car. This could assist in reducing carbon emissions reducing our carbon footprint. | Good | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No real impact - the service would continue as before. | Neutral | Service would remain the same | Neutral |
| <i>Opportunities to promote the Welsh language</i> | N/A | Choose an item. | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | All age groups will be effected. | Neutral | | Choose an item. |
| <i>Disability</i> | This element of the proposal has no impact upon blue badge holders. | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | N/A | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | N/A | Choose an item. | | Choose an item. |
| <i>Race</i> | N/A | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | N/A | Choose an item. | | Choose an item. |
| <i>Sex</i> | N/A | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | N/A | Choose an item. | | Choose an item. |

| | | | |
|-------------------------|-----|-----------------|-----------------|
| Pregnancy and Maternity | N/A | Choose an item. | Choose an item. |
|-------------------------|-----|-----------------|-----------------|

| |
|---|
| Source of Outline Evidence to support judgements |
| .none |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|---|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Short term budget need to be balanced otherwise this will have a knock on effect long term. . | Good | Discounted permits are available for regular car park users. The permits equate to £4.80 per week which is the equivalent of just over 1 days parking per week | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | N/A | Choose an item. | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | The increase in charges will affect all user groups equally | Neutral | The proposal includes offering a concession for blue badge holders. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Proposal may increase inconsiderate or illegal parking within the surrounding area and thus have an increased call for enforcement by the Police to take action for obstruction or dangerous parking. Displaced vehicles may migrate on street in residential areas reducing availability for those residents and their visitors. | Poor | Proportionate and targeted enforcement provided to deter the practice occurring. Displaced vehicles may over the long term return to the car parks where parking is likely to be easier and more conveniently located. Additionally residents parking schemes are available which may prevent this from being an issue. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | N/A | Choose an item. | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Proposal may impact greater on those of low income and may affect people's choice in entering employment within the affected towns. | Poor | Discounted permits are available for regular car park users. The permits equate to £4.80 per week which is the equivalent of just over 1 days parking per week | Poor |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | N/A | Choose an item. | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| None. | | | | |

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8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|----------------|
| Low | Low | Low |

Mitigation

Discounted permits are available for regular car park users. The permits equate to £4.80 per week which is the equivalent of just over 1 days parking per week

9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Low | Low |

Mitigation

Appropriate communication plan will be implemented. The change in tariffs require legal notification to be issued.

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| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Increase of parking on street in surrounding areas | Medium | Discounted permits are available for regular car park users. The permits equate to £4.80 per week which is the equivalent of just over 1 days parking per week. Residents parking schemes are available where displacement may affect residential areas | Low |
| High level of complaints about the increase in charges | Low | Implement a communication strategy to minimise complaints | Low |

Overall judgement (to be included in project risk register)

| | | | |
|----------------|-----------|-------------|----------|
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | ✓ |

10. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report) **Cabinet Report Reference:**

The increase in charges may impact upon people's choice to visit a town however research indicates that this is not the main consideration. Displacement of vehicles may occur into surrounding streets however targeted enforcement will aim to ensure this is not within restricted places. In addition residents permit schemes are available to residents where on street parking by visitors to a town displace residents in predominantly residential areas.

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11. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

none

12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Monitor car park income
 Monitor the number of Penalty Charge Notices
 Monitor the uptake of annual/seasonal permits

Please state when this Impact Assessment will be reviewed.

12 months post approval.

13. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------------|
| Impact Assessment Lead: | Tony Caine | | 06/12/2018 |
| Head of Service: | Adrian Jervis | | |
| Director: | Nigel Brinn | | |
| Portfolio Holder: | Cllr Phyl Davies | | |

14. Governance

| | | | |
|-------------------------------|------------------|----------------------|---------------|
| Decision to be made by | Portfolio Holder | Date required | December 2018 |
|-------------------------------|------------------|----------------------|---------------|

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|-------------------------------------|------------------------|---------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Highways, Transport and Recycling | Head of Service | Adrian Jervis | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
| Proposal | Review of Street Lighting Provision | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Feb 19 | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| - | £75k | £75K | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|------------------------------|-----------------------|---------------------|
| Public consultation required | June 2020 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|--------------------------------------|---------------------------|
| 1.0 | Brent Campbell | Senior Manager – Highways Operations | 12 th Feb 2019 |
| | | | |

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4. Impact on Other Service Areas

| | |
|--|---|
| <p>Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</p> | |
| <p>Consideration has to be effectively given to conflict areas and other potentially hazardous situations which could occur if lighting is reduced or removed</p> | |
| <p>Service Area informed:</p> | <p>Contact Officer liaised with:</p> |
| <p>Mitigation</p> | |
| <p>Effective communication and consultation via town and community councils</p> | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | Could impact positively, by offering choice | Neutral | Through effective communication and collaboration with communities, the lighting provision can be tailored to meet local expectation | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | Could impact positively, by offering choice | Neutral | Conflict zones will be defined and supported by the council. Local knowledge and situations will be evaluated by local councils | Neutral |
| Learning and skills We will strengthen learning and skills | Local contribution, better understanding and appreciation | Neutral | Through effective communication and consultation, communities will be better informed and be able to make local decisions....contributing to local learning and skills | Neutral |
| Residents and Communities We will support our residents and communities | Making towns & communities responsible for contributing to deciding on level of service, providing the opportunity to tailor services locally. | Neutral | Residents will be encouraged and supported through their local communities to make decisions over local services. | Good |

Source of Outline Evidence to support judgements

Asset management system. Feedback from Community and Town Councils. Budgets.

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Opportunity to reduce carbon emissions through decreased energy usage. Moving some responsibility for decision making locally | Neutral | Good communications to increase understanding and impact on environment and cost. | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Many communities are encouraging a 'dark skies' approach to lighting, encouraging environmental and habitat improvement, and reducing energy usage | Good | As above, | Good |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Local service tailored to fit local need | Neutral | As above | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Moving decisions more locally to sustain appropriate services | Good | All residents within the communities will need to be targeted effectively through communication and awareness. | Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | | Good | | Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | All residents within the communities will need to be targeted effectively through communication and awareness. All promotional material is produced in both languages. | Good | Welsh speakers are available if required for awareness events. | Good |
| <i>Opportunities to promote the Welsh language</i> | All promotional material is produced in both languages. | Good | Welsh speakers are available if required for awareness events. | Good |
| <i>Welsh Language impact on staff</i> | Opportunity to speak Welsh if required | Good | Welsh speakers are available if required for awareness events. | Good |
| <i>People are encouraged to do sport, art and recreation.</i> | Not applicable for this policy/service change. | Neutral | N/A | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | The service will be equally available to all age groups. | Good | Effective communication with local communities. | Good |
| <i>Disability</i> | Consultation with all user group representatives will ensure proper consideration. | Good | Effective communication will ensure that all residents are aware of the proposals and options | Very Good |
| <i>Gender reassignment</i> | No impact | Neutral | N/A | Neutral |
| <i>Marriage or civil partnership</i> | No impact | Neutral | N/A | Neutral |
| <i>Race</i> | No impact | Neutral | | Neutral |
| <i>Religion or belief</i> | No impact | Neutral | N/A | Neutral |
| <i>Sex</i> | No impact | Neutral | N/A | Neutral |
| <i>Sexual Orientation</i> | No impact | Neutral | N/A | Neutral |
| <i>Pregnancy and Maternity</i> | No impact | Neutral | N/A | Neutral |

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Source of Outline Evidence to support judgements

Local communication with town & community councils and user groups.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | There is an immediate pressure to make savings, however the proposal to support local decision making to provide tailored service will provide longer term sustainability. | Good | Effective communication and understanding | Good |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Working with communities to support local decisions and support for the level of service required by local residents and businesses | Good | As above | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Working with communities to support local decisions and support for the level of service required by local residents and businesses | Good | As above | Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Reduced budgets, collaborative approach helps prevent negative impact occurring | Good | Effective communication and support | Good |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | The proposal promotes an integrated approach. | Good | Effective communication and support | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | N/A | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | All local needs should be recognised through the local representative groups | Good | Views will be sought via the consultation process | Good |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | N/A | Neutral |
| Impact on Powys County Council Workforce | Could be impacted upon in terms of resource required to maintain service in future. | Poor | If local communities support a similar level of lighting then there will be no negative impact | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| External feasibility reports and experienced learned from other authorities. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| Effective planning for the implementation of the changes with extensive consultation and communication. | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Communities do not reflect local views and expectation, increase in complaints | Medium | Effective communication and awareness raising | Low |
| Increased crime due to possibility of lower lighting levels | Low | Effective communication and awareness raising, defined conflict zones with maintained lighting | Low |
| Communities refuse to support the lighting level expected and it fails to be provided | Medium | Effective communication and promotion of service | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|--|--------------|----------------------|----------------|
| Communication and Consultation with towns and communities | Dec 2019 | | |
| Implementation phase 1 – Review of current lighting to provide a consistent approach to part-night, full night and switched off lights. Sustaining lighting levels in council housing estates through HRA support. | October 2019 | | |
| Implementation Phase 2 – Locally tailored service supported by town & community councils | October 2020 | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |

FORM ENDS

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This **Impact Assessment (IA)** toolkit incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management supporting effective decision making and ensuring compliance with respective legislation. **Please read the accompanying guidance before completing the form.**

| | | | | | | | |
|--|--|------------------------|---------------|---------------------------|-------------|-------------------------|-------------|
| Service Area | HTR | Head of Service | Adrian Jervis | Strategic Director | Nigel Brinn | Portfolio Holder | Phyl Davies |
| Policy / Change Objective / Budget Saving | <ul style="list-style-type: none"> HTR Transformation & Service Reductions equating to £1.1m of finance improvement | | | | | | |

Outline Summary

The vision of the HTR Transformation is to provide safe, compliant and cost-effective Highways, Transport, Waste and Recycling services that meet the needs of Powys residents and businesses whilst reducing the overall net subsidy from the Council. To achieve this vision, we intend to transform the HTR Service by delivering improved measurable outcomes:

- Decreasing the net cost of the HTR service through efficiency and increasing the level of income generation.
- Increasing the productivity of the workforce
- Improving service quality and customer satisfaction with the HTR service
- Ensuring safe and compliant services
- Developing staff and engaging them in the transformation of the HTR service
- Delivering increased social value and achieving objectives aligned with the Future Generations Act: employment including Apprenticeships, work experience and opportunities for vulnerable groups; use of assets, for example, to support public health and the third sector; and, local businesses

Project work streams include:

- Operations – Changing operational processes, re-structures, capital investment, logistics
- People & Productivity – sickness, working patterns / processes
- Commercial – pricing strategy, commercial culture, 3rd party spend, selling of services
- Digital – use of technology to improve efficiencies
- Communications – ensuring communication with all stakeholders

The 19/20 Transformation & Service Reduction programme will be the above £1.1m plus any roll forward from unachieved savings from 18/19. The project Governance is managed by the Transformation Board / briefing.

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-----------|-------------|-----------------------------------|----------|
| Version 1 | Shaun James | Senior Manager Highways Technical | 10/12/18 |
| | | | |
| | | | |

2. How does your policy / change objective / budget saving impact on the council's strategic vision?

| Council Priority | How does the policy / change objective impact on this priority? | Inherent Judgement Unknown Very Poor Poor Neutral Good Very Good | What will be done to better contribute to positive or mitigate any negative impacts? | Residual Judgement Unknown Very Poor Poor Neutral Good Very Good | Source of Outline Evidence to support judgement |
|---|--|--|--|--|---|
| Supporting people in the community to live fulfilled lives | n/a | Choose an item. | | Choose an item. | |
| Developing the economy | n/a | Choose an item. | | Choose an item. | |
| Improving learner outcomes for all, minimising disadvantage | n/a | Choose an item. | | Choose an item. | |
| Remodelling council services to respond to reduced funding | The Transformation project will aim to reduce costs (productivity and 3 rd party costs) and increase income generation. | Good | Full extent of the negative impacts is not known at present, further work is required as each project is progressed. | Unknown | |

3. How does your policy / change objective / budget saving impact on the Welsh Assembly's well-being goals?

| Well-being Goal | How does the policy / change objective contribute this goal? | Inherent Judgement Unknown Very Poor Poor Neutral Good Very Good | What will be done to better contribute to positive or mitigate any negative impacts? | Residual Judgement Unknown Very Poor Poor Neutral Good Very Good | Source of Outline Evidence to support judgement |
|--|--|--|--|--|---|
| A prosperous Wales: Efficient use of resources, skilled, educated people, generates wealth, provides jobs. | n/a | Choose an item. | | Choose an item. | |

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| | | | | | |
|---|-----|-----------------|--|-----------------|--|
| <p>A resilient Wales: Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (eg climate change).</p> | n/a | Choose an item. | | Choose an item. | |
| <p>A healthier Wales: People’s physical and mental well-being is maximised and health impacts are understood.</p> | n/a | Choose an item. | | Choose an item. | |
| <p>A Wales of cohesive communities: Communities are attractive, viable, safe and well connected.</p> | n/a | Choose an item. | | Choose an item. | |
| <p>A globally responsible Wales: Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p> | n/a | Choose an item. | | Choose an item. | |

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| A Wales of vibrant culture and thriving Welsh language: Culture, heritage and Welsh language are promoted and protected. | | | | | |
|---|-----|-----------------|--|-----------------|--|
| <i>Opportunities for persons to use the Welsh language</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Treating the Welsh language no less favourable than the English language</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Opportunities to promote the Welsh language</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Welsh Language impact on staff</i> | n/a | Choose an item. | | Choose an item. | |
| <i>People are encouraged to do sport, art and recreation.</i> | n/a | Choose an item. | | Choose an item. | |
| A more equal Wales: People can fulfil their potential no matter what their background or circumstances. | | | | | |
| <i>Age</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Disability</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Gender reassignment</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Marriage or civil partnership</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Race</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Religion or belief</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Sex</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Sexual Orientation</i> | n/a | Choose an item. | | Choose an item. | |
| <i>Pregnancy and Maternity</i> | n/a | Choose an item. | | Choose an item. | |

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| | | | | | |
|------------------------------|-----|-----------------|--|-----------------|--|
| Equality Impact on PCC Staff | n/a | Choose an item. | | Choose an item. | |
|------------------------------|-----|-----------------|--|-----------------|--|

4. How does your policy / change objective / budget saving impact on the council's other key guiding principles?

| Principle | How does the policy / change objective impact on this principle? | Inherent Judgement Unknown Very Poor Poor Neutral Good Very Good | What will be done to better contribute to positive or mitigate any negative impacts? | Residual Judgement Unknown Very Poor Poor Neutral Good Very Good | Source of Outline Evidence to support judgement |
|---|--|--|--|--|---|
| Sustainable Development Principle | | | | | |
| Long Term: Balancing short term need with long term and planning for the future. | Principles of Transformation are built around ensuring little or no detrimental impact and ensuring a sustainable solution for the future. | Neutral | | Choose an item. | |
| Collaboration: Working together with other partners to deliver. | n/a | Choose an item. | | Choose an item. | |
| Involvement: Involving those with an interest and seeking their views. Communication and Engagement | Where required views will be sought | Neutral | | Choose an item. | |
| Prevention: Putting resources into preventing problems occurring or getting worse. | n/a | Choose an item. | | Choose an item. | |
| Integration: Positively impacting on people, economy, environment and culture and trying to benefit all three. | n/a | Choose an item. | | Choose an item. | |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | | | | |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | n/a | Choose an item. | | Choose an item. | |

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| | | | | | |
|--|-----|-----------------|--|-----------------|--|
| Corporate Parenting: Enabling our looked after children to fulfil their potential. | n/a | Choose an item. | | Choose an item. | |
|--|-----|-----------------|--|-----------------|--|

5. What are the risks to service delivery or the council following implementation of this Policy / Change Objective / Budget Saving?

| Description of risks | | |
|--|---|---------------|
| Improvement achieved does not meet forecast / target is too ambitious | | |
| Deter usage of services where prices are increased | | |
| Unable to secure new markets for services | | |
| | | |
| Impact on Service | Deliverability of Policy / Change Objective / Budget Saving | Inherent Risk |
| Medium | Medium | Medium |
| Mitigating Actions | | Residual Risk |
| Support has been provided via the MOC fund to support the programme (Project Officers, Absence Management Co-ordinators) | | Medium |
| | | |
| Does the Policy / Change Objective / Budget Saving have potential to impact on another service area? | | |
| No | | |

6. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | | |
|--|---------------------------|-------------|----------|
| The transformation programme is of medium risk. The programme is governed by the HTR Transformation Board. | | | |
| Judgement (to be included in service risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | Medium | / |

7. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| n/a |

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8. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

The programme is governed by the HTR Transformation Board.

9. Sign Off

| Position | Name | Signature | Date |
|---------------------|------------------|-----------|------|
| Service Manager: | Shaun James | | |
| Head of Service: | Adrian Jervis | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Phyl Davies | | |

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|-----|------------------------|---------------|---------------------------|------------|-------------------------|------------------|
| Service Area | ICT | Head of Service | Andrew Durant | Strategic Director | Mark Evans | Portfolio Holder | Cllr James Evans |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| <i>Savings of £80k as a result of further system rationalisation (contract and support reductions, and improved efficiencies (improved contract management / reducing complexities)</i> | | | | | | | |

Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £80k | £ | £ | £ | £ |

Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|----------------------------|-----------|
| V1 | Andrew Durant | Head of ICT and Programmes | 14/2/2019 |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

No impact

Service Area informed: **Contact Officer liaised with:**

Mitigation

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | | Neutral | | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | | Neutral | | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | Good | Reduced IT estate through sharing systems | Good |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | | Neutral | | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | | Neutral | | Neutral |
| <i>Opportunities to promote the Welsh language</i> | | Neutral | | Neutral |
| <i>Welsh Language impact on staff</i> | | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Neutral | | Neutral |
| <i>Disability</i> | | Neutral | | Neutral |
| <i>Gender reassignment</i> | | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | | Neutral | | Neutral |
| <i>Race</i> | | Neutral | | Neutral |
| <i>Religion or belief</i> | | Neutral | | Neutral |
| <i>Sex</i> | | Neutral | | Neutral |
| <i>Sexual Orientation</i> | | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | Neutral | | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Sharing systems | Good | Reducing systems | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | Neutral | | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Neutral | | Neutral |
| Preventing Poverty: | | | | |
| Prevention, including helping people into work and mitigating the impact of poverty. | | Neutral | | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Neutral | | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------------------------|----------------------|
| Withdrawal of capital funding | Medium | Ensure capital plans in place | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | x |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-----------------|------------------------|----------------|
| System rationalisation | Mar 2020 | Reduced contract costs | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| IT projhct support | | | | | X | X | X | x | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Minimal impact and low risk | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| IT performance management |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|---------------|-----------|-----------|
| Impact Assessment Lead: | Andrew Durant | | 14/2/2019 |
| Head of Service: | Andrew Durant | | 14/2/2019 |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|------------------|----------------------|--|

FORM ENDS

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Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|-------------------|---------------------------|----------|-------------------------|------------------|
| Service Area | Powys Archives and Information Management | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Phyl Davies |
| Proposal | To remove one FTE post from Powys Archives and Information Management staffing structure; reduce service opening hours; and achieve other revenue savings | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Archives and Information Management | | | | | | | |
| <ul style="list-style-type: none"> The Council has a corporate responsibility to maintain its records and record-keeping systems in compliance with the legislation and regulatory environment in which it operates. In 2017 the Council completed an accommodation project for Powys Archives and Information Management and officially opened the new public facilities in October 2017 based on a four day a week opening. Powys Archives collects and preserves records relating to Powys' cultural and historical past in accordance with legislation, and in turn provides access to them through a public search room. The service currently holds around 3000 linear metres of material dating from the fourteenth century to the present day. The Information Management Service provides help and advice to all areas of the Council on information management issues including records management practices and procedures. The Service manages and stores around 250,000 files of semi-current and non-current records, which are retained for a certain period of time for legal, financial, administrative or operational reasons. | | | | | | | |
| Proposals | | | | | | | |
| <ul style="list-style-type: none"> To undertake a review and reduction in the staffing structure, saving £32,000. The impact will mean the public search room hours would have to be reduced from four to two days a week. There is a further proposal to reduce the revenue budget by removing £14,000 from the Service's "shredding" budget (confidential destruction of records which have reached the end of their retention). Documents will however continue to be confidentially shredded in line with the Corporate retention schedule. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £46,000 | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|------------------------------|-----------------------|---------------------|
| Public consultation required | 31 March 2019 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------------|---|-----------|
| V1 | Catherine Richards | Principal Lead Museums, Archives and Information Management | 6/09/2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

| | |
|---|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|------------------|--|---|--|--|
| | | | | |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|---|--|
| <p>The Economy We will develop a vibrant economy</p> | <p>Powys Archives' visitors significantly boost the local economy using shops, eateries and accommodation.</p> <p>Visitor surveys show that 90% of Archive users come into the locality of Llandrindod Wells for the specific purpose of using the archives i.e. the Archives Service is their driver for visiting and 50% of users came from over 61km away.</p> <p>33% took overnight accommodation and 58% ate out locally, generating 376 hotel bed occupancies and 664 restaurant visits. These figures are all higher than for the total combined Welsh services.</p> <p>The Archive Service can also provide information resources to support business operations. Powys Archives has been used for all sorts of operations such as restoration and regeneration projects, planning new developments and identifying boundaries.</p> | <p>Poor</p> | <p>Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|---|--|
| <p>Health and Care We will lead the way in effective, integrated rural health and care</p> | <p>Visits to Powys Archives improve the health and wellbeing of residents and research for recreational purposes boosts mental health, along with social interaction.</p> <p>Volunteering contributes to community wellbeing and improves the Archive Service in addition to enabling personal development and involvement with heritage.</p> <p>Access to arts and cultural services overall enhances wellbeing.</p> | <p>Poor</p> | <p>Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| <p>Learning and skills We will strengthen learning and skills</p> | <p>Archive Services have proved to be 'safe' places in which people can learn and develop. This learning experience can come about either as a user or a volunteer. Researching archives requires individuals to develop a whole range of skills from specialist areas such as palaeography (the study of old handwriting) through to the ability to analyse large amounts of information, set goals and organise workloads. Allied to this is access to a unique information resource. The Archives holds records that for the most part cannot be found elsewhere such as Council records, maps and plans, personal papers and business records. 98% of visitors to Powys Archives agree that archives provide opportunities for learning.</p> <p>For volunteers the payback can be significant in terms of skills and employability. In a report by the National Council on Archives into volunteering in archives 32% of those questioned felt archive volunteering had helped with their sense of being part of a workplace, 28% felt it had helped them learn or improve their IT or other work-related skills, and 16% felt it had improved their confidence to look for work.</p> <p>Archives have always been a vital resource of educational attainment. Archives are well known as the source material for high qualifications such as PhDs and MAs. But they have been widely used to bring a wide range of school subjects to life such as history, geography, English and maths, and provide the stimulus for projects as such as art and drama</p> | <p>Poor</p> | <p>Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|---|--|
| | productions. For example, the National Curriculum for history includes local history research using archives. | | | |
| <p>Residents and Communities We will support our residents and communities</p> | <p>Powys Archives holds, cares for and continues to develop collections for the county which represent our rich and diverse culture. These in turn enrich the lives of people in our communities and help them live fulfilled lives.</p> <p>Powys Archives provides a place where one can be welcomed and feel part of the community. They are safe environments where people come together through mutual interest. In the report by the National Council on Archives into volunteering in archives its research found 48% of those questioned felt working as an archive volunteers had enabled them to meet new people or socialise and 31% felt it had helped with their sense of being part of a community. There is strong anecdotal evidence that regular users have a similar response.</p> <p>A good archive service contributes to the strength of the local community.</p> | <p>Poor</p> | <p>Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |

Source of Outline Evidence to support judgements

PSQG (Public Services Quality Group) archive visitors' surveys undertaken every 18 months.
 Powys Archives consultation survey 2015 (320 forms completed)
 Powys Archives annual website statistics, usage and feedback
 Interviews with Powys Archives users 2015 (30 interviews conducted)
 Informal feedback – written and verbal

6. How does your proposal impact on the Welsh Government's well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Powys Archives provides an efficient use of resources through records and facilities being shared and used over and over by a multitude of users. Work experience and volunteer opportunities in both develop skills for employability. | Poor | Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts. | Poor |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | | Choose an item. |

| | | | | |
|--|---|----------------|---|------------------------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>Visits to cultural/heritage services such as Archives improves the overall health and wellbeing of residents, and research boosts mental health, along with social interaction.</p> <p>Volunteer opportunities also boost health related outcomes.</p> | <p>Neutral</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government’s well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Choose an item.</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Visitor surveys show that:</p> <ul style="list-style-type: none"> • 61% are using Powys Archives for family history research, 35% for local history research • 100% agreed that “I improved my knowledge in an area of interest” • 91% agreed that “I developed new skills or improved existing skills (in research, use of ICT, etc.)” • 100% agreed that “I have a greater understanding of my community, its history and people” • 97% agreed that “I enjoyed myself” • 100% agreed that “I am inspired to find out more” | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government’s well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Choose an item.</p> |

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| | | | | |
|---|--|----------------|---|----------------|
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>Powys Archives promotes the cultural life of our county, it encourages active participation in culture, protects our heritage, helps expand our international profile and contributes to our tourism industry.</p> | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>Providing access to archives for everyone must include developing services that reflect the importance of the Welsh language. Our language is an important part of our heritage, and many tourists who come to Powys are drawn by our heritage and culture.</p> | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>As above</p> | <p>Poor</p> | <p>As above</p> | <p>Poor</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>There are no Welsh language speaking staff within the Archives and Information Management Service at this current time.</p> | <p>Neutral</p> | <p>Seek to recruit Welsh speaking members of staff and volunteers wherever possible</p> | <p>Neutral</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>Powys Archives enable people to explore collections for inspiration, learning and enjoyment</p> | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |

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| | | | | |
|--------------------------------------|--|------|--|------|
| Age | Powys Archives welcomes increased use of the service by existing and new audiences regardless of their background or circumstances. It is important that the demographic of our communities is understood and this is used to inform forward planning. Understanding and dismantling barriers, real or perceived, that deter those who do not currently use our collections, or do not participate in our activities is crucial if Powys Archives are to be fully inclusive. | Poor | Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts. | Poor |
| Disability | As above | Poor | As above | Poor |
| Gender reassignment | As above | Poor | As above | Poor |
| Marriage or civil partnership | As above | Poor | As above | Poor |
| Race | As above | Poor | As above | Poor |
| Religion or belief | As above | Poor | As above | Poor |
| Sex | As above | Poor | As above | Poor |
| Sexual Orientation | As above | Poor | As above | Poor |
| Pregnancy and Maternity | As above | Poor | As above | Poor |

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Source of Outline Evidence to support judgements

PSQG (Public Services Quality Group) archive visitors' surveys undertaken every 18 months.
 Powys Archives consultation survey 2015 (320 forms completed)
 Powys Archives annual website statistics, usage and feedback
 Interviews with Powys Archives users 2015 (30 interviews conducted)
 Informal feedback – written and verbal

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | It has been explained above that the proposals to reduce staffing meaning reducing access to the Archives public search room from 4 days a week to 2 days a week generally has a poor impact on both the Council's strategic vision and Welsh Government's well-being goals. It is therefore anticipated that there will be a negative impact on the Council's other key guiding principles also. | Poor | Reducing public searchroom opening hours from four to two days a week will impact service aims and objectives. At this stage there is little that can be done to mitigate any negative impacts. | Poor |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above | Poor | As above | Poor |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above | Poor | As above | Poor |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above | Poor | As above | Poor |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above | Poor | As above | Poor |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above | Poor | As above | Poor |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | As above | Poor | As above | Poor |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above | Poor | As above | Poor |
| Impact on Powys County Council Workforce | The Records Manager post is currently vacant. No redundancies will result. | Poor | As above | Poor |
| Source of Outline Evidence to support judgements | | | | |
| PSQG (Public Services Quality Group) archive visitors' surveys undertaken every 18 months. Powys Archives consultation survey 2015 (320 forms completed) Powys Archives annual website statistics, usage and feedback Interviews with Powys Archives users 2015 (30 interviews conducted) Informal feedback – written and verbal | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| High | Medium | Medium |
| Mitigation | | |

Reducing public searchroom opening hours from four to two days a week will impact service aims and objectives. At this stage there is little that can be done to mitigate any negative impacts.

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Risk of the Council not being able to meet its Statutory requirements in relation to Archives and records management, facing significant risk of direct action from the Information Commissioners Office, The National Archives, Welsh Government. | High | Reducing the staffing levels and in turn the public searchroom opening hours from four to two days a week will impact service aims and objectives. At this stage there is little that can be done to mitigate any negative impacts. | High |
| Risk of the National Archives removing the Council's Public Record status through lack of staffing. In 2011 the Council responded to this threat by developing new facilities for both Powys Archives and Information Management at Unit 29 Ddole Road. | High | Alternative delivery models would need to be investigated – including out-of-county storage, which would be more expensive than the current arrangement. | High |
| Reputational risk: the council has spent £1.6m developing new accommodation for the two services reducing opening hours are highly likely to attract public criticism | Medium | None at this point. | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | X | | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|--------------------------------|----------------------|----------------|
| Remove one FTE post from the structure | Implementation by 1 April 2019 | | |
| Remove a quantity of shredding budget from the Service's revenue budget | Implementation by 1 April 2019 | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |

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12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| | | | |
|-------------------------------|------------------------|----------------------|--|
| Decision to be made by | Choose an item. | Date required | |
|-------------------------------|------------------------|----------------------|--|

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FORM ENDS

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| | | | | | | | |
|--|---|------------------------|-------------------|---------------------------|----------|-------------------------|---------------|
| Service Area | Youth Service | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Rachel Powell |
| Policy / Change Objective / Budget Saving | Youth Service savings target – including YFC and URDD – 2019/20 | | | | | | |

Outline Summary

As part of a two-year savings plan, the Youth Service is required to make savings of £165,089 in 2019/20

This impact assessment will look at the impact for 2019/20 - £165,089

- A Reduction in grant payments to both the Urdd and the 3 YFC federations.
YFC – each federation will receive £10,000 for 2019-2020
Urdd will receive a grant payment of £10,000 to cover the whole of Powys. Total grant given - £40,000
- Savings offered from the Youth Service core budget will be £92,000. The remaining £73k savings will be made by reduction to the core budget, but directly off-set by grant support from Welsh Government (including £57k in new grants set against the Emotional Health & Wellbeing agenda). There will be no change to the open access youth worker provision for 2019-20 however the high dependency on grant payments will make the service extremely vulnerable if there is a reduction in grant funding made available from 2020 onwards.

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|-------------------------|------------|
| V2 | Helen Quarrell | Principal Youth Officer | 18/12/2018 |

2. How does your policy / change objective / budget saving impact on the council's strategic vision?

| Council Priority | How does the policy / change objective impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|------------------|---|---|--|--|---|
|------------------|---|---|--|--|---|

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| Council Priority | How does the policy / change objective impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|------------------------------------|--|---|--|--|--|
| <p>Services delivered for less</p> | <p>The previous delivery model could not be sustained with reduced funding.</p> <p>However, the Youth Service provision contributes greatly to the early intervention and prevention agenda, which seeks to support issues arising before they become critical, reduces criminal behaviour and lower the requirement for more expensive, intense intervention, from e.g. Social Services, Youth Justice, Mental Health Services and the Police.</p> <p>Open-access provision also has a strategic role to play by offering a mechanism to identify potentially vulnerable young people and working with young people who are post-statutory education age in the community.</p> <p>Youth provision supports young people's personal development and teaches them to make informed choices and understand consequences. It supports them to have better Life Chances and to be actively engaged in the community</p> <p>It has been shown that the cost of late intervention falls most heavily on Local Authorities.</p> | <p>Very Poor</p> | <p>A. Conversation will take place with YFC/URDD - how they continue to deliver services with reduced grant aid from PCC</p> <p>C. Reducing the Open Access weekly provision from two nights to one night a week</p> | <p>Poor</p> | <ul style="list-style-type: none"> • National Youth Work Strategy 2014-2018 • Welsh Government Youth Work Charter • Youth engagement and progression framework • EIF - The Cost of Late Intervention |

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| Council Priority | How does the policy / change objective impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|------------------------------------|---|---|--|--|--|
| Supporting people in the community | <p>Removal of the grant aid for YFC and the URDD will mean reduced opportunities and may lead to isolation, lack of opportunities in the language of choice.</p> <p>Limited holiday provision – limited funding and youth work hours to provide diversionary holiday activities for young people.</p> | Poor | <p>Both YFC and URDD will continue to provide welsh language and rural youth work, through the fund raising, national funding. The removal of the PCC grant will not mean they cease to exist but it will limit opportunities to support young people in Powys.</p> <p>Use existing funding from Police and Crime commissioner to fund a limited programme of activities across Powys during the holiday time.</p> | Poor | |
| Developing the economy | <p>The reduced funding available will lead to reduction in the range of informal/non-formal learning activities and opportunities for young people. Likely reduction in the opportunities to engage with a youth worker for mentoring, support and guidance, particularly in informal settings.</p> <p>The opportunities for gaining alternative accreditation through informal / non-formal learning will be reducing, meaning young people may have fewer qualifications, leading to more difficulties in accessing further education and employment.</p> | Poor | <p>We will look to further develop the accreditation of the work delivered by the targeted Youth Service in and outside schools.</p> <p>However, there is very limited financial and time resource available to accredit open access work.</p> | Poor | <ul style="list-style-type: none"> • Capability mapping exercise delivered by PAVO; • ARAD Research Appraisal of Options |

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| Council Priority | How does the policy / change objective impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|------------------|---|---|---|--|--|
| Learning | <p>Reduction in opportunities in Welsh Language by the URDD. Reduction in opportunities for the rural community from the YFC provision.</p> <p>The reduced funding available will lead to reduction in the range of informal/non-formal learning activities and opportunities for young people.</p> | Poor | <p>Discussion to be held with URDD and YFC to consider options for young people in Powys with reduced direct funding from PCC.</p> <p>The move towards a targeted provision in schools will increase access that some young people have to a youth worker and consequently support learner outcomes for more young people.</p> <p>We will look to develop the relationships with the high schools to maximise the opportunities available and work with them on implementing Curriculum for Life.</p> | Poor | <ul style="list-style-type: none"> Youth Work in Schools in Wales Summary Report Principal Youth Officers' Group Discussion Paper National Youth Agency Commission into the role of youth work in formal education Youth Work in Wales: Principles & Purposes Powys Youth Service Curriculum Strategy |

3. How does your policy / change objective / budget saving impact on the Welsh Assembly's well-being goals?

| Well-being Goal | How does the policy / change objective contribute this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|-----------------|--|---|--|--|---|
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|--|--|------------------|---|-------------|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>Reduction of YFC/URDD funding will lead to reduction in opportunities for young people in rural locations and through the language of their choice, welsh language.</p> <p>Potential for reduction in accredited opportunities. Less support available for the re-engagement of vulnerable young people.</p> <p>A limited early intervention /prevention services will lead to an increased burden on late intervention services such as social services, youth justice, the police and the health board.</p> <p>This additional cost will lead to less public money available for other spending priorities.</p> | <p>Very Poor</p> | <p>Explore the URDD and YFC existing support to ensure young people of Powys are not at a disadvantage.</p> <p>Explore supporting third party delivery to accredit work, where there is an appetite to do so (although there is an expectation that this will be at a vastly reduced level compared to current levels). A limited level of youth worker support will be retained, in schools Support will be directed at those identified as most in need of support, however there will continue to be gaps e.g. non-school attenders and those older than school age.</p> | <p>Poor</p> | <ul style="list-style-type: none"> • Structure Chart • Performance Reports |
|--|--|------------------|---|-------------|--|

A resilient Wales:

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

Reduction of YFC/URDD funding will lead to reduction in opportunities for young people in rural locations and through the language of their choice, welsh language.

Fewer opportunities to deliver informal / non-formal learning around the environment, ecology and ecosystems.
 More travel required to access a reduced level of youth provision.

Poor

A reduced offer to young people in rural Powys and through the language of their choice, Welsh language, discussion to be held around existing offer.

We will discuss this with schools when developing an appropriate range of informal / non-formal learning opportunities.

The retention of five Youth Hubs in the high areas of population will ensure that quality open access youth work is available to young people in those towns.

We will consider travel when designing school-based provision such as after-school clubs.

Neutral

| | | | | | |
|--|--|------------------|---|-------------|--|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>Reduction of YFC/URDD funding will lead to reduction in opportunities for young people in rural locations and through the language of their choice, welsh language.</p> <p>A reduction in contact time with youth workers. Fewer young people (and their families) in need being identified at an early stage for support, signposting and referral to other services.</p> <p>This limited early intervention / prevention work will have a negative financial impact on late intervention services such as Youth Justice, Social Services and the Health Board.</p> <p>Reduction in the range of activities provided for young people (citizenship, sports, arts, health) which supports physical and mental wellbeing.</p> <p>A reduction in the opportunities for socialising outside school with peers, and learning important social and life skills which contribute to healthy body and minds.</p> <p>Potential for some young people to feel excluded from having access to a 'safe' space outside the family setting and becoming socially excluded.</p> | <p>Very Poor</p> | <p>Reduction in opportunities for Young Farmers to meet or Young people to converse in Welsh could lead to isolation, review existing provision to ensure this does not happen.</p> <p>We will discuss health and well-being when developing an appropriate range of informal / non-formal learning opportunities with schools.</p> <p>The retention of five Youth Hubs in the high areas of population will ensure that quality open access youth work is available to young people in those towns.</p> <p>However, there will be significant gaps in provision, especially for those of post-statutory education age.</p> | <p>Poor</p> | <ul style="list-style-type: none"> • Youth Work Alliance Wales Programme for Government |
|--|--|------------------|---|-------------|--|

| | | | | | |
|--|---|------------------|---|------------------|--|
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Fewer activities may result in young people 'hanging around', leading to fear of crime/anti-social behaviour or young people themselves feeling/being unsafe. Reduced range of citizenship and community activities, including those where the Youth Service works with partners such as Road Safety, the Police, the Fire Service and the Health Board.</p> <p>Reduced opportunity to challenge inappropriate behaviour, language and views which can lead to social isolation.</p> | <p>Very Poor</p> | <p>The reduction in funding will result in limited capacity and resources to respond to community needs.</p> <p>However partnerships and joint working arrangements may bring added value.</p> | <p>Very Poor</p> | <p>PYOG - Role of Youth Work in preventing offending behaviour</p> |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>Reduction in delivery of curriculum activities concerned with citizenship, information and advocacy.</p> | <p>Poor</p> | <p>YFC and URDD – discussion to be held with both services to establish existing provision and opportunities for young people across Powys. Discussion to be held with schools when developing an appropriate range of informal / non-formal learning opportunities.</p> <p>The retention of five Youth Hubs in the high areas of population will ensure that quality open access youth work is available to young people in Powys.</p> | <p>Poor</p> | |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | | |

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|---|--|------------------|--|------------------|--|
| <p><i>Opportunities for persons to use the Welsh language</i></p> | <p>Reduction of URDD grant to provide Welsh Language Youth Work across the county.</p> <p>Limited existing Welsh Speakers in the Youth Work Team</p> | <p>Very Poor</p> | <p>Offer the Welsh Language PCC courses to all the Youth Team.</p> <p>We will discuss this with schools when developing an appropriate range of informal / non-formal learning opportunities.</p> | <p>Very Poor</p> | |
| <p><i>Treating the Welsh language no less favourable than the English language</i></p> | <p>There will be a reduction in overall level of youth service provision but the intention is to continue to engage with young people in the language of their choice</p> | <p>Very Poor</p> | <p>Explore supporting third party organisations that deliver projects and activities through the medium of Welsh (e.g. Urdd) with reduced grant aid payments offered.</p> | <p>Very Poor</p> | |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>An overall reduction in youth provision, meaning fewer opportunities to promote the Welsh language.</p> | <p>Very Poor</p> | <p>Explore supporting third party organisations that deliver projects and activities promoting Welsh language and culture with no funding attached.</p> <p>We will discuss this with schools when developing an appropriate range of informal / non-formal learning opportunities.</p> | <p>Very Poor</p> | |
| <p><i>Welsh Language impact on staff</i></p> | <p>Capacity will be an issue, with many of the youth workers working part-time hours. Staff may consider attending in their own time and this would be an option to enable them to learn the language.</p> | <p>Poor</p> | <p>Encourage staff to take up the 'learning welsh' opportunities provided by PCC.</p> | <p>Neutral</p> | |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>An overall reduction in youth provision, meaning fewer opportunities to participate in sport, art and recreation.</p> | <p>Poor</p> | <p>We will discuss this with schools and the third sector when developing an appropriate range of informal / non-formal learning opportunities.</p> | <p>Poor</p> | |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | | |

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|-------------------------------|---|-----------|---|---------|--|
| Age | <p>Services for 11 – 25 year olds with focus on 13 – 19. Reduced contact time with youth workers resulting in fewer young people (and their families) in need being identified for signposting and referral to other support services.</p> <p>There will be a reduction in the range of positive activities provided, (citizenship, sports, arts, health) which supports YP physical and mental wellbeing.</p> <p>Access to other young people, having a safe space outside the family setting and being socially included will be impacted upon.</p> | Very Poor | <p>YFC and URDD – discussion to be held with both services to establish existing provision and opportunities for young people across Powys.</p> <p>We will work with schools to develop an appropriate range of informal / non-formal learning opportunities.</p> <p>The retention of five Youth Hubs in the high areas of population will ensure that quality open access youth work is available to some young people in Powys.</p> | Poor | |
| Disability | <p>Reduced funding will impact on our ability to engage with young people who are not in mainstream school.</p> | Poor | <p>There is limited capacity for work in special schools and this is a clear gap that needs to be addressed.</p> | Poor | |
| Gender reassignment | <p>Reduced funding will impact on our ability to engage with young people who are not in mainstream school.</p> | Poor | <p>Each Youth Hub has had training around LGBT and gender reassignment issues and will be able to offer support to young people when issues arise.</p> <p>We will work to ensure that targeted support is available to recognise young people’s needs.</p> | Neutral | |
| Marriage or civil partnership | No impact | Neutral | | Neutral | |

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|----------------------------------|--|-------------|---|----------------|--|
| <p><i>Race</i></p> | <p>Racism will continue to be challenged through the schools and open access provision.</p> <p>However, reduced funding will impact on our ability to engage with young people who are not in mainstream school.</p> | <p>Poor</p> | <p>We will work with schools to develop an appropriate range of informal / non-formal learning opportunities.</p> <p>Appropriate training for youth workers will be available.</p> <p>We will work to ensure that targeted support is available to recognise young people's needs.</p> | <p>Neutral</p> | |
| <p><i>Religion or belief</i></p> | <p>Intolerance will continue to be challenged through the schools and open access provision.</p> <p>However, reduced funding will impact on our ability to engage with young people who are not in mainstream school.</p> | <p>Poor</p> | <p>We will work with schools to develop an appropriate range of informal / non-formal learning opportunities.</p> <p>Appropriate training for youth workers will be available.</p> <p>We will work to ensure that targeted support is available to recognise young people's needs.</p> | <p>Neutral</p> | |
| <p><i>Sex</i></p> | <p>The 'C' card scheme will be maintained and relationship issues will still remain a focus for the curriculum promoting healthy sexuality.</p> <p>However, reduced funding will impact on our ability to engage with young people who are not in mainstream school.</p> | <p>Poor</p> | <p>We will work with schools to develop an appropriate range of informal / non-formal learning opportunities.</p> <p>Appropriate training for youth workers will be available. Working with other LEA/Youth Services and Agored Cymru to develop new training course.</p> <p>We will work to ensure that targeted support is available to recognise young people's needs.</p> | <p>Neutral</p> | |

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|---------------------------------------|---|-------------|--|----------------|--|
| <p><i>Sexual Orientation</i></p> | <p>Intolerance will continue to be challenged through the schools and open access provision.</p> <p>However, reduced funding will impact on our ability to engage with young people who are not in mainstream school.</p> | <p>Poor</p> | <p>We will work with schools to develop an appropriate range of informal / non-formal learning opportunities.</p> <p>Appropriate training for youth workers will be available.</p> <p>We will work to ensure that targeted support is available to recognise young people's needs.</p> | <p>Neutral</p> | |
| <p><i>Pregnancy and Maternity</i></p> | <p>Reduced funding will impact on our ability to engage with young people who are not in mainstream school.</p> <p>We are no longer supporting Young Parent's groups.</p> | <p>Poor</p> | <p>We will work to ensure that targeted support is available to recognise young people's needs.</p> | <p>Poor</p> | |

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4. How does your policy / change objective / budget saving impact on the council's other key guiding principles?

| Principle | How does the policy / change objective impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|---|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | | |
| <p><i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i></p> | <p>There will still be a need for youth provision to support YP in most need and provide a range of informal, non-formal learning and recreational activities.</p> <p>The current structures and delivery models are not sustainable given the level of savings required.</p> <p>The reduced funding available will lead to reduction in the range of informal/non-formal learning activities and opportunities for young people.</p> <p>Likely reduction in the opportunities to engage with a youth worker for mentoring, support and guidance, particularly in informal settings.</p> <p>The opportunities for gaining alternative accreditation through informal / non-formal learning will be reducing, meaning young people may have fewer qualifications, leading to more difficulties in accessing further education and employment.</p> | <p>Poor</p> | <p>YFC and URDD – discussion to be held with both services to establish existing provision and opportunities for young people across Powys.</p> <p>To explore the potential of carrying out some long term, generational, decadal planning, review census data, etc.</p> <p>The long term goal is to seek out new opportunities and work closely with community groups and third sector to deliver youth-based activities and projects across the county.</p> <p>The role of supporting those most in need of Youth worker support will be strengthened, through staff based in High Schools and targeted provision.</p> | <p>Poor</p> | |

| Principle | How does the policy / change objective impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|--|--|---|--|--|---|
| <p>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</p> | <p>Following on from the completion of the research work undertaken by Arad and PAVO it is clear that collaboration is required to deliver universal youth services to all young people in Powys.</p> <p>However, there will be a reduced range of activities where the Youth Service directly works with partners such as Road Safety, the Police, the Fire Service and the Health Board.</p> | <p>Poor</p> | <p>We will discuss joined-up approaches to delivering youth services with a range of organisations and partners.</p> | <p>Neutral</p> | |
| <p>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</p> | <p>Intention to continue to actively engage with stakeholders, partners and service users and to maximise technology to do so.</p> | <p>Neutral</p> | <p>Ensure that all existing and new partners are actively involved in consultation, participation and planning.</p> <p>We will conduct annual surveys with young people and parents to inform any service development and commissioning.</p> | <p>Good</p> | <p>Draft Powys Children and Young People's Participation Strategy 2015-2018</p> |

| Principle | How does the policy / change objective impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|--|---|---|--|--|---|
| <p>Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i></p> | <p>Reduced contact time with professional youth workers resulting in fewer young people (and their families) able to access the range of support available.</p> <p>Reduced funding for YFC and Urdd will have a negative impact of the community.</p> <p>This can include – Access to other Young People, having a safe space outside the family setting, being socially included.</p> <p>Reduction in the range of positive activities which supports young people’s physical and mental wellbeing (citizenship, sports, arts, health).</p> <p>Signposting and referral to other support services.</p> <p>Without this support, situations will develop which require a higher, more costly level of intervention, such as targeted support or Social Services.</p> | <p>Very Poor</p> | <p>YFC and URDD – discussion to be held with both services to establish existing provision and opportunities for young people across Powys.</p> <p>We will discuss joined-up approaches to delivering youth services with a range of organisations and partners.</p> <p>A reduced level of youth worker support will be retained but presence in schools to be maintained during term-time only.</p> <p>We will work with schools to develop an appropriate range of informal / non-formal learning opportunities.</p> <p>The retention of five Youth Hubs in the high areas of population will ensure that quality open access youth work is available to some young people in Powys.</p> | <p>Poor</p> | |
| <p>Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i></p> | <p>We will continue to actively participate in meetings involving the range of public and third sector bodies in Powys.</p> | <p>Neutral</p> | <p>We will review the Youth Service approach to integration and joint-working.</p> | <p>Neutral</p> | |

| Principle | How does the policy / change objective impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|--|---|---|--|--|---|
| <p>Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.</p> | <p>As in earlier sections, it is predicted that a reduction in the range of support and opportunities for young people may have a negative impact on health, education and well-being outcomes.</p> | <p>Poor</p> | <p>YFC and URDD – discussion to be held with both services to establish existing provision and opportunities for young people across Powys.</p> <p>We will discuss joined-up approaches to delivering youth services with a range of organisations and partners.</p> <p>A reduced level of youth worker support will be retained in schools during term time.</p> <p>We will work with schools to develop an appropriate range of informal / non-formal learning opportunities.</p> <p>The retention of five Youth Hubs in the high areas of population will ensure that quality open access youth work is available to some young people in Powys.</p> <p>We will also develop the partnerships and targeted work supporting young people who are NEET (Not in Education, Employment and Training).</p> | <p>Poor</p> | |

| Principle | How does the policy / change objective impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | Source of Outline Evidence to support judgement |
|---|---|---|--|--|---|
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | The limited open access provision, could lead to fewer opportunities for young people to develop trusting relationships with youth workers, potentially resulting in fewer disclosures of abuse and neglect. Alternatives may be less successful in highlighting such issues. | Very Poor | YFC and URDD – discussion to be held with both services to establish existing provision and safeguarding procedures for young people across Powys. Guidance and training, plus signposting to School-based youth worker provision will form part of any new way of working and commissioning. | Very Poor | |
| Corporate Parenting: Enabling our looked after children to fulfil their potential. | The reduced funding available will lead to reduction in the range of informal/non-formal learning activities and opportunities for these young people. Likely reduction in the opportunities to engage with a youth worker for mentoring, support and guidance, particularly in informal settings. | Poor | A reduced level of youth worker support will be retained but presence in schools to be strengthened. We will work with schools to develop an appropriate range of informal / non-formal learning opportunities. The retention of five Youth Hubs in the high areas of population will ensure that quality open access youth work is available to some young people in Powys. | Neutral | |
| Impact on PCC Workforce | Making staff redundant. | Very Poor | Follow management of change process. | Very Poor | |

5. Achievability of Policy / Change Objective / Budget Saving?

| Impact on Service / Council | Risk to delivery of Policy / Change Objective / Budget Saving | Inherent Risk |
|-----------------------------|---|---------------|
| High | Medium | Medium |

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6. What are the risks to service delivery or the council following implementation of this Policy / Change Objective / Budget Saving?

| Description of risks | | | |
|--|---|-----------|----------------------------------|
| i) | Failure to meet statutory function of delivering a 'high quality Youth Service' and to meet national priorities including the Wellbeing of Future Generations Act, the Youth Engagement & Progression Framework, Tackling Poverty agenda and Youth Work in Wales strategy. | | |
| ii) | Failure to meet local priorities including contributing to the Estyn inspection framework 'Local Authority Education Service for Children and Young People' and the Corporate Improvement Plan. | | |
| iii) | Disadvantaged young people no longer voluntarily engage with the service due to the delivery changes - young people who do not easily conform to society's expectations of rules and regulations, or are at risk from harm, and where developing a relationship with a qualified youth worker in casual/relaxed settings can be significant | | |
| iv) | Limited capacity in third sector to deliver replacement services | | |
| v) | Lack of identified budget to commission third sector to deliver services | | |
| vi) | Capacity to manage Youth Service efficiently compromised due to reduction in Management Team | | |
| vii) | Reduction in services as a consequence of reduced funding from Welsh Government and Revenue Support Grant | | |
| viii) | The reduced level of the Early Intervention/Prevention service provided by the Youth Service leading to increased costs for other services including Social Services and Education. | | |
| Judgement (to be included in project risk register) | | | |
| Very High Risk | | High Risk | Medium Risk |
| | | ✓ | |
| Mitigating Actions | | | Residual Risk (after mitigation) |
| i) | Work with schools and other partners on alternative delivery models. | | Medium |
| ii) | Work with other departments on ensuring impact of cuts are fully understood | | Medium |
| iii) | Ensure targeted youth support is available to support the most vulnerable young people | | High |
| iv) | Restart discussion with third sector regarding delivery | | High |
| v) | Ensure that roles are clearly defined | | High |
| vi) | Consider alternative delivery models | | High |
| vii) | Seek further in-year savings | | Medium |
| Does the Policy / Change Objective / Budget Saving have potential to impact on another service area? | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |

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- The work of the universal and targeted youth services supports the Children & Young People’s Partnership early intervention and prevention agenda. Potential impacts include an increase in offending behaviour and a greater requirement for access to expensive Social Services support (including Childrens’ Area Teams and Youth Justice Service).
- A reduction in extent of youth worker provision that delivers informal/non-formal learning has the potential to impact on educational outcomes for some young people – therefore there will be an impact on schools and other educational establishments, and the Schools Service.
- The reduction of the grant aid on Welsh Language speaking young people and those young people in the rural locations of Powys accessing the clubs provided by YFC will have a negative impact.
- The heavy dependence on Welsh Assembly grant funding in 2019/20 leaves the service in a very vulnerable position, changes/reduction in this funding will have a negative impact on the young people who access the open access/universal service throughout Powys.

7. Overall Summary and Judgement of this Impact Assessment?

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| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| <p>Young people will be offered the opportunities through the YFC and URDD clubs but the full impact of the reduction in funding completely is unknown at this time.</p> <p>Young people will continue to have access to qualified youth workers who can provide advice, guidance and mentoring, however there will be reduced opportunities to access this support. A reduction in early intervention / prevention support will lead to an increased burden on more expensive late intervention services such as Youth Justice, Social Services, special education provision, the Police and the Health Board.</p> <p>The service budget reduction will also result in fewer opportunities for young people to engage in a range of informal and non-formal learning opportunities outside schools. This will particularly impact on those smaller towns where youth clubs have closed.</p> <p>The Service will seek out all and any appropriate and effective means to deliver good quality opportunities for young people, and ensure that targeted work for those most at risk or disengaged from society remains. A grant bid is being pursued to strengthen this approach but there are threats to some of the funding sources used to support this.</p> | |

8. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

9. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|--|
| Via the Youth Service Project Board and Leisure and Recreation Quarterly Performance Reviews |
| Please state when this Impact Assessment will be reviewed. |

10. Sign Off

| Position | Name | Signature | Date |
|---------------------|-------------------|-----------|------|
| Service Manager: | Helen Quarrell | | |
| Head of Service: | Stuart Mackintosh | | |
| Strategic Director: | Ian Budd | | |
| Portfolio Holder: | Rachel Powell | | |

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| Service Area | Head of Service | Director | Portfolio Holder |
|---|--|----------|------------------|
| Proposal | Reduce revenue funding for commissioned Arts Services in order to achieve revenue budget savings of £139,000 in 2019/20. | | |
| Outline Summary / Description of Proposal | | | |
| <ul style="list-style-type: none"> Reduce / remove revenue funding for arts organisation partners including performing arts venues (x 4), art gallery (x 1) and community dance organisation (x1). Reduce support for Night Out rural community touring scheme. Discontinue grant funding in support of county wide youth theatre and youth music provision. | | | |

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|------------------|------------|--------------------------------------|------------------|
| V01 DRAFT | Lucy Bevan | Arts & Culture Commissioning Officer | 10 December 2018 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|----------|---------|---------|---------|---------|----------|
| £139,000 | £ | £ | £ | £ | £139,000 |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|------------------------------|--|
| Public consultation required | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Regeneration, Tourism, Schools Service, Youth Service, Property, Children’s & Adult Services
 Third & voluntary sector; private sector / businesses.

5. How does your proposal impact on the council’s strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | Refer to SWOT analysis below (pages 3 & 4) | Very Poor | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | Refer to SWOT analysis below (pages 3 & 4) | Poor | | Choose an item. |
| Learning and skills We will strengthen learning and skills | Refer to SWOT analysis below (pages 3 & 4) | Very Poor | | Choose an item. |
| Residents and Communities We will support our residents and communities | Refer to SWOT analysis below (pages 3 & 4) | Very Poor | | Choose an item. |

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| STRENGTHS Internal Positive Factors | WEAKNESSES Internal Negative Factors |
|---|---|
| <ul style="list-style-type: none"> • Arts & cultural services able to strategically contribute to attaining the Council’s Vision 2025 • Able to continue developing closer relationship & collaborative working within L&R and with Schools & Schools Service; Adult Social Care; Children’s Services; Property • Utilise developed experience, expertise, links, relationships and partnerships to review & sustain arts provision throughout the county • Retain strategically led arts provision in Powys working in close partnership with arts sector providers to maintain best possible equality of access • Retention of ‘Arts Service’ maintains Arts Council of Wales partnership support & confidence • Retention of Arts & Culture Commissioning Officer – preserves ability to apply for & secure external funding towards delivering projects / programmes • Strong track record of achieving income generation for council led activity in Powys • Retention of arts coordination role within Council – internal collaboration • Retention of arts coordination / contact point for arts sector and communities to collaborate with Council in delivering Vision 2025 objectives • Capitalise on emerging cultural partnerships e.g. NPTC Group to determine possible third party interest in managing one or more key Arts Venues in Powys at no cost to the Authority – potential further future savings • Beneficial partnership working with other sector agencies – NAWR (Regional Arts & Education network); ERW; ACW • Relatively modest arts budget achieving high performance outputs; value; quality • Nationwide – Powys County Council preserves reputation for excellence of arts provision • Arts development innovative behaviour • Arts & cultural festivals & events – social; economic benefits • Unique & well developed arts & cultural offer existing in county • Arts usage of building assets for community advantage • Transferable experience; knowledge; data in service • Marketing - reach, distribution, awareness • Innovative aspects • Ability of arts & cultural activity to augment location and environment • Arts themed accreditations, qualifications, certifications for young people | <ul style="list-style-type: none"> • Failure to meet the required level of savings corporately • Possible risk to delivery of established & externally funded projects & programmes being delivered by Arts Service • Dependency of established funding partnerships & subsequent financial liabilities • i. Financial risk - liability for redundancy costs for all Hafren theatre staff in the case of closure • ii. closure of Theatr Brycheiniog would result in payback to ACW for Capital funding of £1.677,879m (contributed to build in 1997) – this consequence would be counterproductive overall • Imposition of funding cuts – Powys Dance, Oriel Davies Gallery, 4 theatre venues and smaller supported arts organisations at high risk of being unsustainable • Financial – diminished available funding places currently supported arts organisations at risk of being unsustainable • Reputation – reduction in funding for arts activities perceived negatively • Loss of arts provision e.g. youth theatre; youth music; arts education / skills development programmes • Timescales, deadlines and pressures too short to achieve salvation • Added pressure on arts & culture commissioning officer post –insufficient capacity to meet demands & effectively manage workload; seek & take up development opportunities; consult; plan; support sector • Less able to provide support for & assurance to external funding applications • Limited scope for networking, collaborating & forming new partnerships • Continuity of service provision elements broken • Commitments – contractual & otherwise not able to be honoured; knock on effects for service users; sector employees; contractors • Effects on core activities & key areas of focus – change & further review a distraction • Robustness of budget efficiency decision making process; urgency of timescale; reliability of financial & other data to support strategic decision making |

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| OPPORTUNITIES External Positive Factors | THREATS External Negative Factors |
|--|--|
| <ul style="list-style-type: none"> • Possibility to work closely with arts organisations & sector to find collaborative solutions • Opportunities to provide services beyond Powys borders (already delivering Criw Celf in Ceredigion) • Burgeoning collaboration with NPTC Group to deliver arts provisions and further education through the arts • Utilise creativity & proactive style of arts sector providers to find new ways of working with existing resources • Work with arts providers to create, develop and produce new income streams inc. business streams; sponsorship; new & alternative fundraising initiatives • Seek broader portfolio of funders for the arts • develop less reliance on Council support • Strong audience appetite for arts product • Growing interest in participating in arts activities • Greater understanding of the benefit arts & culture provides for personal well-being & community resilience • Greater understanding of arts & cultural economic benefits & contribution to regeneration • Potential positive impact of Brexit e.g. people using & buying local services, products & experiences • New business opportunities • Developing worldwide market for arts & crafts products inc. digital content • Superfast Broadband making it increasingly possible for creative industry start-ups & business relocations to Powys | <ul style="list-style-type: none"> • Risk of losing some or all Arts Council of Wales funding reliant on Local Authority match • Less public funding available for arts & cultural activity • Increasing pressure on alternative funding sources inc. trusts & foundations • Pressure increasing on requirement for volunteers • Difficulty in recruiting skilled & experienced Board members • Loss of creative industry professionals in Powys • Loss of young people living, studying & working in Powys • Loss of jobs • Loss of services • Loss of local procurement & trade • Inability to make best use of digital technology • Loss of tourism • Loss of cultural vibrancy • Inability to attract people & families to live and work in Powys • Threat to schools numbers • Weakness of Wales & UK economy • Potential negative impact of Brexit • Potential loss of European funding • Loss of key staff • Sustainable financial backing • Economy, both local and international • Seasonality affecting continuity of earned income & cash flow for venues & arts operators • Diminished cultural vibrancy in Powys communities |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | | Very Poor | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | Poor | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | | Very Poor | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | Very Poor | | Choose an item. |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | | Poor | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | | Poor | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | | Poor | | Choose an item. |
| <i>Welsh Language impact on staff</i> | | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | | Very Poor | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Choose an item. | | Choose an item. |
| <i>Disability</i> | | Choose an item. | | Choose an item. |
| <i>Gender reassignment</i> | | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | | Choose an item. | | Choose an item. |
| <i>Race</i> | | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | | Choose an item. | | Choose an item. |
| <i>Sex</i> | | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | | Choose an item. | | Choose an item. |

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Source of Outline Evidence to support judgements

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Reduced, or loss of, access to arts & cultural facilities, services, activities inc. training, learning & development | Very Poor | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Loss of collaborative opportunities; damage to established partnership arrangements; | Very Poor | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Very Poor | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | It is widely understood that participation & involvement in arts & cultural activities increases mental & physical health & well-being; reduces social isolation & loneliness; improves community integration - it is important that this contribution is recognised by the authority in the decision making process. Loss of access to arts & cultural activities, facilities, events and community venues will impact negatively on this benefit and potentially increase demand on other services. | Very Poor | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Poor | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | Poor | | Choose an item. |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Poor | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Unknown | | Choose an item. |
| Impact on Powys County Council Workforce | | Poor | | Choose an item. |

Source of Outline Evidence to support judgements

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|----------------|
| Medium | Medium | Medium |

Mitigation

| |
|--|
| |
|--|

9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| High | Medium | Medium |

Mitigation

| |
|--|
| |
|--|

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| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|------------|----------------------|
| Public opposition to removal of funding to theatre, gallery & arts organisations resulting in possible closures / loss of facilities; damage to PCC reputation. | Very High | tbd | |
| Significant impact – loss of external match & partnership funding brought into county. | Very High | tbd | |
| Loss of cultural services to communities in Powys | Very High | tbd | |

| Overall judgement (to be included in project risk register) | | | |
|---|-----------|-------------|----------|
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

11. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Please state when this Impact Assessment will be reviewed.

13. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|--------------------|-----------|-------------|
| Impact Assessment Lead: | Lucy Bevan | | 10 Dec 2018 |
| Head of Service: | Stuart Mackintosh | | |
| Director: | Ian Budd | | |
| Portfolio Holder: | CLlr Rachel Powell | | |

14. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | 2018 |

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---------------------|----------------------|------------------------|-------------------|---------------------------|----------|-------------------------|-------------------|
| Service Area | Leisure & Recreation | Head of Service | Stuart MacKintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Phyll Davies |
|---------------------|----------------------|------------------------|-------------------|---------------------------|----------|-------------------------|-------------------|

Proposal Budget Savings Proposal for Catering Service for FY 2019/2020

Outline Summary / Description of Proposal

Proposal to deliver revenue savings from the Catering service for FY 2019/20 by implementing the proposals below:

- Closing the corporate restaurant in Neuadd Brycheiniog, Brecon.
- Do not renew contract for vending machines across the Council when contract expires in 2018.
- Introducing more attractive offers in High Schools.
- Increasing school meal price in Primary and High Schools.
- Modernise approach and menu for catering in Restaurant in County Hall.
- Introduce a service 'brand' and use social media.

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Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|---------|---------|---------|----------|
| £ | £230,000 | £ | £ | £ | £230,000 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | By end of 2018 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|---------------------------------------|------------------|
| V1 | Jason Rawbone | Professional Lead Catering & Cleaning | 3 September 2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

- The proposal to close the restaurant at Neuadd Brycheiniog will impact on staff using the service within the building and the meals provided to Arosfa day centre.
- The introduction of an increased school meal price will impact on parents who pay for their children to have school meals.
- Modernising County Hall restaurant will affect customers and staff who use the facility, with reduced hot meal service and providing a coffee shop style offer.

| | | | |
|-------------------------------|--|--------------------------------------|-------------|
| Service Area informed: | Social Care Team/Council Staff/Schools & Parents | Contact Officer liaised with: | Miar Preece |
|-------------------------------|--|--------------------------------------|-------------|

Mitigation

Catering service will meet with Miar Preece from the Social Care Team to discuss Arosfa day centre meals provision.
 Schools and parents have been informed of the school meal price increase prior to the summer holiday 2018.
 Council staff will be informed of future developments within the County Hall restaurant.

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| The Economy We will develop a vibrant economy | With the closure of the Neuadd Brycheiniog restaurant will result in 3 staff redundancies and no canteen facilities for office staff. | Poor | Staff will be offered redeployment into available positions within the Council. | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | The proposal to increase school meal prices has the impact to drive down uptake without ongoing and sustained mitigation measures. The review of staff canteens is an internal PCC matter and would not impact on non-Council citizens. | Neutral | Impact on uptake based upon previous price changes, has not led to reduced uptake. Uptake has risen, alongside uptake of FSMs which the Service believe is related and correlates with the activity of the Service to meet with schools, school councils, parent evenings, and ad-hoc promotions and special events, this will continue. | Good |

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|---|--|
| Learning and skills We will strengthen learning and skills | The proposal to introduce a brand and use social media will enhance and contribute to effective communication with the public and customers. Internal staff will develop to use social media to the service's best effect. | Good | Careful and controlled monitoring of social media posts in line with the corporate social media policy, with the support from our communication team. | Good |
| Residents and Communities We will support our residents and communities | An increase in school meals is not a decision taken lightly. Close monitoring of global and supplier food prices are taken into account and any school meal prices are increased accordingly and if required. The catering team are conscious that parents demand value for money and we take this into account when developing our school menus. | Neutral | Prior information to schools to communicate any changes in school meal prices is important this is done prior to the summer holidays, so parents are informed well in advance. The future use of social media will aid us to also communicate this effectively. | Good |

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Source of Outline Evidence to support judgements

1. School meal price increase Business Case 2018

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|---|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>With the proposal to develop food offers in high schools and the County Hall restaurant we are very eager to educate and contribute to global environmental issues such as recycling and use of single use plastics and to develop initiatives with our schools and suppliers to support and educate how best we can all help to make our environment better.</p> | <p>Good</p> | <p>Work is developing to start initiatives with our local supplier Radnor Hills to support schools to best recycle plastic drinks bottles that are supplied to our high school kitchens. Also the restaurant in county hall no longer uses plastic cutlery and we only use compostable plates, cups etc. for our corporate functions.</p> | <p>Good</p> |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | <p>As above</p> | <p>Good</p> | | <p>Good</p> |

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| | | | | |
|--|--|------------------|--|------------------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>With the development of food offers in our High Schools, we are very conscious of the growing obesity concerns within our country. Our school catering teams meet regularly with high school Nutrition Action Groups (SNAG) to discuss with pupil’s school meals and nutrition. The feedback from these groups help us to develop the school menus. However, we need to develop better more appealing menu options in our high schools, one that pupils will help to develop.</p> <p>In Powys we have introduced a holiday scheme into 4 of our primary schools this summer (2018). Part funded by the WLGA. ‘Food and Fun’ is a school-based programme that provides free healthy meals, nutritional education and physical activity to children in areas of social deprivation during the summer holidays.</p> <p>The programme forms part of the WLGA’s School Holiday Enrichment Programme (SHEP) and is jointly funded and supported by the council, Welsh Government and other partner agencies including the health board.</p> <p>It aims to tackle holiday hunger and improve children’s health and well-being, as well as address social isolation and a lack of routine by providing a safe, happy place for children to go to during the holiday.</p> <p>This programme is funded by the Welsh Government for next year also (2019) so we will look to develop the programme to include high school aged pupils next year. It has positively benefited all those</p> | <p>Very Good</p> | | <p>Very Good</p> |
|--|--|------------------|--|------------------|

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| | | | | |
|---|---|---------|--|---------|
| | parents/pupils who have participated in the programme in the 2 years it has been running in Powys. | | | |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | By making best use of social media to connect and communicate with Parents, schools, customers will be advantageous for everyone. | Good | | Good |
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | With the proposal to develop food offers in high schools and the County Hall restaurant we are very eager to educate and contribute to global environmental issues such as recycling and use of single use plastics and to develop initiatives with our schools and suppliers to support and educate how best we can all help to make our environment better. | Good | Work is developing to start initiatives with our local supplier Radnor Hills to support schools to best recycle plastic drinks bottles that are supplied to our high school kitchens. Also the restaurant in county hall no longer uses plastic cutlery and we only use compostable plates, cups etc. for our corporate functions. | Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language | By using social media, we will follow corporate policy and interact and respond where possible to questions and post in the Welsh language. We will use the councils translation services and /or Welsh speaking staff members. | Good | | Good |
| Opportunities to promote the Welsh language | As Above | Good | | Good |
| Welsh Language impact on staff | No Impact | Neutral | | Neutral |
| People are encouraged to do sport, art and recreation. | With the development of healthy school meals and the introduction of the summer SHEP programme we do encourage that staff that are involved in coordinating should be at least one or more Welsh speakers and also there are a number of supporting third party agencies who are Welsh speaking and hold bi lingual activities. | Good | | Good |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| Age | No Impact | Neutral | | Neutral |

Cyngor Sir Powys County Council

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| | | | | |
|--------------------------------------|-----------|---------|--|---------|
| <i>Disability</i> | No Impact | Neutral | | Neutral |
| <i>Gender reassignment</i> | No Impact | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | No Impact | Neutral | | Neutral |
| <i>Race</i> | No Impact | Neutral | | Neutral |
| <i>Religion or belief</i> | No Impact | Neutral | | Neutral |
| <i>Sex</i> | No Impact | Neutral | | Neutral |
| <i>Sexual Orientation</i> | No Impact | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | No Impact | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|---|
| 1. Welsh Government Guidance for Healthy Eating in Maintained Schools (Wales) 2. Evaluation Report from the School Holiday Enrichment Programme (2016) |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | No Impact | Neutral | | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Developing our menus and offers in schools and our corporate restaurant to the wants and needs of our customers is key to sustaining the service. | Good | It is important that we continue to work with our schools/pupils/customers and suppliers to develop school meals and canteen menus that are healthy, nutritious and offer value for money. | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Consultation with staff when closing the Neuadd Brycheiniog restaurant will be undertaken as well as informing office staff of the proposal. Prior communication is given when planning to change school meal prices to schools and parents. | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | No Impact | Neutral | | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | With our school meals menu development we do encourage schools to support healthy eating and involve our teams in nutritional activities with school councils and SNAG groups also with support from PthB dieticians. | Good | Continue to promote these activities and relationships with schools to encourage school meal uptake and an understanding of healthy lifestyles. | Good |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | We will offer staff in redundancy situations, redeployment wherever possible. Our summer SHEP programme benefits families who struggle to feed and entertain their children during the 6 weeks summer holiday by providing free hot nutritious meals and various activities. | Good | | Good |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No Impact | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | No Impact | Neutral | | Neutral |
| Impact on Powys County Council Workforce | With the closure of the Neuadd Brycheiniog restaurant will result in 3 staff redundancies and no canteen facilities for office staff. | Poor | Staff will be offered redeployment into available positions within the Council. Office staff will have to bring in their own lunch or walk to town for lunch | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| 1. Evaluation Report from the School Holiday Enrichment Programme (2016) | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Low | Low |

Mitigation

1. Planned consultation and communication around the closure of Neuadd Brycheiniog Restaurant.
2. Further proactive development into High school menus and offers is starting with new offers in October, uptake will be monitored.
3. School meal price increase of 5 pence in High Schools and Primaries has been implemented from September 2018.
4. Further development of county hall restaurant and monitoring of uptake/sales.
5. Establish social media presence to market service and communicate with wider customer audience.

Cyngor Sir Powys County Council

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--|----------------------|
| Loss of jobs and employment opportunities | Low | Redeployment will be offered | Low |
| The proposal to increase school meal prices has the impact to drive down uptake. | Low | Catering Teams promoting schools meals to parents with schools support | Low |
| County Hall Restaurant not making full cost recovery | Low | Continual monitoring and promoting of the restaurant | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|--|-------------|----------------------|----------------|
| Savings target to be met from Catering service by end of next FY | 2019/20 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

The catering service budget reduction business case (14 Aug 2018)



Catering Budget
 Reductions 2019-20:

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Monthly management meetings to discuss progress and regular meetings with finance business partners to ensure targets are on track.

Please state when this Impact Assessment will be reviewed.

February 2019

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------------|
| Impact Assessment Lead: | Jason Rawbone | | 07/09/2018 |
| Head of Service: | Stuart Mackintosh | | |
| Strategic Director: | Ian Budd | | |
| Portfolio Holder: | CLlr Phyl Davies | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

FORM ENDS

Cyngor Sir Powys County Council

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The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---------------------|----------------------|------------------------|-------------------|---------------------------|----------|-------------------------|-------------------|
| Service Area | Leisure & Recreation | Head of Service | Stuart MacKintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Phyll Davies |
|---------------------|----------------------|------------------------|-------------------|---------------------------|----------|-------------------------|-------------------|

| | |
|-----------------|---|
| Proposal | Budget Savings Proposal for Cleaning Service for FY 2019/2020 |
|-----------------|---|

Outline Summary / Description of Proposal

Proposal to deliver revenue savings from the Cleaning service for FY 2019/20 by implementing the proposals below:

- Increasing income by expanding business opportunities: providing a handyman service for minor repairs and maintenance, communal garden clearance/maintenance for general public/housing service. This will either be work outside of the HOWPS contract or work subcontracted from HOWPS.
- A number of internal services have requested reviews of current cleaning schedules in order to make efficiencies. Property services have asked to review cleaning in a number of corporate buildings to save up to £75k. Requests will be reviewed along with staffing. This could further impact negatively upon the Service.
- Introduce a service brand and use social media to expand communication to the residents and public we serve, with potential networking opportunities with greater income potential.

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|---------|
| £ | £39,281 | £ | £ | £ | £39,281 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|------------------------|---------------------|
| Staff consultation required | Before end of 18/19 FY | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|---------------------------------------|-------------------|
| V1 | Jason Rawbone | Professional Lead Catering & Cleaning | 17 September 2018 |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

- The reductions in cleaning other services have requested will result in reduced hours and possible redundancies of the cleaning staff. Consequently, corporate building users may notice a difference in the cleaning standard due to reduced cleaning frequency within our corporate buildings.

Service Area informed: Property Services **Contact Officer liaised with:** Neil Clutton

Mitigation

Cleaning service will meet with Neil Clutton from Property Services to establish standard/frequency of cleaning/caretaking to provide the efficiencies.

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | Staff reduction in cleaning hours and redundancies within some corporate buildings. | Poor | Staff will be offered redeployment into available positions within the Council. | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Unknown | | Unknown |
| Learning and skills We will strengthen learning and skills | The proposal to introduce a brand and use social media will enhance and contribute to effective communication with the public and customers. Internal staff will develop to use social media to the service's best effect. | Good | Careful and controlled monitoring of social media posts in line with the corporate social media policy, with the support from our communication team. | Good |

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Impact Assessment (IA)

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|---|--|
| Residents and Communities We will support our residents and communities | Expanding on the services provided by our cleaning service, working with the Housing service and HOWPS to provide handyman services/garden work to support local PCC housing tenants. | Good | Better communication with local tenants through our partners to promote the services available. | Good |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | By expanding the services provided we are keeping local people employed providing services benefiting local residents. Reducing carbon footprint by using local resources and not outsourcing/contracting works keeping the Powys pound in Powys. | Good | | Unknown |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above | Good | | Unknown |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Providing our extended cleaning services to local tenants and local residents that may be less able will help to support their well-being, knowing they can rely on a friendly reliable service. | Good | Better communication with local tenants through our partners to promote the services available. | Good |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | By making best use of social media to connect and communicate with Partners and local residents will be advantageous for everyone. | Good | Better communication with local tenants through our partners to promote the services available. | Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|---|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | With the proposal to expand the cleaning services to provide a “handyman” service, our team will make best use of resources to ensure the least impact on the environment and improve social and economic well-being. | Good | Services provided will be monitored to ensure they are being carried out responsibly and efficiently. | Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | By using social media, we will follow corporate policy and interact and respond where possible to questions and post in the Welsh language. We will use the councils translation services and /or Welsh speaking staff members. | Good | | Unknown |
| <i>Opportunities to promote the Welsh language</i> | As Above | Good | | Unknown |
| <i>Welsh Language impact on staff</i> | No Impact | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | No Impact | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No Impact | Neutral | | Neutral |
| <i>Disability</i> | No Impact | Neutral | | Neutral |
| <i>Gender reassignment</i> | No Impact | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | No Impact | Neutral | | Neutral |
| <i>Race</i> | No Impact | Neutral | | Neutral |
| <i>Religion or belief</i> | No Impact | Neutral | | Neutral |
| <i>Sex</i> | No Impact | Neutral | | Neutral |
| <i>Sexual Orientation</i> | No Impact | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | No Impact | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | No Impact | Neutral | | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Developing our cleaning services and collaborating with partners and key stakeholders is essential for sustainability in providing services to local residents. | Good | Using social media and continued collaboration with partners will ensure our service capabilities and identify long term need. | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Clear communication with our partners to promote our service and the range of work streams it is capable of. | Good | As above | Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | No Impact | Neutral | | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Continue working with partners to further develop services to improve well-being for local communities. | Good | | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | We will offer staff in redundancy situations, redeployment wherever possible. | Neutral | | Neutral |

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Cyngor Sir Powys County Council

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No Impact | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | No Impact | Neutral | | Neutral |
| Impact on Powys County Council Workforce | With the request form Property services to reduce their cleaning budget, there will be some redundancies and reduction to staff hours from the cleaning staff within our corporate buildings. | Poor | Staff will be offered redeployment into available positions within the Council. | Neutral |
| Source of Outline Evidence to support judgements | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Medium | Low | Low |
| Mitigation | | |
| <ol style="list-style-type: none"> Further collaboration with other internal PCC services to provide needed services. Establish social media presence to market service and communicate with wider customer audience. | | |

Cyngor Sir Powys County Council Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of jobs and employment opportunities | Medium | Redeployment will be offered | Low |
| Reduction of cleaning service by other services, will reduce cleaning frequency/caretakers in corporate buildings | Medium | Services need to be clear on the standards required/acceptable | Low |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|--|-------------|----------------------|----------------|
| Savings target to be met from Cleaning service by end of next FY | 2019/20 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

The cleaning service budget reduction business case (31 Aug 2018)



Cleaning Budget
 Reductions 2019-20.

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Monthly management meetings to discuss progress and regular meetings with finance business partners to ensure targets are on track.

Please state when this Impact Assessment will be reviewed.

February 2019

Page 625
 15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------------|
| Impact Assessment Lead: | Jason Rawbone | | 17/09/2018 |
| Head of Service: | Stuart Mackintosh | | |
| Strategic Director: | Ian Budd | | |
| Portfolio Holder: | Clr Phyl Davies | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

FORM ENDS

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Cyngor Sir Powys County Council

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

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| | | | | | | | |
|---------------------|----------------------|------------------------|-------------------|---------------------------|----------|-------------------------|------------------|
| Service Area | Countryside Services | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Aled Davies |
|---------------------|----------------------|------------------------|-------------------|---------------------------|----------|-------------------------|------------------|

Proposal

Outline Summary / Description of Proposal

- Countryside Services have a savings target of £145,064 for the 2019/20 financial year.
- The Service has two main areas of expenditure, salaries and third party spend. There are minimal opportunities for income generation however these will be explored. In reality, increasing income comes with a negative impact on service delivery, as resources are directed away from 'statutory' duties in order to generate income.
- The required savings targets require a reduction in staffing and headcount. However, in recent months the Service has been successful in gaining both external grant income and capital funding. One member of staff has also handed in their notice. Therefore, the savings that were to be made from salaries, can be covered for the 2019/20 financial year from grant income and not recruiting to the vacant position.
- This is only a temporary delay to the required cuts in salaries. Unless grant income for 20/21 matches or exceeds the amounts due for 19/20, there will have to be significant redundancies or reduction in staff costs from April 2020.
- There will also be a significant reduction in third party spend for 2019/20 (£110,000) and therefore a significant negative impact on service delivery of statutory functions.
- There will be reduced capacity for the Service to work with volunteers and local communities to maintain, improve and promote their local networks.
- There will also be reduced ability and capacity for Countryside Services to apply for and deliver external grant funded projects from 2019 onward.

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|---------|---------|---------|-------|
| £ | £145,064 | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--------------------------|-----------------------|---------------------|
|--------------------------|-----------------------|---------------------|

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| | | |
|---|--|----|
| No consultation required (please provide justification) | No Staff consultation required as no reduction in headcount or working hours proposed. No consultation with the public required, however, the Service will be informing stakeholders as soon as final decisions are made. | No |
|---|--|----|

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|-------------|---|------------------------------|
| v.1 | Nina Davies | Professional Lead Countryside Access and Recreation | 3 rd October 2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Health & Safety – in order to meet the efficiency savings there will be a significant reduction in third party spend on maintenance of public rights of way and access. This may mean that there may be a higher rate of incidents, accidents and insurance claims.

Insurance – in order to meet the efficiency savings there will be a significant reduction in third party spend on maintenance of public rights of way and access. This may mean that there may be a higher rate of incidents, accidents and insurance claims. With reduced capacity for monitoring and undertaking works, the council will have a weakened position in terms of defending claims.

Regeneration – Reduced capacity for officers to collaborate with Regen projects and bids. Countryside access directly contributes to the local economy as tourist attractions.

| | | | |
|-------------------------------|--|--------------------------------------|--|
| Service Area informed: | | Contact Officer liaised with: | |
| Mitigation | | | |
| None identified | | | |

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|-------------------------|---|--|---|---|
| | | | | |

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| The Economy We will develop a vibrant economy | <p>The required savings targets will result in less officers working on statutory duties to maintain public rights of way. There will also be a significant reduction in spend on maintenance and practical works.</p> <p>These options will result in a reduction in the quality and accessibility of public rights of way and countryside access.</p> <p>This would have a negative impact on the economy as they are tourist attractions and attract people to visit Powys in order to walk, cycle, ride and drive.</p> <p>The reduction in third party spend would negatively impact on Powys based suppliers and contractors.</p> | Very Poor | | Very Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | <p>Public rights of way and countryside access provide opportunities for play, recreation and exercise. A reduction in their quality or accessibility may therefore have a negative impact on the health and wellbeing of the residents of Powys.</p> | Poor | | Poor |
| Learning and skills We will strengthen learning and skills | <p>There will be reduced capacity to work with volunteers, thus a reduction in the opportunities for learning and skills.</p> | Poor | | Poor |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| Residents and Communities We will support our residents and communities | Public rights of way and countryside access provide opportunities for play, recreation and exercise to local residents and communities. A reduction in their quality or accessibility will therefore have a negative impact. There will be reduced capacity to work with local communities in order to support them to maintain, improve and promote their local networks. | Poor | | Poor |

Source of Outline Evidence to support judgements

Due to the timescales given to put efficiency savings information together, there has not been the time to undertake community engagement or consultation over these proposals. Officer knowledge has been used for answers provided.

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | The reduction in third party spend will negatively impact on Powys based contractors and suppliers. | Poor | | Poor |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | The reduction in staff and capacity will mean that officers are no longer able to support biodiversity projects in the same way. | Poor | | Poor |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Reducing the quality of public rights of way and countryside access will negatively impact on the ability for people to maximise benefits to their physical and mental well-being. | Very Poor | | Very Poor |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Deteriorating public rights of way and access will make communities less attractive and less connected. | Poor | | Poor |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | The proposals do not contribute positively to global well-being. | Poor | | Poor |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | At this stage, it is not anticipated that the Welsh language will be any more negatively impacted upon than the English language. | Unknown | | Unknown |
| <i>Opportunities to promote the Welsh language</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Welsh Language impact on staff</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>People are encouraged to do sport, art and recreation.</i> | Deteriorating public rights of way and access networks does not encourage people to take part in sport or recreation. | Poor | | Poor |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Disability</i> | The reduction in third party spend means that funding for improvements to make public rights of way more accessible will be ceased. Unless external grant funding is sourced. | Poor | | Poor |
| <i>Gender reassignment</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Marriage or civil partnership</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Race</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Religion or belief</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Sex</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Sexual Orientation</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Pregnancy and Maternity</i> | There are no known impacts at this stage. | Unknown | | Unknown |

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Source of Outline Evidence to support judgements

Due to the timescales given to put efficiency savings information together, there has not been the time to undertake community engagement or consultation over these proposals. Officer knowledge has been used for answers provided.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | The long term implications of these proposals are unknown. | Unknown | | Unknown |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | The Service has been working with Town and Community Councils in order to help them develop and maintain, improve and promote their local networks. The reductions in officers and spend puts this work at significant risk. Unless external grant funding can be found this work will likely cease. Even though it is the favoured way to transform service delivery, resources are required to make it happen. With reduced staff and spend, the Service will be concentrating on trying to manage the most urgent health & safety issues. | Very Poor | | Very Poor |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Due to the timescales given for putting forward proposals to meet the efficiency savings, there has not been the time to communicate and engage with the residents and communities who would be affected. | Very Poor | | Very Poor |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Unknown. | Unknown | | Unknown |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Unknown. | Unknown | | Unknown |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Unknown. | Unknown | | Unknown |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Unknown. | Unknown | | Unknown |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Unknown. | Unknown | | Unknown |
| Impact on Powys County Council Workforce | Any reduction in the quality and accessibility of public rights of way and access may negatively impact the ability of PCC to attract employees to the county and the council. Powys would become a considerably less attractive place to live, work and visit. | Poor | | Poor |
| Source of Outline Evidence to support judgements | | | | |
| Due to the timescales given to put efficiency savings information together, there has not been the time to undertake community engagement or consultation over these proposals. Officer knowledge has been used for answers provided. | | | | |

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8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Medium | Medium |
| Mitigation | | |
| None identified | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|----------------------------|----------------------|
| Health & Safety – reduction in monitoring and ability to undertake maintenance, due to less officers and spend, may result in greater numbers and severity of health & safety risks. | High | None identified | High |
| Insurance – reduction in maintenance of public rights of way may lead to a reduced ability for PCC to defend claims in case of any accidents/incidents | Medium | None identified | Medium |
| Well managed and maintained public rights of way are important tourism assets. Powys would become a considerably less attractive place to live, work and visit. | Medium | None identified | Medium |
| Powys County Council would have reduced capacity to deliver its Vision 2025, as Countryside Services delivers direct benefits in terms of the Economy, Health & Well-being, Learning & Skills and supporting Residents & Communities. | Medium | None identified | Medium |
| Loss of/reduction in income for local contractors who would normally be employed to undertake maintenance works. Leading to a negative impact on local businesses and the local economy. If local contractors cease trading, the Service would have difficulty delivering work with the remaining budget. | Medium | None identified | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | Medium risk overall | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|--|----------------------------|--|----------------|
| Remove £145,064 from Countryside Services Budget | 1 st April 2019 | Countryside Services meet their efficiency savings targets | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

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11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Finance | | | | | | | | | | | | |
| Health & Safety | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | |
| HR | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
|--|----------------------------------|--|

The required savings for Countryside Services will result in a reduction in the number of officers delivering statutory work on public rights of way. There will also be a significant reduction in third party spend, also resulting in a reduction in the delivery of statutory work on public rights of way. The Service will have a reduced capacity to work with volunteers and local communities to maintain, improve and promote local networks.

Some of the impacts and risks include:

- Deterioration in the % of the Powys public rights of way network open and easy to use, including promoted recreational trails.
- The backlog of problems will increase and the capacity for resolution would greatly decrease.
- With much reduced budget for maintenance, bridges may be closed, removed and not replaced.
- Replacement and new signage would reduce.
- There would be no regular inspections of bridges meaning the Authority is at risk of claims and legal action.
- Meeting the savings targets may result in increased legal action being taken against Powys County Council in terms of judicial review and notices being served. It is entirely plausible that the savings achieved could be dwarfed by the increased legal costs in defending the potential upsurge in number of legal challenges.
- The Service expect an increase in FOI and correspondence campaigns by user groups and others.
- Cuts could severely compromise the ability to answer FOIs in the timescale needed.
- There will be reduced ability and capacity for Countryside Services to apply for and deliver external grant funded projects from 2019 onward.
- Powys County Council would have reduced capacity to deliver its Vision 2025, as Countryside Services delivers direct benefits in terms of the Economy, Health & Well-being, Learning & Skills and supporting Residents & Communities.

- Powys would become a less attractive place to live, work and visit.
- The reduction in third party spend means a loss of income for local contractors who would normally be employed to undertake maintenance works. Leading to a negative impact on local businesses and the local economy.

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

N/A

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

No arrangements are proposed at this time.

Please state when this Impact Assessment will be reviewed.

N/A

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------------|
| Impact Assessment Lead: | Nina Davies | | 04/10/2018 |
| Head of Service: | Stuart Mackintosh | | |
| Strategic Director: | Ian Budd | | |
| Portfolio Holder: | Clr Aled Davies | | |

16. Governance

Decision to be made by

Choose an item.

Date required

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as “Draft” and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|---|---|------------------------|-------------------|-----------------|----------|-------------------------|--------------------|
| Service Area | Library Service | Head of Service | Stuart Mackintosh | Director | Ian Budd | Portfolio Holder | Cllr Rachel Powell |
| Proposal | Closure of 10 branch libraries, 2 mobile libraries and 50% reduction in book/resources fund to achieve savings of £363,000 in 2019/20. As it is not possible to achieve the full saving quickly due to lengthy consultation processes needed, a revised target of £200,000 savings has been set for achievement mid-year. | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| To transfer to community management or close 10 branch libraries To cease delivery of a mobile library service (2 vehicles covering county) To reduce provision of relevant up-to-date library stock by reducing amount spent on resources. | | | | | | | |

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------------------------------|------------|---------------------|------------|
| V2 (V1 on previous IA template) | Kay Thomas | Principal Librarian | 7 Nov 2018 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|--|---------|---------|---------|-------|
| £ | £363,000 – not achievable due to consultation process, revised to £200,000 to be achieved mid-year | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|------------------------------|--|
| Public consultation required | 3 month public consultation anticipated to explore all possibilities and to try to avoid judicial review |

4. Impact on Other Service Areas

**Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
 PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

Customer services, schools service, Income and Awards, cleaning, children’s and adults’ services, PAVO and 3rd sector partners, ICT and Data Protection

5. How does your proposal impact on the council’s strategic vision?

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| <p>The Economy We will develop a vibrant economy</p> | <p>The following benefits of branch libraries will be lost: Branch libraries draw people into town centres, which benefit the local shops and businesses. In addition, libraries support job seekers and self-employed/small businesses through the IT and information provision which offers supported access to jobseekers online and government gateways. Libraries will play an important role in the roll out of Universal Credit in Powys.</p> <p>Reduction in the library service provided by the authority will impact on statutory service delivery as reported to Welsh Government under the Welsh Public Library Standards framework, which encompasses core entitlements for residents of Wales</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations. (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| <p>Health and Care We will lead the way in effective, integrated rural health and care</p> | <p>There will be severe impact, with residents having more limited opportunity to access council services, literature and information. The library service is also Dementia Friendly and offers literature in support of this to those living with Dementia and their carers. Libraries are part of the Book Prescription Wales schemes for adults and children, so residents would be unable to collect titles prescribed by health colleagues locally. The library service works closely with Powys Health Promotion unit to widely disseminate campaign information to libraries across the county (e.g. measles vaccinations, or stop smoking campaigns).</p> <p>Public libraries have enabled people to access online cognitive behaviour courses prescribed for them.</p> <p>Activities in branch libraries have a positive impact on health and wellbeing, e.g. rhythm and rhyme sessions for parents and babies encourages bonding as well as a social network for peer support. Dementia reading aloud sessions have proven benefit, and groups such as book groups, knit and natter and poetry groups offer mental stimulus and social interaction to boost overall wellbeing.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction. (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Health partners keen to be involved with transformational proposals. (good/very good)</p> | <p>Unknown</p> |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|--|--|
| <p>Learning and skills We will strengthen learning and skills</p> | <p>The following benefits of branch libraries will be lost: The library service supports learners of all ages and abilities through provision of quality resources and help with accessing and using those resources, including independent study space and providing a location for 1-1 tuition and courses. 76% of respondents in the adult library user survey said that the library has helped them to learn something new, and 48% said it helps them with education.</p> <p>Reduction in resources fund will affect variety of learning resources available. Powys already does not meet Welsh Public Library Standards requirements for up-to-date stock.</p> <p>“Access to Research” is an online service available through public library computers only, providing access to a huge UK collection of academic articles and papers (the terms of the agreement means that it is not available remotely via the library web pages). This is heavily used by researchers in Powys – usage statistics show that Powys was 5th in May and 3rd in June 2016, for usage, across the whole of the UK. Ancestry.com and FindmyPast local and family history online resources are similarly only freely available from library computers.</p> <p>Volunteer opportunities allow people to learn, practice and share skills locally in their community.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Many online resources e.g. Access to Research do not give access from home computers (poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least access to print based learning resources. (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Learning and skills partners have shown initial interest. (good)</p> | <p>Unknown</p> |

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| | <p>Staff and volunteers provide sessions such as 1-1 computer support, coding, family learning through storytimes, lego clubs, homework support etc. Literacy is developed for all ages e.g. through rhythm and rhyme and storytimes to book clubs and poetry groups and reading aloud for adults sessions.</p> | | | |
| <p>Residents and Communities We will support our residents and communities</p> | <p>Library services support residents to live fulfilled lives and to feel part of their community. 90% of respondents in the most recent adult library user survey said that their local library makes them feel part of their community, 99% find their library an enjoyable, safe and friendly environment, 91% said it makes them feel better, and 97% said that their library makes a difference to their lives. Closure of branch and mobile libraries will have a significant impact on these outcomes.</p> <p>Mobile library customers in particular are the more elderly and vulnerable, living in more isolated areas and frequently without their own transport; 70% of mobile library customers are aged 60+, and 58% of those who have given their gender are female.</p> <p>Reduction in the library service provided by the authority will impact on statutory service delivery as reported to Welsh Government under the Welsh Public Library Standards framework, which encompasses core entitlements for residents of Wales.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction. This will not help mobile library customers. (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Health partners keen to be involved with transformational proposals. (good)</p> | <p>Unknown</p> |

Source of Outline Evidence to support judgements

Adult library user survey data, Nov 2015 – to be updated once results of survey Oct 2018 are analysed
 Results of public consultation, July 2016
 List of services provided by branch libraries
 Library management system membership and usage data
 “Connected and ambitions libraries” Welsh Public Library Standards framework 6, 2017 – 2020
 Libraries – bridging the digital divide. Libraries Wales 2016
 Analysis of library membership postcodes 2016
 Analysis of library usage by road zones 2013

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|--|---|--|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>Closure of libraries would see the loss of the following contributions to this goal:</p> <p>Branch libraries already provide an efficient use of resources through the same materials and facilities being shared and used over and over by a multitude of users.</p> <p>Contributions to the local economy and learning as outlined above, plus work experience and volunteer opportunities in libraries develop skills for employability.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |

| | | | | |
|--|--|------------------|--|----------------|
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | <p>The removal of library network from rural communities will have a direct impact on social and economic resilience, as residents will no longer be able to directly interact with the council services in their local community, nor seek advice or information from a member of staff face-to-face.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
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| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | <p>Closure of libraries would see the loss of the following contributions to this goal:</p> <ul style="list-style-type: none"> • Visits to the library improve the health and wellbeing of residents, and reading boosts mental health, along with social interaction. • Reading for pleasure for 6 minutes per day lowers stress by 68% (Univ of Sussex research) – loss of physical book loans • Social interaction which boosts wellbeing • Wide range of activities supporting wellbeing e.g. dementia singing, poetry, tai chi • Ready access to book prescription schemes and health information. • 69% of respondents to the adult library user survey Nov 15 reported that the library had helped them with information about health matters, and 91% said that going to the library makes them feel better. <p>Loss of mobile libraries in particular will affect a high % of very elderly and disabled customers.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure. (Poor)</p> <p>No mitigation for mobile library customers if unable to use online services (e-books and e-audio downloads) (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Health partners interested in development. (good / very good)</p> | <p>Unknown</p> |
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| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Closure of libraries would see the loss of the following contributions to this goal: 90% of respondents in the most recent adult library user survey said that their local library makes them feel part of their community, 99% find their library an enjoyable, safe and friendly environment, 91% said it makes them feel better, and 97% said that their library makes a difference to their lives.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure. (Poor)</p> <p>No mitigation for mobile library customers if unable to use online services (e-books and e-audio downloads) (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
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| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | <p>Libraries act as a Hub of information and communication with the wider world, and loss of any facility could potentially impact knowledge and understanding, and interaction with the wider world.</p> <p>This would include loss of service to children and young people, and access to information and democratic process (consultations often run through libraries). Closure of some libraries could be considered as unfair to children and young people who live in more rural areas of Powys, compared to those living in larger towns which still maintain the service.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service.</p> | <p>Unknown</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |

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| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>Currently provided through range of stock and resources, including Welsh speaking staff – these benefits were highlighted through the public consultation process. Partners also deliver in libraries as community venues e.g Welsh classes, Welsh medium children’s activities, Welsh language book clubs.</p> <p>In the adult public library user survey Nov 2015, 6% of respondents overall said that their main language is Welsh, compared to 87% English. However, this varies considerably across the county</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. Very limited online resources available (published) in the Welsh Language (e-books, magazines and audio downloads) (Poor)</p> <p>Community partners will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure. Welsh speaking communities are likely to be able to interact in Welsh. (good)</p> <p>Partners may continue to deliver activities locally in other community locations. (good)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service.(good)</p> | <p>Unknown</p> |
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| <p><i>Opportunities to promote the Welsh language</i></p> | <p>Currently promoted by range of stock and associated activities in the Welsh language e.g. storytimes, Welsh classes, author visits. These opportunities could be lost if branch libraries close. Partners also deliver in libraries as community venues e.g Welsh classes, Welsh medium children’s activities, Welsh language book clubs.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. Very limited online resources available (published) in the Welsh Language (e-books, magazines and audio downloads) (Poor)</p> <p>Community partners will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure. Welsh speaking communities may have volunteers who will be able to interact in Welsh. Partners may continue to deliver activities locally in other community locations. (Good)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>If staff are made redundant through this project, this could impact on Welsh speaking staff, and opportunities for the public to speak to staff in their language. (Welsh speaking levels of staff as at 12 Nov 2018, not all staff have given this information): Level 0 – 19 staff Level 1 – 25 Level 2 – 14 Level 3 – 7 Level 4 – 5 Level 5 – 7</p> | <p>Very Poor</p> | <p>Redeployment opportunities within the library service would be extremely limited, possibly within PCC as a whole. The need to have Welsh speaking staff is more crucial with the new Welsh Language Standards, but distances within Powys make redeployment more problematic.</p> | <p>Very Poor</p> |

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| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>Libraries currently offer a wide range of opportunities for cultural, educational and recreational activities- 16,175 people attended library events in 2015/16. The range of activities and events offered, which meet a wide variety of strategic outcomes such as digital inclusion, literacy, health and wellbeing and support for the Welsh language, has been impressive in the context of reduced opening hours, and has been supported by partner organisations and volunteers. They are also required as core entitlements under the Welsh Public Library Standards and provide the cultural offer under the UK wide Universal Offers provided by library services.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
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A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

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|--------------|--|-----------|------|--------------|------|-------------|------|-------------|------|-------------|-------|-----------|-------|-----------|-----|----------|-----|---------|-----|------|-----|-----------|----|------------------|---|----------------|
| | <p>The age breakdown of 68,596 registered library members shows the following in Nov 2018:</p> <table border="0"> <tr><td>0-4 years</td><td>1524</td></tr> <tr><td>5 – 10 years</td><td>5510</td></tr> <tr><td>11-13 years</td><td>4209</td></tr> <tr><td>14-17 years</td><td>4466</td></tr> <tr><td>18-59 years</td><td>31218</td></tr> <tr><td>60+ years</td><td>21029</td></tr> <tr><td>Not given</td><td>640</td></tr> </table> <p>This equates to:</p> <table border="0"> <tr><td>Under 18</td><td>22%</td></tr> <tr><td>18 – 59</td><td>46%</td></tr> <tr><td>60 +</td><td>31%</td></tr> <tr><td>Not given</td><td>1%</td></tr> </table> <p>Responses to service surveys generally show that the most frequent users are the very young, elderly and unemployed people, frequently the most vulnerable in our societies. Impact of library closures and loss of the mobile library service will be heaviest on the very young and older people.</p> <p>Information from the adult library survey Oct 2018 to update this section</p> <p>This is also shown in the responses to the public consultation April – July 2016:</p> <p>Under 45 years: 19% of responses 45-64 years: 39% 65+: 42%</p> <p>and even more markedly in the responses to the adult public library user survey in Nov 2015, which showed 22% of respondents 75 years +, and 32% between 65-74 years.</p> <p>We can therefore conclude that any closure of libraries would impact heavily on older people.</p> | 0-4 years | 1524 | 5 – 10 years | 5510 | 11-13 years | 4209 | 14-17 years | 4466 | 18-59 years | 31218 | 60+ years | 21029 | Not given | 640 | Under 18 | 22% | 18 – 59 | 46% | 60 + | 31% | Not given | 1% | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure.</p> <p>No mitigation for mobile library customers if unable to use online services (e-books and e-audio downloads) (Very Poor)</p> <p>Older people are less likely to want or be able to use online services - opportunity for “get online” type projects to support here – talk to PAVO and others.</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
| 0-4 years | 1524 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 – 10 years | 5510 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11-13 years | 4209 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14-17 years | 4466 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18-59 years | 31218 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60+ years | 21029 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Not given | 640 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Under 18 | 22% | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 – 59 | 46% | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60 + | 31% | | | | | | | | | | | | | | | | | | | | | | | | | |
| Not given | 1% | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Withdrawal of the mobile library service in particular would impact very badly on the older population; early analysis of user survey results 2018 shows that 59% of users are aged 75+.</p> <p>A survey of junior library members (7 - 16 years) was carried out in Oct 2016. This will be updated in autumn 2019</p> <p>94% of respondents aged 7-11 years find their library to be a safe and enjoyable place to visit, and 61% feel it makes a difference to their lives. An overall rating of 9.1 out of 10 was given for the library service with this age group.</p> <p>With 11-16 year olds, 88% find the library safe and enjoyable, 55% said it makes a difference to their lives, and an overall rating of 8.5 out of 10 was achieved.</p> <p>Staff data by age (data from Nov 2018):</p> <p>21 - 30: 3.87%</p> <p>31 - 40: 12.65%</p> <p>41 - 50: 15.27%</p> <p>51 - 60: 45.91%</p> <p>61 - 65: 18.62%</p> <p>65+: 3.66%</p> <p>Redundancies are likely to affect older staff more.</p> | | | |
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| <p><i>Disability</i></p> | <p>Public consultation 2016: 23% of respondents stated that they have a long term disability or condition.</p> <p>Library service surveys frequently receive responses around mobility issues, and the inability of such residents to travel to bigger towns to access libraries. In the adult public library user survey, Nov 2015, 25% of respondents stated that they have a long term disability or condition, with 13% of those citing mobility issues, 9% hearing and 8% problems with stamina, breathing and fatigue. 4% cited each of vision, dexterity, mental health and memory issues. This is to be updated with data from the adult user survey 2018.</p> <p>Early analysis of responses from mobile library users shows a particularly high level of disabled users – 56% living with a long term disability, with mobility most cited difficulty</p> <p>Closure of libraries and mobile libraries is therefore likely to affect people living with disabilities particularly hard</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure.</p> <p>No mitigation for mobile library customers if unable to use online services (e-books and e-audio downloads) (Poor)</p> <p>Explore working with disability support groups to provide some mitigation (unknown potential)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
| <p><i>Gender reassignment</i></p> | | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>Marriage or civil partnership</i></p> | | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>Race</i></p> | <p>In the adult library user survey Nov 2015, 89% gave their ethnicity as white, 2% other, and 9% declined to answer. No specific impact identified.</p> | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>Religion or belief</i></p> | | <p>Unknown</p> | | <p>Unknown</p> |

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| <p><i>Sex</i></p> | <p>The membership database shows that 25537 registered library members are male (37%), and 39057 are female (57%). Not all of the 68,596 members have given this information. (Nov 2018)</p> <p>The analysis of the public consultation exercise, April – July 2016, also reflects that more females use the library service than males; 69% female 31% male</p> <p>This is confirmed again by the adult library user survey data from 2015: 64% responses female 30% male.</p> <p>Mobile library service data from the adult user survey 2018 shows that 76% of users are female.</p> <p>Library Staff data as at Nov 2018: Male: 8% Female: 92%</p> <p>Library closures would impact more on females in the community and in the workforce.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure.</p> <p>No mitigation for mobile library customers if unable to use online services (e-books and e-audio downloads) (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
| <p><i>Sexual Orientation</i></p> | | <p>Unknown</p> | | <p>Unknown</p> |

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| <p><i>Pregnancy and Maternity</i></p> | <p>No data, although anecdotal evidence in comments to surveys state that new parents enjoy coming to the library with their babies whilst on maternity leave. Parents who cannot drive also state that they find the local library or mobile library a lifeline.</p> | <p>Very Poor</p> | <p>Online presence only, however this will only serve a limited number of customers and has severe limitations in terms of variety of outcomes currently supported and delivered. (Poor)</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure.</p> <p>No mitigation for mobile library customers if unable to use online services (e-books and e-audio downloads) (Poor)</p> <p>Community and mobile hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. (good)</p> | <p>Unknown</p> |
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Source of Outline Evidence to support judgements

Adult library user survey data, Nov 2015 – to be updated with Oct 18 data.
 Mobile library user survey data Oct 2018
 Results of public consultation, July 2016
 List of services provided by branch libraries
 “Connected and Ambitious Libraries” Welsh Public Library Standards framework 6 2017-2020
 Libraries – bridging the digital divide. Libraries Wales 2016
 Impact of public libraries on the lives of older people. Society of Chief Librarians (Wales) 2014
 Book Prescription Wales and Children and Families Book Prescription loan data
 Public Libraries: health, wellbeing and social benefits report. Society of Chief Librarians Wales, 2012
 Trent staff data
 Welsh Public Library Standards return 2017/18

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How does your proposal impact on the council’s other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
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| Sustainable Development Principle (5 ways of working) | | | | |
| <p>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</p> | <p>It is important that budgetary pressures do not override the opportunity to develop long term planning and ability to maintain/increase contribution to the wellbeing goals for the future. This is a significant risk.</p> <p>Opportunities to link with other PCC reviews and strategies in the longer term, with opportunities to improve services and outcomes for residents, could be lost through immediate budget pressure to achieve savings targets.</p> <p>Any library closures would impact on the service’s ability to contribute to wellbeing goals in the future.</p> | <p>Very Poor</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service.</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure.</p> | <p>Unknown</p> |

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
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| <p>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</p> | <p>The library service has a long history of working with partners to be able to deliver more, both within PCC and in the 3rd sector. This will be lost with closures. Partnership agreements currently in place e.g. with N Montgomeryshire CIC will have to be broken.</p> | <p>Very Poor</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Strong interest from range of 3rd sector and health partners, particularly in mobile wellbeing hubs.</p> <p>Community groups will be sought that may take over running a book lending library only, which will enable at least some social interaction and access to materials to read for pleasure.</p> | <p>Unknown</p> |
| <p>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</p> | <p>None has taken place as Cabinet have yet to conclude the budget and how they wish to deal with savings targets for the library service</p> | <p>Unknown</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Strong interest from range of 3rd sector and health partners, particularly in mobile wellbeing hubs.</p> | <p>Unknown</p> |
| <p>Prevention: Understanding the root causes of issues to prevent them from occurring.</p> | <p>The public consistently highlight that public libraries already offer preventative medicine and save the authority and the health service money in that way. It is important that this contribution is recognised by the authority in the decision making process. Library closures will impact this benefit and potentially increase demand on other services.</p> | <p>Very Poor</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Strong interest from range of 3rd sector and health partners, particularly in mobile wellbeing hubs.</p> | <p>Unknown</p> |

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
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| <p>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</p> | <p>Branch and mobile libraries impact positively for residents under the wellbeing objectives and Vision 2025 priorities – closure would affect this contribution significantly.</p> | <p>Very Poor</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Strong interest from range of 3rd sector and health partners, particularly in mobile wellbeing hubs.</p> | <p>Unknown</p> |
| <p>Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.</p> | <p>Branch and mobile libraries impact very positively on this principle, through provision of a free service at the point of delivery, also support for job seekers. Jobseekers who are required to undertake job searches daily and use library facilities to do this with support from staff, would be particularly badly affected by closures</p> | <p>Very Poor</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Strong interest from range of 3rd sector and health partners, particularly in mobile wellbeing hubs.</p> | <p>Unknown</p> |

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
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| <p>Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account</p> | <p>The following benefits of branch and mobile libraries will be lost: The library service supports learners of all ages and abilities through provision of quality resources and help with accessing and using those resources, including independent study space and providing a location for 1-1 tuition and courses. 76% of respondents in the adult library user survey said that the library has helped them to learn something new, and 48% said it helps them with education.</p> <p>“Access to Research” is an online service available through public library computers only, providing access to a huge UK collection of academic articles and papers (the terms of the agreement means that it is not available remotely via the library web pages). This is heavily used by researchers in Powys – usage statistics show that Powys was 5th in May and 3rd in June 2016, for usage, across the whole of the UK.</p> <p>Library users with a carers library card will find it much harder to access the library service.</p> | <p>Very Poor</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Strong interest from range of 3rd sector and health partners, particularly in mobile wellbeing hubs.</p> | <p>Unknown</p> |
| <p>Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.</p> | <p>All libraries support the vulnerable and those on the fringes of communities – closure would impact on these groups. Safeguarding policies are in place for children and vulnerable adults, for reporting concerns – branch and mobile library staff know their local customers well, and frequently pick up on issues</p> | <p>Very Poor</p> | <p>Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. Strong interest from range of 3rd sector, social care and health partners, particularly in mobile wellbeing hubs.</p> | <p>Unknown</p> |

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|--|--|
| <p>Impact on Powys County Council Workforce</p> | <p>Staff data by age (data from Nov 2018): 21 - 30: 3.87% 31 - 40: 12.65% 41 - 50: 15.27% 51 - 60: 45.91% 61 - 65: 18.62% 65+: 3.66%</p> <p>Redundancies are likely to affect older staff more. The majority of staff are female and work part time: Full time: 12% Part time: 88%</p> <p>Staff gender (Nov 2018): Male: 8% Female: 92%</p> <p>Redundancies could impact on Welsh speaking staff, and opportunities for the public to speak to staff in their language. (Welsh speaking levels of staff as at 12 Nov 2018, not all staff have given this information): Level 0 - 19 staff Level 1 - 25 Level 2 - 14 Level 3 - 7 Level 4 - 5 Level 5 - 7</p> <p>Wholesale closures and redundancies would impact on protected characteristics</p> | <p>Very Poor</p> | <p>Redeployment opportunities non-existent within library service, and very limited within PCC Distances also prohibitive to redeployment opportunities</p> | <p>Very Poor</p> |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|-----------|---|--|--|---|
| | Also cleaning service staff | | | |

Source of Outline Evidence to support judgements

Adult library user survey data, Nov 2015 – to be updated with Oct 18 data.
 Mobile library user survey data Oct 2018
 Results of public consultation, July 2016
 List of services provided by branch libraries
 “Connected and Ambitious Libraries” Welsh Public Library Standards framework 6 2017-2020
 Libraries – bridging the digital divide. Libraries Wales 2016
 Impact of public libraries on the lives of older people. Society of Chief Librarians (Wales) 2014
 Book Prescription Wales and Children and Families Book Prescription loan data
 Public Libraries: health, wellbeing and social benefits report. Society of Chief Librarians Wales, 2012
 Trent staff data
 Welsh Public Library Standards return 2017/18

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8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|--|-----------------|----------------|
| High | High | High |
| Mitigation | | |
| Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. | | |

9. How likely are you to successfully implement the proposed change?

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| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| High | High | High |
| Mitigation | | |
| Community hub strategy could provide means to maintain local service delivery in small communities across Powys, but is strongly dependent on willingness and priorities of both internal and external services to achieve this, and to offset current costs of library service. | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Public opposition to library closures, leading to legal challenge of decisions and judicial review process, loss of PCC reputation, and inability to achieve savings as required under MTFS whilst legal challenge is undertaken (likely to be a lengthy process) | Very High | None other than to secure commitment from internal and external partners to offset savings target for the library service | Very High |
| Significant impact on statutory service delivery to the customer/community, under the Welsh Public Library Standards framework – potential for WG intervention and loss of library authority status | Very High | None other than to secure commitment from internal and external partners to offset savings target for the library service | Very High |
| Significant missed opportunities for larger PCC financial savings together with improved customer service and wellbeing outcomes, through joint working in a community hub setting e.g. on Social care hubs, small business hubs, customer services review, office accommodation and agile working initiatives | Very High | None other than to secure commitment from internal and external partners to offset savings target for the library service | Very High |

| Overall judgement (to be included in project risk register) | | | |
|---|-----------|-------------|----------|
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | X | | |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| <p>Closure of 10 libraries and 2 mobile library services is required to meet the savings target of £363,000 in 2019/20. This is very high risk, and cannot be achieved due to the consultation process. A revised target of £200,000 has been set for 2019/20, to be achieved mid-year.</p> <p>If the mitigation measure of pursuing community hubs alongside other PCC and external service providers is accepted, and savings targets commuted, this would require immediate action to create a project board and project team to vigorously pursue the creation of local hubs in the current library locations. This also gives the opportunity to develop the mobile facility in the same way, for outreach provision in even smaller communities.</p> | |

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11. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

Results of adult library user survey 2018 to be analysed and added into assessment

12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Should the decision be to close the branch and mobile library facilities, the impact can be in part monitored in terms of additional uptake of digital resources, but this will not give any true evidence of impact on protected characteristics nor social or economic impacts in local communities.

Please state when this Impact Assessment will be reviewed.

13. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|--------------------|-----------|----------|
| Impact Assessment Lead: | Kay Thomas | | 09/11/18 |
| Head of Service: | Stuart Mackintosh | | |
| Director: | Ian Budd | | |
| Portfolio Holder: | CLlr Rachel Powell | | |

14. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | 2018 |

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|-------------------|---------------------------|----------|-------------------------|--------------------|
| Service Area | Powys Museum Service | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Rachel Powell |
| Proposal | To cease grant support to the Judge's Lodging, Presteigne, and the Old Market Hall, Llanidloes; leasehold CAT transfer of Radnorshire Museum; co-location of Welshpool Library and Powysland Museum | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |

Powys Museum Service

The Council currently has 5 museums in Powys:

- Brecknock Museum and Art Gallery (Shire museum) – currently under development as Y Gaer – a co-location project with Brecon Library, due for completion in 2019.
- Llanidloes Museum (local/town museum) – co-location project with Llanidloes Library completed in 2016
- Powysland Museum and Cottages, Welshpool (Shire museum)
- Radnorshire Museum, Llandrindod (Shire museum)
- The Judge’s Lodging (visitor attraction) in Presteigne is owned by the Council but operated by the Judge’s Lodging Trust. A freehold CAT was agreed by Cabinet in November 2016 and is being implemented.

The Museum Service also manages the Old Market Hall building in Llanidloes. This is leased by PCC from Llanidloes Town Council, but the facility run by the Old Market Hall Committee.

Proposals

The proposals do not include recommendations to close any facilities. Sharing buildings – particularly in Welshpool will be very challenging – but the objective is to continue to provide museums in the towns where they are currently located albeit in a reduced form. The proposals are:

- Cease grant support to the Judge’s Lodging and OMH Llanidloes = £22,500. This has been a phased withdrawal for both facilities since 2016/17. Both committees who run the facilities are aware of the Council’s plans to withdraw revenue support, and have been advised to make provision to mitigate impact
- Leasehold CAT Transfer of Radnorshire Museum – building related savings £13,000, which includes rates. The impact will be minimal on Radnorshire Museum. A small amount of permanent exhibition space is being lost along, with an agreement to share the temporary exhibition gallery for displays and meetings.
- Integration of Welshpool Library into Powysland Museum. £49,500 savings from library/museum staffing reductions and building related costs. [these savings will need to be agreed with the Library Service]. There will be a requirement for both services to compromise service delivery due to a large reduction in space for both services.

1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £85,000 | £ | £ | £ | £ |

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2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--|-----------------------|---------------------|
| Public and Staff consultation required | 31 October 2018 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------------|---|-----------|
| V1 | Catherine Richards | Principal Lead Museums, Archives and Information Management | 6/09/2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

| | |
|--|---|
| <p>Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</p> | |
| <p>Corporate Property HR Legal Services</p> | |
| <p>Service Area informed:</p> | <p>Contact Officer liaised with:</p> |
| <p>Mitigation</p> | |

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How does your proposal impact on the council's strategic vision?

| <p>Council Priority</p> | <p>How does the proposal impact on this priority?</p> | <p><u>IMPACT</u> Please select from drop down box below</p> | <p>What will be done to better contribute to positive or mitigate any negative impacts?</p> | <p><u>IMPACT AFTER MITIGATION</u> Please select from drop down box below</p> |
|--------------------------------|--|--|--|---|
|--------------------------------|--|--|--|---|

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| <p>The Economy We will develop a vibrant economy</p> | <p>Maintaining the Shire museums across the county will have a positive impact on this priority.</p> <p>Powys Museums make a valued contribution to the economy in Powys, both as local businesses and tourist attractions. To further help with financial sustainability Powys Museums must consider how they can further increase the income they already generate.</p> <p>Museums and libraries draw people into town centres, and attract tourists, both of which benefit the local shops and businesses. Maintaining both services in Welshpool ensures the continuation of such benefits.</p> <p>Co-location should improve these outcomes through broadening the offer in one location.</p> | <p>Good</p> | <p>Potential to further develop visitor attractions and associated spend</p> | <p>Unknown</p> |
| <p>Health and Care We will lead the way in effective, integrated rural health and care</p> | <p>Visits to Museums for recreational purposes improve the health and wellbeing of residents, boosting mental health, along with social interaction.</p> <p>Volunteering contributes to community wellbeing and improves the Museum Service in addition to enabling personal development and involvement with heritage.</p> <p>Access to arts and cultural services overall enhances wellbeing.</p> | <p>Neutral</p> | <p>Continue to investigate any ways to improve health and wellbeing outcomes for residents through partnerships and joint working with others.</p> | <p>Unknown</p> |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|--|---|--|--|
| <p>Page 676</p> <p>Learning and skills We will strengthen learning and skills</p> | <p>Museums have proved to be ‘safe’ places in which people can learn and develop. This learning experience can come about either as a visitor or a volunteer giving people the opportunity to learn more about their local history and heritage.</p> <p>For volunteers the payback can be significant in terms of skills and employability. Volunteering helps people with their sense of being part of a workplace; helps them learn or improve their IT or other work-related skills; and improves their confidence to look for work.</p> <p>Museums have always been a vital resource of educational attainment, providing source material for a range of qualifications from GCSEs to PhDs. Museum collections have been widely used to bring a wide range of school subjects to life such as history, geography and provide the stimulus for projects as such as art and drama productions.</p> | <p>Neutral</p> | <p>Volunteer opportunities can offer the chance to develop new skills.</p> <p>Opportunities to develop local partnership working to promote learning opportunities</p> | <p>Unknown</p> |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|---|--|
| <p>Residents and Communities We will support our residents and communities</p> | <p>Powys Museums hold, care for and continue to develop collections for the county which represent our rich and diverse culture. These in turn enrich the lives of people in our communities and help them live fulfilled lives.</p> <p>In Welshpool co-location with the library will offer two community based services in one location.</p> <p>However public concern about a lack of space for both services will need to be addressed. Concern for the well-known and well-loved staff in both locations could also cause concern from the public. Stock and collections will need to be substantially reduced, and a sensitive and inventive design of the space will be needed.</p> <p>Volunteer opportunities should support a feeling of belonging to the local community.</p> | <p>Unknown</p> | <p>Continue to investigate any ways to improve this support for residents through partnerships and joint working with others.</p> <p>In Welshpool try to work with the community to overcome any fears about the library move into the museum – positive communication strategy needed. Staff will need to be proactively consulted and engaged in the project, to prevent negative attitudes. Engage with experts to design the most comprehensive and efficient layout, to maximise diverse service delivery potential.</p> | <p>Unknown</p> |

Source of Outline Evidence to support judgements

Powys Museum’s visitor surveys
 Powys Museum’s Accreditation documentation submitted to Welsh Government
 Expert Review of Local Museum Provision in Wales 2015
 A museum Strategy for Wales 2010-2015
 Spotlight on Museums 2016

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Powys Museums make a valued contribution to the economy in Powys, both as local businesses and tourist attractions. Museums provide an efficient use of resources through the same materials and facilities being shared and used over and over by a multitude of users. Work experience and volunteer opportunities in both develop skills for employability. | Neutral | Continue to investigate any ways to improve opportunities for residents | Unknown |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | | Choose an item. |

| | | | | |
|--|---|----------------|--|----------------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>Visits to cultural/heritage services such as libraries and museums improves the overall health and wellbeing of residents, and reading boosts mental health, along with social interaction.</p> <p>In Welshpool co-locating the library with museum should not impact negatively on these beneficial outcomes for residents.</p> <p>Volunteer opportunities also boost health related outcomes.</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Powys Museums contribute much to their local communities. Maintaining the Shire museums across the county will have a positive impact on this priority.</p> <p>Volunteer opportunities also help to build community cohesion and a sense of belonging and contributing.</p> <p>In Welshpool co-location with the museum offers 2 important community services in one location. It is however important that the integration of stock and collections is done sensitively and does not negatively impact on these outcomes through lack of space for the previous levels of stock/collections on display.</p> | <p>Neutral</p> | <p>Continue to investigate any ways to improve this support for residents through partnerships and joint working with others.</p> <p>In Welshpool try to work with the community to overcome any fears about the change in location of the library – positive communication strategy needed. Staff will need to be proactively consulted and engaged in the project, to prevent negative attitudes. Engage with experts to design the most comprehensive and efficient layout, to maximise diverse service delivery potential.</p> | <p>Neutral</p> |

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| | | | | |
|--|---|----------------|---|----------------|
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>Powys Museums promote the cultural life of our county, they encourage active participation in culture, protect our heritage, help expand our international profile and contribute to our tourism industry.</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>Providing access to Museums for everyone must include developing services that reflect the importance of the Welsh language. Our language is an important part of our heritage, and many tourists who come to Powys are drawn by our heritage and culture.</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>As above</p> | <p>Neutral</p> | | <p>Neutral</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>There are no Welsh language speaking staff within the Museum Service at this current time.</p> | <p>Neutral</p> | <p>Continue to investigate all possible partnerships to improve Welsh language opportunities for staff and residents. It may prove possible to enhance this through community partnerships and use of volunteers.</p> <p>Seek to recruit Welsh speaking members of staff and volunteers wherever possible</p> | <p>Neutral</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>Powys Museums enable people to explore collections for inspiration, learning and enjoyment</p> | <p>Neutral</p> | <p>Continue to investigate any ways to improve this participation for residents through partnerships and joint working with others</p> | <p>Unknown</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |

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| | | | | |
|--------------------------------------|---|---------|---|---------|
| <i>Age</i> | Powys Museums welcome increased use of the service by existing and new audiences regardless of their background or circumstances. It is important that the demographic of our communities is understood and this is used to inform forward planning. Understanding and dismantling barriers, real or perceived, that deter those who do not currently use our collections, or do not participate in our activities is crucial if Powys Museums are to be fully inclusive. | Neutral | Continue to investigate all possible partnerships and ways to improve outcomes for residents. | Unknown |
| <i>Disability</i> | As above | Neutral | As above | Unknown |
| <i>Gender reassignment</i> | As above | Neutral | As above | Unknown |
| <i>Marriage or civil partnership</i> | As above | Neutral | As above | Unknown |
| <i>Race</i> | As above | Neutral | As above | Unknown |
| <i>Religion or belief</i> | As above | Neutral | As above | Unknown |
| <i>Sex</i> | As above | Neutral | As above | Unknown |
| <i>Sexual Orientation</i> | As above | Neutral | As above | Unknown |
| <i>Pregnancy and Maternity</i> | As above | Neutral | As above | Unknown |

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Source of Outline Evidence to support judgements

Powys Museum’s visitor surveys
 Powys Museum’s Accreditation documentation submitted to Welsh Government
 Expert Review of Local Museum Provision in Wales 2015
 A museum Strategy for Wales 2010-2015
 Spotlight on Museums 2016

7. How does your proposal impact on the council’s other key guiding principles?

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | Choose an item. | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | | Choose an item. | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Choose an item. | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | Choose an item. | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Choose an item. | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | Choose an item. | | Choose an item. |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | PCC workforce unaffected by removal of grant funding to Judge's Lodging or Old Market Hall. Also Radnorshire Museum CAT transfer – no impact on staff. Powysland Museum and Welshpool Library: There will be redundancies through this proposal, as the staffing complement can be reduced through operating from the same building. The PCC Management of Change and other relevant policies and procedures will be followed. | Poor | Use redeployment and other training opportunities for staff at risk of redundancy, working with HR and Unions as appropriate. | Unknown |
| Source of Outline Evidence to support judgements | | | | |
| Trent staff data | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Low | Medium | Medium |
| Mitigation | | |
| <p>Welshpool: try to work with the community to overcome any fears about the change in location of the library, and co-locating with Museum – positive communication strategy needed. Staff will need to be proactively consulted and engaged in the project, to prevent negativity. Engage with experts to design the most comprehensive and efficient layout, to maximise diverse service delivery potential.</p> | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Welshpool: In order to deliver the project a public consultation will have to be undertaken. There are risks around the public viewing the co-location as presenting a significant reduction in service and rejecting the proposal. | Medium | Welshpool: try to work with the community to overcome any fears about the change in location of the library, and co-locating with Museum – positive communication strategy needed. Staff will need to be proactively consulted and engaged in the project, to prevent negativity. Engage with experts to design the most comprehensive and efficient layout, to maximise diverse service delivery potential | Medium |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | X | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| Remove grant funding to the Judge's Lodging and Old Market Hall | 1 April 2019 | | |
| Complete leasehold CAT transfer of Radnorshire Museum | 1 April 2019 | | |
| Co-locate Welshpool library into Powysland Museum | 1 April 2019 | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

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12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| | | | |
|-------------------------------|-----------------|----------------------|--|
| Decision to be made by | Choose an item. | Date required | |
|-------------------------------|-----------------|----------------------|--|

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FORM ENDS

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Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---------------------|--------------------|------------------------|-------------------|---------------------------|----------|-------------------------|--------------------|
| Service Area | Outdoor Recreation | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Rachel Powell |
|---------------------|--------------------|------------------------|-------------------|---------------------------|----------|-------------------------|--------------------|

| | |
|-----------------|--|
| Proposal | |
|-----------------|--|

Outline Summary / Description of Proposal

Outdoor Recreation have to make efficiency savings of £97,125 for the 2019/20 financial year. The options outlined for meeting those savings include:-

- 37 Playgrounds on Housing land would be handed back to Housing Services on 1st April 2019, or sooner.
- Grass Cutting Review. Unlikely that the number of cuts could be significantly reduced further, therefore some areas will cease to be cut.
- Income Target of £21,280. Potential for income from an SLA with the Housing Service to maintain and inspect their playgrounds. Town and Community Councils and other internal departments will be contacted to see if officers can sell services such as playground or tree inspections and drone surveys, but validity unknown.
- Reduction in Third Party Spend of £75,845. This will mean significant reductions in budgets for maintaining any remaining playgrounds, and significant reductions on budgets to undertake tree inspections and any required tree works.

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £97,125 | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|--|---------------------|
| Staff consultation required | Discussions with Housing Service and other internal departments will be required. To be completed in the autumn of 2018. | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|----------------|---------------|---|----------------------------|
| v.1 | Nina Davies | Professional Lead Countryside Access and Recreation | 17 th July 2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Housing Service – in order to meet the efficiency savings, 37 playgrounds on HRA land will be handed back to the Service for management. Currently Outdoor Recreation oversee, inspect and maintain these playgrounds. From April 2019 the Housing Service would be required to take on the maintenance and liability for the playgrounds on their land. An initial meeting between the Professional Lead for Countryside Access & Recreation and an officer from the Housing Service has indicated that there could be the potential for income from an SLA with the Housing Service to maintain and inspect their playgrounds.

Health & Safety – in order to meet the efficiency savings there will be a significant reduction in third party spend on maintenance and inspections of playgrounds, parks, open spaces and woodlands. This will mean that there may be a higher rate of incidents, accidents and insurance claims. With reduced capacity for inspections, monitoring and undertaking works, the council will have a weakened position in terms of defending claims.

Insurance – in order to meet the efficiency savings there will be a significant reduction in third party spend on maintenance and inspections of playgrounds, parks, open spaces and woodlands. This will mean that there may be a higher rate of incidents, accidents and insurance claims. With reduced capacity for inspections, monitoring and undertaking works, the council will have a weakened position in terms of defending claims.

Children’s Services – there will be a reduction in the number and quality of playgrounds in Powys which will negatively impact on the objectives of the Vision 2025. They are places where children can play, explore and learn. They positively contribute to the health and well-being of young Powys residents and are focal points for local communities.

Regeneration – Playgrounds, parks, open spaces and woodlands directly contribute to the local economy as they are tourist attractions.

HTR - Reduction or cessation of grass cutting may have an impact on HTR as they deliver the work on behalf of the service.

| | | | |
|-------------------------------|------------------|--------------------------------------|---------------|
| Service Area informed: | Housing Services | Contact Officer liaised with: | Andy Thompson |
| Mitigation | | | |

Discussions are ongoing with regards to the possibility of Outdoor Recreation continuing to oversee the 37 playgrounds on HRA land through an SLA.

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5. How does your proposal impact on the council’s strategic vision?

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The integrated approach to support effective decision making



| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|--|--|
| The Economy We will develop a vibrant economy | Reduction in the number and quality of playgrounds would have a negative impact on the economy as they are tourist attractions and help attract families to visit Powys. The reduction in third party spend would negatively impact on Powys based suppliers and contractors. | Poor | | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | Playgrounds, parks, open spaces and woodlands provide opportunities for play, recreation and exercise. A reduction in their number or quality may therefore have a negative impact on the health and wellbeing of the residents of Powys. | Poor | | Poor |
| Learning and skills We will strengthen learning and skills | | Unknown | | Unknown |
| Residents and Communities We will support our residents and communities | Playgrounds, parks, open spaces and woodlands provide opportunities for play, recreation and exercise to local residents and communities. A reduction in their number or quality may therefore have a negative impact. Parks and playgrounds can be important community focal points. | Poor | | Poor |

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Source of Outline Evidence to support judgements

Due to the timescales given to put efficiency savings information together, there has not been the time to undertake community engagement or consultation over these proposals. Officer knowledge has been used for answers provided.

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | The reduction in third party spend will negatively impact on Powys based contractors and suppliers. | Unknown | | Unknown |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Unknown | Unknown | | Unknown |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Reducing the number and quality of playgrounds, parks, open spaces and woodlands will negatively impact on the ability for people to maximise benefits to their physical and mental well-being. | Very Poor | | Very Poor |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Reducing the number and quality of playgrounds, parks, open spaces and woodlands will make communities less attractive and less connected. | Poor | | Poor |

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| | | | | |
|---|---|------------------|--|------------------|
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>The proposals do not contribute positively to global well-being.</p> | <p>Poor</p> | | <p>Poor</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>At this stage, it is not anticipated that the Welsh language will be any more negatively impacted upon than the English language. This may change if decisions are made to close more playgrounds in Welsh-speaking areas as opposed to English-speaking communities. However, no decisions have been made in this regard.</p> | <p>Unknown</p> | <p>If there are decisions made to close facilities in the future, the impact on Welsh speaking communities to be considered.</p> | <p>Unknown</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>There are no known impacts at this stage.</p> | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>There are no known impacts at this stage.</p> | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>Reducing the number or quality of playgrounds, parks, open spaces and woodlands does not encourage people to take part in sport or recreation.</p> | <p>Poor</p> | | <p>Poor</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |
| <p><i>Age</i></p> | <p>Reducing the number or quality of playgrounds, parks, open spaces and woodlands disproportionately negatively effects young children</p> | <p>Very Poor</p> | | <p>Very Poor</p> |
| <p><i>Disability</i></p> | <p>The reduction in third party spend means that existing facilities cannot be maintained and may be removed. Items of fixed play, such as those that are 'accessible for all' could not be purchased or maintained. There would not be available funds to maintain or install paths to allow access for all to sites.</p> | <p>Poor</p> | | <p>Poor</p> |
| <p><i>Gender reassignment</i></p> | <p>There are no known impacts at this stage.</p> | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>Marriage or civil partnership</i></p> | <p>There are no known impacts at this stage.</p> | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>Race</i></p> | <p>There are no known impacts at this stage.</p> | <p>Unknown</p> | | <p>Unknown</p> |

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| | | | | |
|--------------------------------|---|---------|--|---------|
| <i>Religion or belief</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Sex</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Sexual Orientation</i> | There are no known impacts at this stage. | Unknown | | Unknown |
| <i>Pregnancy and Maternity</i> | Reducing the number or quality of playgrounds, parks, open spaces and woodlands may impact on those who are pregnant as they are often easily accessible and safe places to take young children and families when accessing the general outdoors becomes more difficult during pregnancy. | Unknown | | Unknown |

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Source of Outline Evidence to support judgements

Due to the timescales given to put efficiency savings information together, there has not been the time to undertake community engagement or consultation over these proposals. Officer knowledge has been used for answers provided.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | The long term implications of these proposals are unknown. | Unknown | | Unknown |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | The Service has been working with Town and Community Councils over a number of years in order to seek opportunities to CAT or lease facilities. These conversations has mostly now been exhausted. If other collaborative solutions present themselves they will be fully explored. | Unknown | | Unknown |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Due to the timescales given for putting forward proposals to meet the efficiency savings, there has not been the time to communicate and engage with the residents and communities who would be affected. | Very Poor | | Very Poor |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Unknown. | Unknown | | Unknown |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Unknown. | Unknown | | Unknown |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Unknown. | Unknown | | Unknown |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | It is anticipated that these proposals 'may' have a disproportionately negative impact on unpaid carers as parks, playgrounds, woodlands and open spaces provide free opportunities for access and recreation. | Unknown | | Unknown |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Unknown. | Unknown | | Unknown |
| Impact on Powys County Council Workforce | <p>These proposals will impact on the workload of a small number of PCC staff.</p> <p>Any reduction in the number or quality of parks, playgrounds, open spaces and woodlands may negatively impact the ability of PCC to attract employees to the county and the council. Powys would become a considerably less attractive place to live, work and visit.</p> | Poor | | Poor |
| Source of Outline Evidence to support judgements | | | | |
| <p>Due to the timescales given to put efficiency savings information together, there has not been the time to undertake community engagement or consultation over these proposals. Officer knowledge has been used for answers provided.</p> | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Low | Medium |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|----------------------------|----------------------|
| Health & Safety – reduction in inspections and monitoring for playgrounds and trees may lead to increased risk in terms of health & safety. | High | None identified | High |
| Impact on the Housing Service who would be required to take on the maintenance and liability for the playgrounds on their land. | Medium | None identified | Medium |
| Insurance – reduction in inspections and monitoring for playgrounds and trees may lead to a reduced ability for PCC to defend claims in case of any accidents/incidents | Medium | None identified | Medium |
| Reduction or cessation of grass cutting would have an impact on HTR as they deliver the work on behalf of the service. | Medium | None identified | Medium |
| Cessation of grass cutting in some areas may lead to increased fire risk (in extended hot weather) & increased incidents of dog fouling | Medium | None identified | Medium |
| Well managed and maintained public open spaces are important tourism assets. Powys would become a considerably less attractive place to live, work and visit. | Medium | None identified | Medium |
| Powys County Council would have reduced capacity to deliver its Vision 2025, as Outdoor Recreation delivers direct benefits in terms of the Economy, Health & Well-being, Learning & Skills and supporting Residents & Communities. | Medium | None identified | Medium |
| Loss of/reduction in income for local contractors who would normally be employed to undertake maintenance works. Leading to a negative impact on local businesses and the local economy. If local contractors cease trading, the Service would have difficulty delivering work with the remaining budget. | Medium | None identified | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | Medium risk overall | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|----------------------------|--|----------------|
| Remove £97,125 from Outdoor Recreation Budget | 1 st April 2019 | Outdoor Recreation meet their efficiency savings targets | |

Cyngor Sir Powys County Council

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| | | |
|---|-----------------|----------------------|
| | | |
| Portfolio Holder decision required | Choose an item. | Date required |
| Cabinet decision required | Choose an item. | Date required |
| Council decision required | Choose an item. | Date required |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|---------------------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Finance | | | | | | | | | | | | |
| Housing Services | | | | | | | | | | | | |
| HTR | | | | | | | | | | | | |
| Health & Safety | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | |
| Other Services e.g. Schools, Property | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | |
|--|----------------------------------|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
| In order for Outdoor Recreation to meet the £97,125 efficiency savings target there will be negative impacts on internal PCC services and et TO BE COMPLETED | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| N/A |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| No arrangements are proposed at this time. |
| Please state when this Impact Assessment will be reviewed. |
| N/A |

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15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|--------------------|-----------|---------|
| Impact Assessment Lead: | Nina Davies | | 17/7/18 |
| Head of Service: | Stuart Mackintosh | | |
| Strategic Director: | Ian Budd | | |
| Portfolio Holder: | CLlr Rachel Powell | | |

16. Governance

| Decision to be made by | Choose an item. | Date required | |
|------------------------|-----------------|---------------|--|
| | | | |

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|---------------------------------------|------------------------|-------------------|---------------------------|----------|-------------------------|--------------------|
| Service Area | Sports Development | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Rachel Powell |
| Proposal | To reduce the core budget by £108,470 | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| To reduce the core budget by £108,470 (can only be achieved by a reduction in the numbers of employees) | | | | | | | |

Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|---------|---------|---------|-------|
| £ | £108,470 | | £ | £ | £ |

Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--|-----------------------|---------------------|
| Public and Staff consultation required | Not yet undertaken | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|--|-----------|
| V1 | Jenny Ashton | Service Strategy & Development Manager | Sept 2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Yes – schools (central, individual schools / clusters, special schools) , adult services, disability services, children’s services, housing services, arts services, leisure services, youth services, external organisations including third sector & private, national governing bodies, Sport Wales, Disability Sport Wales, sports clubs and sporting organisations / associations

Service Area informed: _____ **Contact Officer liaised with:** _____

Mitigation

A reduced service will be available, however the amount of participation in healthy physical activity will be significantly affected

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How does your proposal impact on the council’s strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | There will be less events, competitions and activities (local, regional & national) that bring people into Powys to participate, visit, travel around and stay | Poor | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | Due to a decrease in officer capacity the numbers of people participating in healthy physical activity will decrease | Poor | | Choose an item. |
| Learning and skills We will strengthen learning and skills | Due to a decrease in officer capacity the numbers of people developing their learning and skills, gaining qualifications and undertaking training will decrease. Further impact will be a significant lack of sports coaches, instructors and professional persons to support healthy physical activity in Powys | Choose an item. | | Choose an item. |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| Residents and Communities We will support our residents and communities | Due to a decrease in officer capacity the numbers of people participating in healthy physical activity will decrease. Residents and communities will not have the range of opportunities that are currently available which in turn will place a heavier burden on the Health Service | Very Poor | | Choose an item. |

| Source of Outline Evidence to support judgements |
|---|
| Officer knowledge and previous budget reductions to the service |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As above | Choose an item. | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | Choose an item. | | Choose an item. |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above | Choose an item. | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above | Choose an item. | | Choose an item. |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above | Choose an item. | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Choose an item. | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Choose an item. | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Choose an item. | | Choose an item. |
| <i>Disability</i> | | Choose an item. | | Choose an item. |
| <i>Gender reassignment</i> | | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | | Choose an item. | | Choose an item. |
| <i>Race</i> | | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | | Choose an item. | | Choose an item. |
| <i>Sex</i> | | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | | Choose an item. | | Choose an item. |

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Source of Outline Evidence to support judgements

A full consultation and impact assessment will need to be carried out to completely understand the impact on the goals above

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | A reduction in officers will decrease the ability to develop the current range of people so that they are physically healthy and are able to sustain their own health in the long term | Poor | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | A reduction in officers will decrease the ability to work collaboratively with others | Poor | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | A reduction in officers will result in fewer opportunities to engage with the population and communicate as effectively | Poor | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | A decrease in officer capacity will result in preventative measures being significantly impacted and only reactive measures to be taken | Poor | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | A decrease in officers will result in a lack of ability to be integrated with others and subsequently non achievement of joint objectives | Poor | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Rural poverty / deprivation and physical poverty will increase with the physical literacy of the county being significantly affected | Poor | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Reduction in officer capacity could have an impact on safeguarding | Poor | | Choose an item. |
| Impact on Powys County Council Workforce | | Choose an item. | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

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8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| Medium | Medium | Medium |
| Mitigation | | |
| To commission other organisations / services to undertake delivery, advice, promotion, awareness | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Reduced delivery of healthy physical activity | Medium | Other services / organisations commissioned to deliver healthy physical activity – additional budget requirements | Medium |
| Reduced development of clubs, communities, individuals | Medium | Other services / organisations commissioned to deliver healthy physical activity – additional budget requirements | Medium |
| Increase of people accessing health services due to poor physical activity levels | High | Other services / organisations commissioned to deliver healthy physical activity – additional budget requirements | High |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | x | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| Consultation of staff | Sept – Dec 2018 | Jan 2019 | Feb 2019 |
| Transfer to Freedom Leisure | March 2019 | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | Sept 2018 |
| Cabinet decision required | Yes | Date required | Sept 2018 |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Please state when this Impact Assessment will be reviewed.

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|-------------------|---------------------------|----------|-------------------------|---------------------------------------|
| Service Area | Leisure Services | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Rachel Powell & Cllr Phyl Davies |
| Proposal | Reduce / Replace the Leisure Contract 'Landlord' Replacement & Maintenance Budget | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| <p>1. The Powys County Council 'Landlord' budget as part of the Contract with Freedom Leisure is currently £190,000. As the buildings are all of age where structure and plant failure is inevitable, this budget is fully utilised to ensure Powys' 'Landlord' obligations and responsibilities are carried out in a timely and effective manner to provide essential replacement items and maintenance to the structure and fabric of the leisure and sport centre buildings.</p> <p>The proposal is to replace the £190,000 Landlord budget with a £2million programme of Capital works over 5 years. Of the current £190k 'landlord' budget, £70,000 will be a saving to the Council and £120,000 transferred to the Corporate Capital Charge budget to fund the interest payments of the £2million borrowing.</p> | | | | | | | |

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Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £70,000 | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|------------------------------|---|---------------------|
| Public consultation required | Freedom Leisure & HOWPS to be consulted | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|--|----------------|
| V2 | Jenny Ashton | Service Strategy & Development Manager | September 2018 |
| V2 | Jenny Ashton | Service Strategy & Development Manager | October 2018 |
| V3 | Jenny Ashton | Service Strategy & Development Manager | February 2019 |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Yes the proposal, if the Capital funding is not forthcoming, and savings still have to be made from the 'landlord' budget has the potential to impact on the following:-

1. Other PCC services such as all schools including delivery of swimming and physical activity, Adult Services, Children's Services, Youth Services, Arts Services, Property Services, Sports Development, Play organisations and activities
2. External organisations – Sport Wales, Disability Sport Wales, Sports Clubs, Communities, Third Party organisations, Private organisations, National Governing Bodies, Health
3. Health & Safety – leisure & sports centres are designated emergency rest centres for civil contingency situations
4. Safeguarding

| | | | |
|-------------------------------|--------------------------------|--------------------------------------|---------------------------|
| Service Area informed: | Discussed with Freedom Leisure | Contact Officer liaised with: | Freedom Leisure (various) |
|-------------------------------|--------------------------------|--------------------------------------|---------------------------|

Mitigation

If the Capital funding (as mitigation for loss of the £190,000 'landlord' budget) is not forthcoming, and part or all of the £190,000 'landlord' budget is taken as a saving, there is no other mitigation to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure.

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|------------------|--|---|--|--|
|------------------|--|---|--|--|

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| Page 715 The Economy We will develop a vibrant economy | A failure to receive Capital funding or a reduction in the Landlord budget will ultimately result in:- <ul style="list-style-type: none"> • Partial or complete building closures due to statutory non-compliance • Loss of income claims from Freedom Leisure • Reduction in contract payment and arrangements to HOWPS • Health & safety standards and unsafe working practices • Schools will not be able to deliver core curriculum activities • Communities will not have access to healthy physical activity opportunities • Additional impact and burden on the Health Service • Freedom Leisure will be unable to fulfil their contractual obligations to PCC • Objectives, KPI's and contractual targets will be unmet • The detriment to the positive collaborative opportunities created and developing through the partnership of Freedom Leisure, Powys, private and other organisations. These other organisations are currently investing in facilities to support communities and positive working business relationships | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure. | Good |

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| | <ul style="list-style-type: none"> • Building closures as a result of reduced 'landlord' budget will require people having to travel further – or not travelling at all to access facilities / opportunities if the distance is too far or they do not have transport • Powys will be unattractive to live, work, raise families or to support our older population to be independent and healthy • Staff redundancies | | | |
| Health and Care We will lead the way in effective, integrated rural health and care | As above | Very Poor | Rely on partners who are not as well-equipped to deliver services, activities and schemes to provide healthy physical activity opportunities. There are no similar facilities in size, capacity or accessibility in Powys. | Poor |
| Learning and skills We will strengthen learning and skills | A failure to receive Capital funding or reduction in the 'landlord' budget will result in building closures which in turn will result in fewer facilities to develop, educate, raise awareness, promote and encourage people to take part in healthy physical activity. This in turn will have a detrimental effect on the Health Service. | Very Poor | Rely on partners who are not as well-equipped to deliver services, activities and schemes to provide healthy physical activity opportunities, learning and skills. | Poor |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| Residents and Communities We will support our residents and communities | A failure to receive Capital funding or a reduction in the Landlord budget will ultimately result in:- <ul style="list-style-type: none"> • Partial or complete building closures due to statutory non-compliance • Loss of income claims from Freedom Leisure • Reduction in contract payment and arrangements to HOWPS • Health & safety standards and unsafe working practices • Schools will not be able to deliver core curriculum activities • Communities will not have access to healthy physical activity opportunities • Additional impact and burden on the Health Service • Freedom Leisure will be unable to fulfil their contractual obligations to PCC • Objectives, KPI's and contractual targets will be unmet • The detriment to the positive collaborative opportunities created and developing through the partnership of Freedom Leisure, Powys, private and other organisations. These other organisations are currently investing in facilities to support communities and positive working business relationships | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure. | Good |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|------------------|---|---|--|--|
| | <ul style="list-style-type: none"> • Building closures as a result of reduced 'landlord' budget will require people having to travel further – or not travelling at all to access facilities / opportunities if the distance is too far or they do not have transport • Powys will be unattractive to live, work, raise families or to support our older population to be independent and healthy • Staff redundancies | | | |

Source of Outline Evidence to support judgements

Knowledge, experience, Condition Surveys, industry evidence, property experts

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | If buildings are not repaired and maintained to an acceptable standard, this will have a negative and detrimental impact on this goal | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A ‘landlord fund’ / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its ‘landlord’ obligations and responsibilities as part of the Contract with Freedom Leisure. | Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | N/A | Choose an item. |

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| | | | | |
|--|--|------------------|--|-------------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>A failure to receive Capital funding or a reduction in the Landlord budget will ultimately result in:-</p> <ul style="list-style-type: none"> • Partial or complete building closures due to statutory non-compliance • Loss of income claims from Freedom Leisure • Reduction in contract payment and arrangements to HOWPS • Health & safety standards and unsafe working practices • Schools will not be able to deliver core curriculum activities • Communities will not have access to healthy physical activity opportunities • Additional impact and burden on the Health Service • Freedom Leisure will be unable to fulfil their contractual obligations to PCC • Objectives, KPI’s and contractual targets will be unmet • The detriment to the positive collaborative opportunities created and developing through the partnership of Freedom Leisure, Powys, private and other organisations. These other organisations are currently investing in facilities to support communities and positive working business relationships | <p>Very Poor</p> | <p>Receipt of Capital funding from PCC – potentially for five years. A ‘landlord fund’ / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its ‘landlord’ obligations and responsibilities as part of the Contract with Freedom Leisure.</p> | <p>Good</p> |
|--|--|------------------|--|-------------|

| | | | | |
|---|--|-----------------|---|-----------------|
| | <ul style="list-style-type: none"> • Building closures will result in people having to travel further – or not travelling at all to access facilities / opportunities if the distance is too far or they do not have transport • Powys will be unattractive to live, work, raise families or to support our older population to be independent and healthy • Staff redundancies | | | |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above | Choose an item. | As above | Choose an item. |
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above | Choose an item. | As above | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | A failure to receive Capital funding or reduction in the 'landlord' budget will eventually result in building closures which in turn will result in fewer facilities to develop, educate, raise awareness, promote and encourage people to take part in healthy physical activity which in turn will mean a reduction in the opportunity for people to participate or receive healthy physical activities in Welsh | Poor | Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure. | Good |
| <i>Opportunities to promote the Welsh language</i> | As above | Choose an item. | As above | Choose an item. |

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| | | | | |
|---------------------------------------|--|-----------|---|------|
| <i>Welsh Language impact on staff</i> | Some staff could be made redundant as a result of closures | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A ‘landlord fund’ / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its ‘landlord’ obligations and responsibilities as part of the Contract with Freedom Leisure. | Good |
|---------------------------------------|--|-----------|---|------|

People are encouraged to do sport, art and recreation.

| | | | | |
|--|--|------------------|--|-------------|
| | <p>A failure to receive Capital funding or a reduction in the Landlord budget will ultimately result in:-</p> <ul style="list-style-type: none"> • Partial or complete building closures due to statutory non-compliance • Loss of income claims from Freedom Leisure • Reduction in contract payment and arrangements to HOWPS • Health & safety standards and unsafe working practices • Schools will not be able to deliver core curriculum activities • Communities will not have access to healthy physical activity opportunities • Additional impact and burden on the Health Service • Freedom Leisure will be unable to fulfil their contractual obligations to PCC • Objectives, KPI's and contractual targets will be unmet • The detriment to the positive collaborative opportunities created and developing through the partnership of Freedom Leisure, Powys, private and other organisations. These other organisations are currently investing in facilities to support communities and positive working business relationships • Building closures will result in people having to travel further – or not travelling at all to access facilities / opportunities if the distance is too far or they do not have transport • | <p>Very Poor</p> | <p>Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure.</p> | <p>Good</p> |
|--|--|------------------|--|-------------|

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| | | | | |
|--|---|-----------------|--|-----------------|
| | <ul style="list-style-type: none"> Powys will be unattractive to live, work, raise families or to support our older population to be independent and healthy Staff redundancies | | | |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). The proposal will have an equal impact on all characteristics below | | | | |
| <i>Age</i> | As above | Choose an item. | | Choose an item. |
| <i>Disability</i> | As above | Choose an item. | | Choose an item. |
| <i>Gender reassignment</i> | As above | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | As above | Choose an item. | | Choose an item. |
| <i>Race</i> | As above | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | As above | Choose an item. | | Choose an item. |
| <i>Sex</i> | As above | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | As above | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | As above | Choose an item. | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|---|
| Knowledge, experience, Condition Surveys, industry evidence, property experts |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below | |
|--|--|---|--|---|------|
| Sustainable Development Principle (5 ways of working) | | | | | |
| Page 725 | Long Term: <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | Fewer opportunities to access healthy physical activity will result in increased pressure and burden on the Health Board resulting in more people becoming unable to manage their own health and well being | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure. | Good |
| | Collaboration: <i>Working with others in a collaborative way to find shared sustainable solutions.</i> | The detriment to the positive collaborative opportunities created and developing through the partnership of Freedom Leisure, Powys, private and other organisations. These other organisations are currently investing in facilities to support communities and positive working business relationships | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure | Good |
| | Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them.</i> | Inequitable provision will be a result of a failure to receive Capital funding or a reduction in the Landlord budget | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure | Good |
| | Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i> | Preventative agendas and activities will be unavailable, unachievable, inaccessible and unable to be developed, facilitated, delivered or the impact and positive outcomes achieved | Very Poor | Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure | Good |

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| <p>Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i></p> | <p>A failure to receive Capital funding or a reduction in the Landlord budget will result in a lack of suitable facilities to enable integration between public bodies and their partners</p> | <p>Very Poor</p> | <p>Receipt of Capital funding from PCC – potentially for five years. A ‘landlord fund’ / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its ‘landlord’ obligations and responsibilities as part of the Contract with Freedom Leisure</p> | <p>Good</p> |

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| <p>Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.</p> | <p>As sections above and rural deprivation / poverty will be enhanced due to a lack of suitable, accessible and well located facilities. A failure to receive Capital funding or a reduction in the Landlord budget will ultimately result in:-</p> <ul style="list-style-type: none"> • Partial or complete building closures due to statutory non-compliance • Loss of income claims from Freedom Leisure • Reduction in contract payment and arrangements to HOWPS • Health & safety standards and unsafe working practices • Schools will not be able to deliver core curriculum activities • Communities will not have access to healthy physical activity opportunities • Additional impact and burden on the Health Service • Freedom Leisure will be unable to fulfil their contractual obligations to PCC • Objectives, KPI's and contractual targets will be unmet • The detriment to the positive collaborative opportunities created and developing through the partnership of Freedom Leisure, Powys, private and other organisations. These other organisations are currently investing in facilities to support communities and positive working business relationships • Building closures will result in people having to travel further – or not travelling at all to access | <p>Very Poor</p> | <p>Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure</p> | <p>Good</p> |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| | <p>facilities / opportunities if the distance is too far or they do not have transport</p> <ul style="list-style-type: none"> Powys will be unattractive to live, work, raise families or to support our older population to be independent and healthy Staff redundancies | | | |
| <p>Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account</p> | As (poverty section) above | Poor | <p>Receipt of Capital funding from PCC – potentially for five years. A ‘landlord fund’ / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its ‘landlord’ obligations and responsibilities as part of the Contract with Freedom Leisure</p> <p>Freedom Leisure and PCC undertake regular consultation with its customers and residents to seek views and opinions with regards to availability and access to opportunities and variety of activities available. Freedom Leisure work with PCC Adult Services to enable membership offers for unpaid carers and other caring arrangements.</p> | Good |
| <p>Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can’t protect themselves.</p> | A failure to receive Capital funding or a reduction in the Landlord budget could compromise current safeguarding practices. | Poor | Receipt of Capital funding from PCC – potentially for five years. A ‘landlord fund’ / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its ‘landlord’ obligations and responsibilities as part of the Contract with Freedom Leisure | Good |
| <p>Impact on Powys County Council Workforce</p> | A failure to receive Capital funding or a reduction in the Landlord budget will result in fewer facilities throughout Powys for PCC workforce to access, which in turn supports the Corporate Health Agenda, including occupational health and well being. | Poor | Receipt of Capital funding from PCC – potentially for five years. A ‘landlord fund’ / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its ‘landlord’ obligations and responsibilities as part of the Contract with Freedom Leisure | Good |
| Source of Outline Evidence to support judgements | | | | |

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| Knowledge, experience, Condition Surveys, industry evidence, property experts | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| High | Medium | Medium |
| Mitigation | | |
| If the Capital funding (as mitigation for loss of the £190,000 'landlord' budget) is not forthcoming, and part or all of the £190,000 'landlord' budget is taken as a saving, there is no other mitigation to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure. | | |

9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|-----------------|----------------------|------------|----------------------|
|-----------------|----------------------|------------|----------------------|

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| | | | |
|--|-------------|--|---------------|
| <p>A failure to receive Capital funding or a reduction in the Landlord budget will ultimately result in:-</p> <ul style="list-style-type: none"> • Partial or complete building closures due to statutory non-compliance • Loss of income claims from Freedom Leisure • Reduction in contract payment and arrangements to HOWPS • Health & safety standards and unsafe working practices • Schools will not be able to deliver core curriculum activities • Communities will not have access to healthy physical activity opportunities • Additional impact and burden on the Health Service • Freedom Leisure will be unable to fulfil their contractual obligations to PCC • Objectives, KPI's and contractual targets will be unmet • Powys will be unattractive to live, work, raise families or to support our older population to be independent and healthy • The detriment to the positive collaborative opportunities created and developing through the partnership of Freedom Leisure, Powys, private and other organisations. These other organisations are currently investing in facilities to support communities and positive working business relationships • Building closures will result in people having to travel further – or not travelling at all to access facilities / opportunities if the distance is too far or they do not have transport • Staff redundancies | <p>High</p> | <p>Receipt of Capital funding from PCC – potentially for five years. A 'landlord fund' / budget is required (whether Capital or Revenue) to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure</p> | <p>Medium</p> |
|--|-------------|--|---------------|

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| | | | |
|--|------------------|--------------------|-----------------|
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | x | | |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|---|---------------|---|----------------------|
| Amount of landlord budget reduction to be confirmed | February 2019 | Agreement with Freedom Leisure as to how the 'landlord' aspect of the contract will be managed / funded | February 2019 |
| Confirmation of Capital funding / budget over 5 years to mitigate for loss / reduction of revenue 'landlord' budget | February 2019 | Agreement between PCC and Freedom Leisure of Capital Programme and essential works arranged to begin April 2019 | February 2019 |
| If reduced or no revenue funding received – immediate plans to be agreed for a programme of building closure as this will create a significant impact on the Contract Additional costs expected from Freedom Leisure as a result. | February 2019 | Discussion / negotiation with Freedom Leisure - which facilities and what order? | April 2019 or sooner |
| If no Capital funding received as mitigation for loss of revenue budget - immediate plans to be agreed for a programme of building closure as this will create a significant impact on the Contract. Additional costs expected from Freedom Leisure as a result. | February 2019 | Discussion / negotiation with Freedom Leisure - which facilities and what order? | April 2019 or sooner |
| Portfolio Holder decision required | Yes | Date required | February 2019 |
| Cabinet decision required | Yes | Date required | February 2019 |
| Council decision required | Yes | Date required | February 2019 |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Finance | | | | | | | | | | | | |
| Legal | | | | | | | | | | | | |

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| | | | | | | | | | | | | |
|----------|--|--|--|--|--|--|--|--|--|--|--|--|
| Property | | | | | | | | | | | | |
|----------|--|--|--|--|--|--|--|--|--|--|--|--|

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|---|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| Appropriate funding is required to ensure that Powys County Council fulfils its 'landlord' obligations and responsibilities as part of the Contract with Freedom Leisure. | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| Corporate Insight data, Powys statistics, industry, service and local knowledge |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Regular meetings between Powys and Freedom Leisure Centre / Site visits Building condition surveys / reports |
| Please state when this Impact Assessment will be reviewed. |
| When a decision is made. |

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| | | | |
|-------------------------------|-----------------|----------------------|--|
| Decision to be made by | Choose an item. | Date required | |
|-------------------------------|-----------------|----------------------|--|

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FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|---|------------------------|---------------|---------------------------|-------------|-------------------------|------------------|
| Service Area | Highways, Transport and Recycling | Head of Service | Adrian Jervis | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
| Proposal | Change of grass cutting and shrub maintenance frequency on Highway Amenity areas and Car Park | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Review Highways Amenity areas and establish areas that match the urban pollination initiative and therefore receive reduced number of grass cuts. With the remaining areas bring grass cutting schedules in Highway Amenity areas and Car Parks (currently 10 cuts a year) in line with County Road Urban verges (3 times a year) and carry out 4 visits a year for all shrub beds (currently 6 times a year) in Highway Amenity areas and Car Parks. Current budget for this work is £79,546 and if the suggested changes were made the budget required for 2019-20 would be £54,089, making a saving of £25,457 | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| - | £25k | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|--------------------------------------|---------------------------|
| 1.0 | Brent Campbell | Senior Manager – Highways Operations | 12 th Feb 2019 |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Car Park service will receive a lower standard of grounds maintenance but benefit from £10,090 saving on SLA costs. This is part of the overall total saving though.

Service Area informed: Not yet **Contact Officer liaised with:** Tony Caine

Mitigation

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | N/A | | | |
| Health and Care We will lead the way in effective, integrated rural health and care | N/A | | | |
| Learning and skills We will strengthen learning and skills | N/A | | | |
| Residents and Communities We will support our residents and communities | N/A | | | |

| Source of Outline Evidence to support judgements |
|--|
| Budgets. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Less fuel costs, as less site visits reduces travelling. Produce and maintain pollination friendly habitat areas | | | |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | | | |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | | | | |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | | | |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | n/a | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | n/a | | | |
| <i>Opportunities to promote the Welsh language</i> | n/a | | | |
| <i>Welsh Language impact on staff</i> | n/a | | | |
| <i>People are encouraged to do sport, art and recreation.</i> | n/a | | | |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | n/a | | | |
| <i>Disability</i> | n/a | | | |
| <i>Gender reassignment</i> | No impact | Neutral | N/A | Neutral |
| <i>Marriage or civil partnership</i> | No impact | Neutral | N/A | Neutral |
| <i>Race</i> | No impact | Neutral | | Neutral |
| <i>Religion or belief</i> | No impact | Neutral | N/A | Neutral |
| <i>Sex</i> | No impact | Neutral | N/A | Neutral |
| <i>Sexual Orientation</i> | No impact | Neutral | N/A | Neutral |
| <i>Pregnancy and Maternity</i> | No impact | Neutral | N/A | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | | | |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Local Town & Community Council able to choose an enhanced service if they deem changes to impact on their Community | | | |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | | | |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | | | |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | | | |
| Preventing Poverty: | | | | |
| Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | N/A | Neutral |

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Cyngor Sir Powys County Council

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The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | n/a | | | |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | n/a | | | |
| Impact on Powys County Council Workforce | None | | | |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--------------------|----------------------|
| | | | |
| | | | |
| | | | |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | | Date required | |
| Cabinet decision required | | Date required | |
| Council decision required | | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

13. Is there additional evidence to support the Impact Assessment (IA)?

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Please state when this Impact Assessment will be reviewed.

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------|
| Impact Assessment Lead: | Brent Campbell | | |
| Head of Service: | Adrian Jervis | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Phyl Davies | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

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| | | | | | | | |
|--|---|------------------------|-------------------|---------------------------|----------|-------------------------|--|
| Service Area | Cultural Services - Libraries and Museums | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Rachel Powell Cllr Phyl Davies |
| Proposal | Reduction in revenue support for y Gaer | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction of y Gaer operating budget. Longer term MTFS aspiration is either shared use or charitable trust status. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £50,000 | | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | Immediately | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------------------------|--|----------|
| V1 | Lucy Bevan | Arts & Culture Commissioning Officer | 12/02/19 |
| V2 | Kay Thomas Catherine Richards | Principal Librarian Principal Lead Museums, Archives and Information Management | tbc |
| | | | |

4. Impact on Other Service Areas

| | |
|--|---|
| <p>Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</p> | |
| <p>Corporate Property</p> | |
| <p>Service Area informed:</p> | <p>Contact Officer liaised with:</p> |
| <p>Mitigation</p> | |

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How does your proposal impact on the council's strategic vision?

| <p>Council Priority</p> | <p>How does the proposal impact on this priority?</p> | <p><u>IMPACT</u> Please select from drop down box below</p> | <p>What will be done to better contribute to positive or mitigate any negative impacts?</p> | <p><u>IMPACT AFTER MITIGATION</u> Please select from drop down box below</p> |
|--------------------------------|--|--|--|---|
|--------------------------------|--|--|--|---|

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| <p>The Economy We will develop a vibrant economy</p> | <p>Libraries and museums draw people into town centres and attract tourists too, both of which benefit the local shops and businesses. In addition, libraries support job seekers and self-employed/small businesses through the IT and information provision which offers supported access to jobseekers online and government gateways. Maintaining both services in Brecon ensures the continuation of such benefits.</p> <p>y Gaer, aims to improve these outcomes by adding to the cultural offer of the town and region. However if opening hours are restricted, the success of y Gaer as a viable facility and it's impact in drawing visitors to the town and area will be limited.</p> | <p>Unknown</p> | <p>Potential to further explore commercially beneficial building uses.</p> <p>Potential to further develop cultural visitor attractions in Brecon and to maximise associated spend e.g. shop, hires, building usage</p> <p>Consider use of outside Captain's Walk Garden's space for range of cultural activities in summer period</p> | <p>Unknown</p> |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| <p>Health and Care We will lead the way in effective, integrated rural health and care</p> | <p>Health promotion and access to health information is one of the universal offers provided by libraries across the UK.</p> <p>Visits to the branch library and museum improve the health and wellbeing of residents and reading boosts mental health, along with social interaction. Book prescription schemes and access to health information is already provided, and volunteer opportunities enhance the offer.</p> <p>Volunteering contributes to community wellbeing and helps improve service delivery of the museum service, in addition to enabling personal development and involvement with heritage. A heavier reliance on volunteer support for y Gaer could increase volunteering opportunities.</p> <p>Access to arts and cultural services overall enhances wellbeing.</p> <p>Maintaining both services in Brecon ensures the continuation of such benefits.</p> | <p>Unknown</p> | <p>A heavier reliance on volunteers would need to be supported, placing more strain on staff.</p> <p>Continue to investigate any ways to improve health and wellbeing outcomes for residents through partnerships and joint working with others.</p> <p>Opportunities to develop local partnership working to promote health and care outcomes e.g. volunteers taking books to housebound people, reading aloud in the home or in the library etc</p> | <p>Unknown</p> |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| <p>Learning and skills We will strengthen learning and skills</p> | <p>Libraries support learners of all ages and abilities through provision of quality resources and help with accessing and using those resources, including independent study space and providing a location for 1-1 tuition and courses.</p> <p>Across Powys, 76% of respondents in the adult library user survey 2015 said that the library has helped them to learn something new, and 48% said it helps them with education.</p> <p>The Brecknock Museum is delivering an HLF funded Activity Plan – educational outreach work with schools and communities</p> <p>For volunteers the payback can be significant in terms of skills and employability. Volunteering helps people with their sense of being part of a workplace; helps them learn or improve their IT or other work-related skills; and improves their confidence to look for work.</p> <p>Museums have always been a vital resource of educational attainment, providing source material for a range of qualifications from GCSEs to PhDs. Museum collections have been widely used to bring a wide range of school subjects to life such as history, geography and provide the stimulus for projects as such as art and drama productions.</p> | <p>Unknown</p> | <p>Volunteer opportunities continue to be developed and supported throughout y Gaer.</p> <p>Opportunities to develop local partnership working to promote learning opportunities</p> <p>Opportunity to build on work with NPTC Group and other learning providers to offer more in the community (e.g. Adult Learners Wales classes in libraries) and to collaborate in and share service delivery.</p> | <p>Unknown</p> |

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|------------------|---|---|--|--|
| | This proposal may affect this outcome by restricting access due to limited opening hours / availability of staff support. | | | |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| <p>Residents and Communities We will support our residents and communities</p> | <p>Museum and library services support residents to live fulfilled lives and to feel part of their community. Brecknock Museum holds, cares for and continues to develop collections for the county which represents our rich and diverse culture.</p> <p>Across Powys, 90% of respondents in the adult library user survey 2015 said that their local library makes them feel part of their community, 99% find their library an enjoyable, safe and friendly environment, 91% said it makes them feel better, and 97% said that their library makes a difference to their lives.</p> <p>In Brecon, 72% of library users said that the library makes them feel part of the community, 92% find the library an enjoyable, safe and friendly environment, 69% said that the library makes them feel better, and 90% said that the library makes a difference to their lives.</p> <p>50% of the respondents to the adult library user survey Nov 2015 reported that the library had helped them with information about health matters, and 69% said that going to the library makes them feel better.</p> <p>In Brecon, 72% of respondents in the most recent adult library user survey said that the library makes them feel part of the community, 92% find the library an enjoyable, safe and friendly environment, and 90% said that the library makes a difference to their lives.</p> | <p>Unknown</p> | <p>Continue to investigate any ways to improve this support for residents through partnerships and joint working with others.</p> <p>Staff will need to be proactively consulted and engaged in deciding how to most effectively operate the building with limited resources..</p> | <p>Unknown</p> |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|------------------|---|---|--|--|
| | These outcomes are all above the average across Powys. Volunteer opportunities should support a feeling of belonging to the local community. | | | |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Libraries and museums already provide an efficient use of resources through the same materials and facilities being shared and used over and over by a multitude of users. Work experience and volunteer opportunities in both, develop skills for employability. Potentially limited access will reduce effectiveness in meeting this goal. | Unknown | Continue to investigate any ways to improve opportunities for residents. Continue to improve online access to resources, including development of y Gaer website. | Unknown |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | | Choose an item. |

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| | | | | |
|--|---|----------------|---|----------------|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>Health promotion and access to health information is one of the universal offers provided by libraries across the UK.</p> <p>Visits to cultural/heritage services such as libraries and museums improves the overall health and wellbeing of residents, and reading boosts mental health, along with social interaction. Book prescription schemes and access to health information is already provided, and will continue to be provided in the future.</p> <p>In Brecon, 72% of library users said that the library makes them feel part of the community, 92% find the library an enjoyable, safe and friendly environment, 69% said that the library makes them feel better, and 90% said that the library makes a difference to their lives.</p> <p>50% of the respondents to the adult library user survey Nov 2015 reported that the library had helped them with information about health matters, and 69% said that going to the library makes them feel better.</p> <p>In Brecon, 72% of respondents in the most recent adult library user survey said that the library makes them feel part of the community, 92% find the library an enjoyable, safe and friendly environment, and 90% said that the library makes a difference to their lives. These outcomes are all above the average across Powys.</p> | <p>Unknown</p> | <p>Continue to investigate any ways to improve this support for residents through partnerships and joint working with others.</p> | <p>Unknown</p> |
|--|---|----------------|---|----------------|

| | | | | |
|--|--|--|--|--|
| | <p>Volunteer opportunities also boost health related outcomes.</p> <p>Limited access to the services y Gaer offers could reduce these beneficial outcomes for residents.</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|----------------|--|----------------|
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>In Brecon, 72% of library users said that the library makes them feel part of the community, 92% find the library an enjoyable, safe and friendly environment, 69% said that the library makes them feel better, and 90% said that the library makes a difference to their lives.</p> <p>50% of the respondents to the adult library user survey Nov 2015 reported that the library had helped them with information about health matters, and 69% said that going to the library makes them feel better.</p> <p>In Brecon, 72% of respondents in the most recent adult library user survey said that the library makes them feel part of the community, 92% find the library an enjoyable, safe and friendly environment, and 90% said that the library makes a difference to their lives. These outcomes are all above the average across Powys.</p> <p>Brecknock Museum promotes the cultural life of our county, it encourages active participation in culture, protects our heritage, helps expand our international profile and contributes to our tourism industry.</p> <p>Volunteer opportunities also help to build community cohesion and a sense of belonging and contributing.</p> | <p>Neutral</p> | <p>Continue to investigate any ways to improve this support for residents through partnerships and joint working with others.</p> <p>Staff will need to be proactively consulted and engaged in the project.</p> <p>Engage with experts to design the most comprehensive and efficient layout, to maximise diverse service delivery potential.</p> | <p>Unknown</p> |
|--|---|----------------|--|----------------|

| | | | | |
|--|---|----------------|--|----------------|
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | <p>Library and museum services support the UN Rights of the Child. Access to wide range of information and democratic process. Access to cultural wellbeing. No significant change to outcomes.</p> | <p>Neutral</p> | | <p>Unknown</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | <p>Access to Welsh language resources may be limited by reduced opening hours.</p> | <p>Neutral</p> | <p>Online resources made available where possible..</p> | <p>Unknown</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>Currently provided through range of stock and resources, including bilingual displays and exhibitions and Welsh speaking staff – it is important to sustain this and develop staff/volunteer skills, as well as to maintain links with partners who help libraries with this e.g. Welsh for Adults, Mudiad, Adult Learners Wales, Mentrau Iaith. Access may be negatively affected by reductions in opening hours.</p> | <p>Neutral</p> | <p>Staff restructure must ensure Welsh speaking staff provision. Continue to investigate all possible partnerships to improve Welsh language opportunities for staff and residents. It may prove possible to enhance this through community partnerships and use of volunteers.</p> | <p>Unknown</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>Data collection required. Staff may be affected by changes to opening hours.</p> | <p>Unknown</p> | <p>Consider needs as part of the Management of Change process. Continue to investigate all possible partnerships to improve Welsh language opportunities for staff and residents. It may prove possible to enhance this through community partnerships and use of volunteers. Seek to recruit Welsh speaking members of staff and volunteers wherever possible</p> | <p>Unknown</p> |

| | | | | |
|--|---|----------------|--|----------------|
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>Improvement to this outcome through co-location of 2 cultural services offering arts and recreational opportunities. Lack of space may curtail some potential though.</p> <p>Branch libraries and museums currently offer a wide range of opportunities for cultural, educational and recreational activities, and it is important that these opportunities are maintained through a regular programme at the new facility. The range of activities and events offered, which meet a wide variety of strategic outcomes such as digital inclusion, literacy, health and wellbeing and support for the Welsh language, has been impressive in the context of reduced budgets, and has been supported by partner organisations and volunteers.</p> | <p>Neutral</p> | <p>Continue to investigate any ways to improve this participation for residents through partnerships and joint working with others.</p> <p>Consider use of outdoor space to broaden activities available.</p> <p>Investigate further partnership working with local schools and leisure facilities, to broaden offer and to provide a larger venue if needed</p> | <p>Unknown</p> |
|--|---|----------------|--|----------------|

| | | | | |
|-----------------------------------|--|----------------|---|----------------|
| <p><i>Age</i></p> | <p>The age breakdown of 62,151 registered library members shows the following: 0-4 years 1502 5 – 10 years 6116 11-13 years 3569 14-17 years 3792 18-59 years 28175 60+ years 16292 Not all registered members have given this information. This equates to 24% under 18, 45% aged 18-59 years, and 26% over 60 years old.</p> <p>Brecon library has 8858 registered readers, with the following age profile: Age Category Number of Users 0-4 229 5-10 774 11-13 484 14-17 503 18-59 4,148 60-PLUS 2,664 NOT SUPPLIED 56 Total Users 8,858</p> <p>Data development / analysis required.</p> | <p>Neutral</p> | <p>Continue to investigate all possible partnerships and ways to improve outcomes for residents of all ages. Investigate bus routes and parking facilities</p> | <p>Unknown</p> |
| <p><i>Disability</i></p> | <p>Data development required.</p> | <p>Unknown</p> | | <p>Unknown</p> |
| <p><i>Gender reassignment</i></p> | <p>There is no specific impact on this characteristic which is not already addressed through age, gender, disability or language. Data is gathered using PCC Equality Monitoring form, however many respondents refuse to answer this question</p> | <p>Neutral</p> | <p>Continue to investigate all possible partnerships to improve opportunities for residents.</p> | <p>Unknown</p> |

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Impact Assessment (IA)

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| | | | | |
|--------------------------------------|--|-----------------|---|-----------------|
| <i>Marriage or civil partnership</i> | There is no specific impact on this characteristic which is not already addressed through age, disability or language. Data is gathered using PCC Equality Monitoring form, however many respondents refuse to answer this question. | Neutral | Continue to investigate all possible partnerships to improve opportunities for residents. | Unknown |
| <i>Race</i> | Data development required. | Neutral | | Choose an item. |
| <i>Religion or belief</i> | There is no specific impact on this characteristic which is not already addressed through age, disability or language. Data is gathered using PCC Equality Monitoring form, however many respondents refuse to answer this question. | Neutral | | Choose an item. |
| <i>Sex</i> | Data development required. | Neutral | | Unknown |
| <i>Sexual Orientation</i> | There is no specific impact on this characteristic which is not already addressed through age, disability or language. Data is gathered using PCC Equality Monitoring form, however many respondents refuse to answer this question. | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | Data development required. | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | This proposal puts at risk the delivery of continuing a viable service due to insufficient funds being available to meet running costs. | Poor | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | The proposal will seek to establish a solution through collaboration. | Unknown | All forms of potential collaboration will be explored. | Unknown |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | The y Gaer project has been widely consulted on via public consultation throughout its development from inception. However expectations around opening hours, access to community facilities etc. may not be met and will need to be managed. | Unknown | Further collaboration with community and stakeholders needed to address and attempt to overcome concerns about lack of availability of community space, reductions in facilities and access to them. | Unknown |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | Ongoing concerns raised by Stakeholder Group and funding partners will be considered and addressed where possible. | Neutral | It will be necessary to continue to engage with staff, partners, funders, stakeholders and the public going forward, to overcome these concerns. It will also be necessary to ensure that adequate public information about the scheme is provided through press coverage and social media. | Unknown |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | The new facility will continue to provide beneficial outcomes which meet wellbeing objectives. | Neutral | | Unknown |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Libraries and museums contribute significantly through being free at the point of delivery, and the new facility will continue to do so, though access re: opening hours may be necessarily limited. | Neutral | | Choose an item. |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | n/a | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | The new facility will continue to provide a safe and welcoming environment, and follow service and corporate policies around safeguarding. Potential volunteers will be DBS checked as standard. | Neutral | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below | | | | | | | | | | |
|---|---|---|--|--|---|-------|---|-------|---|-------|---|------|---|---------|
| Impact on Powys County Council Workforce | <p>There may be redundancies through this proposal, as the current staffing structure may be unaffordable.. The PCC Management of Change and other relevant policies and procedures will be followed. The staff are all female.</p> <p>Trent shows the age breakdown of y Gaer staff as follows:</p> <table border="0"> <tr> <td>Under 25 years</td> <td>X</td> </tr> <tr> <td>25-34</td> <td>X</td> </tr> <tr> <td>35-44</td> <td>X</td> </tr> <tr> <td>45-54</td> <td>X</td> </tr> <tr> <td>55-64</td> <td>X</td> </tr> </table> <p>Therefore this proposal will affect XX in the workplace most significantly.</p> <p>Data development required.</p> | Under 25 years | X | 25-34 | X | 35-44 | X | 45-54 | X | 55-64 | X | Poor | Use redeployment and other training opportunities for staff at risk of redundancy, working with HR and Unions as appropriate. | Unknown |
| Under 25 years | X | | | | | | | | | | | | | |
| 25-34 | X | | | | | | | | | | | | | |
| 35-44 | X | | | | | | | | | | | | | |
| 45-54 | X | | | | | | | | | | | | | |
| 55-64 | X | | | | | | | | | | | | | |
| Source of Outline Evidence to support judgements | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |

Every effort will be made to minimise impacts on service users through maximising use & availability of space where possible, provision of disabled parking, etc. The same services will aim to continue to be provided although reductions in opening hours may challenge this. A reliance on alternative means of non-wholly building based service delivery e.g. outreach, use of outdoor space, supported use of online services will continue.

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Inability of services delivering y Gaer to meet costs of revenue expenditure (expected to increase when new facility opens) with insufficient budget available. | Medium | Rigorous & realistic financial planning combined with operational model planning essential. | Medium |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Financial Services | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| The reduction of revenue funding available to support the future running costs of y Gaer will require a full review of what services can be offered and how, alongside a robust exploration of a range of income generation, cost deflation opportunities seeking potential means of mitigating a shortfall in funding. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Financial reporting

Please state when this Impact Assessment will be reviewed.

15. Sign Off

Page 7 of 4

| Position | Name | Signature | Date |
|-------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|---|--------------------------------------|------------------------|--------------|-----------------|------------|-------------------------|------------------|
| Service Area | Legal Scrutiny & Democratic Services | Head of Service | Clive Pinney | Director | Mark Evans | Portfolio Holder | Cllr James Evans |
| Proposal | | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduced spend on Members controllable expenditure | | | | | | | |
| <ol style="list-style-type: none"> 1. Reduce Members travel expenses by increased use of skype, car sharing, reduction in number of meetings. 2. Reduce Members photocopying budget by using ModernGov agenda management system. This allows Members to view agendas and documentation electronically, and will reduce the number of paper copies required. | | | | | | | |

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|------------|-----------------|------------------|
| 1 | Steve Boyd | Cabinet Manager | 23 October 2018 |
| 2 | Steve Boyd | Cabinet Manager | 14 February 2019 |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|---------|
| £ | £33,000 | £ | £ | £ | £33,000 |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|-----------------------------|---|
| Staff consultation required | Elected members were consulted prior to introduction of Moderngov |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

No

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | No impact | Neutral | N/A | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | No impact | Neutral | N/A | Neutral |
| Learning and skills We will strengthen learning and skills | No impact | Neutral | N/A | Neutral |
| Residents and Communities We will support our residents and communities | No impact | Neutral | N/A | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | No impact | Neutral | N/A | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Reducing the amount miles travelled by Members will positively contribute to reducing our carbon footprint. Reducing the amount of printing undertaken for Members will positively contribute to reducing our carbon footprint. | Good | | Good |

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| | | | | |
|--|--|---------|-----|---------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | No impact | Neutral | N/A | Neutral |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | No impact | Neutral | N/A | Neutral |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | No impact | Neutral | N/A | Neutral |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p> | All agendas are translated into Welsh and the Welsh version is available on ModernGov. | Neutral | N/A | Neutral |

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| | | | | |
|--|--|---------|-----|---------|
| <i>Opportunities to promote the Welsh language</i> | All agendas are translated into Welsh and the Welsh version is available on ModernGov. | Neutral | N/A | Neutral |
| <i>Welsh Language impact on staff</i> | No impact | Neutral | N/A | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | No impact | Neutral | N/A | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No impact | Neutral | N/A | Neutral |
| <i>Disability</i> | No impact | Neutral | N/A | Neutral |
| <i>Gender reassignment</i> | No impact | Neutral | N/A | Neutral |
| <i>Marriage or civil partnership</i> | No impact | Neutral | N/A | Neutral |
| <i>Race</i> | No impact | Neutral | N/A | Neutral |
| <i>Religion or belief</i> | No impact | Neutral | N/A | Neutral |
| <i>Sex</i> | No impact | Neutral | N/A | Neutral |
| <i>Sexual Orientation</i> | No impact | Neutral | N/A | Neutral |
| <i>Pregnancy and Maternity</i> | No impact | Neutral | N/A | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | No impact | Neutral | N/A | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | No impact | Neutral | N/A | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | No impact | Neutral | N/A | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | No impact | Neutral | N/A | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | No impact | Neutral | N/A | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | No impact | Neutral | N/A | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No impact | Neutral | N/A | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | No impact | Neutral | N/A | Neutral |
| Impact on Powys County Council Workforce | No impact | Neutral | N/A | Neutral |

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Source of Outline Evidence to support judgements

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|----------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

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9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|-------------|----------------------|
| Members not car sharing | Low | | Low |
| No reduction in the number of meetings | Low | | Low |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| Encouraging Members to car share and reducing the number of committee meetings as well as the membership will reduce the number of miles being claimed by Members. This will have a positive impact on the savings target. Continued use of ModernGov will help the Council to work towards reducing the Members photocopying budget as it will enable all agendas and attachments to be viewed electronically. | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

12. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|---|
| Monthly budget monitoring reports |

Please state when this Impact Assessment will be reviewed.

Annually

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------------------|
| Impact Assessment Lead: | Steve Boyd | | 14 February 2019 |
| Head of Service: | Clive Pinney | | |
| Director: | | | |
| Portfolio Holder: | CLlr James Evans | | |

14. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Portfolio Holder | |

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FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|--|------------------------|-------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | PPPP | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | PP01 – Concede Planning policy budget lines for advertising and printing | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| To contribute towards a 21% reduction in the Planning Policy budget (PP150) for 2019/20, it is proposed to remove the service area's budget lines for printing and advertising (newspaper notices) which total £6,500. LDP regulations no longer require statutory newspaper notices. | | | | | | | |

Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|--------|
| £0 | £6,500 | 0 | 0 | 0 | £6,500 |

Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|--|---------------------|
| No consultation required (please provide justification) | Justification – advertising to be undertaken by other means e.g. press releases, social media. Future printing needs will continue to be met internally (separate budget line) | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|-------------------------------------|--------|
| PP1V.1 | Peter Morris | Professional Lead – Planning Policy | 4-6-18 |
| | | | |

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4. Impact on Other Service Areas

| | | | |
|--|-----|--------------------------------------|-----|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| No impact on other services | | | |
| Service Area informed: | N/A | Contact Officer liaised with: | N/A |
| Mitigation | | | |
| N/A | | | |

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| Learning and skills We will strengthen learning and skills | Negligible impact | Good | No additional mitigation proposed | Neutral |
| Residents and Communities We will support our residents and communities | Advertising – stopping newspaper notices may impact on readership. (Note: LDP regulations no longer require newspaper notices) | Poor | Alternative advertising methods e.g. social media, press releases, direct mailing. | Good |

Source of Outline Evidence to support judgements

Officer assessment of impacts provided.

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Negligible impact | Neutral | No additional mitigation proposed | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | Negligible impact | Good | No additional mitigation proposed | Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Opportunities to promote the Welsh language</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Welsh Language impact on staff</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Disability</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Gender reassignment</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Marriage or civil partnership</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Race</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Religion or belief</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Sex</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Sexual Orientation</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Pregnancy and Maternity</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |

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Source of Outline Evidence to support judgements

Officer assessment of impacts provided.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Stopping newspaper notices will impact on that sector of the population that read such notices. | Poor | Alternative methods of communication will be used e.g. press releases, social media | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Impact on Powys County Council Workforce | Printing – will continue to be undertaken by internal print room | Neutral | No additional mitigation proposed | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Officer assessment of impacts provided. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| Advertising – utilise alternative methods | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--|----------------------|
| Printing – no risk, as internal printing of material will continue. Advertising – some readers of newspapers may expect to see notices which are no longer published. | Low | Printing – none Advertising – communicate alternative methods | Low |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | Yes |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| Await authorisation by Cabinet | 30/6/18 | | |
| Implement (budget reduced) | 1/4/19 | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | 30/6/18 |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Reduction in printing budget will have negligible impact. Newspaper notices have limited impact and are no longer required by LDP regulations so alternative forms of publicity and notification will continue. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

None

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Complaints monitoring and customer feedback

Please state when this Impact Assessment will be reviewed.

Position will be reviewed as part of the preparation of the future LDP delivery agreement.

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------|
| Impact Assessment Lead: | Peter Morris | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Martin Weale | | |

16. Governance

| | | | |
|-------------------------------|---------|----------------------|-----------|
| Decision to be made by | Cabinet | Date required | 30/6/2018 |
|-------------------------------|---------|----------------------|-----------|

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | PPPP | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | PP02 – Concede 1 x FTE Planning policy Administrative Officer Post (Grade 5) | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| To contribute towards a 21% reduction in the Planning Policy budget (PP150) for 2019/20, it is proposed to remove the 1 x FTE Planning Policy Administrative post (Grade 5). This post is a temporary post, funded to 31 st March 2019. | | | | | | | |

1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|---------|
| £0 | £26,430 | 0 | 0 | 0 | £26,430 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|--|---------------------|
| Staff consultation required | Justification – although the post is a temporary post, the post holder needs to be aware that the post will not be extended and also to seek advice on redundancy. | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|-------------------------------------|--------|
| PP2V.1 | Peter Morris | Professional Lead – Planning Policy | 4-6-18 |
| | | | |

Cyngor Sir Powys County Council

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4. Impact on Other Service Areas

| | | | |
|--|-----|--------------------------------------|-----|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| Administrative support to support the Planning policy service will be sought from elsewhere within Planning, Property and Public Protection. | | | |
| Service Area informed: | N/A | Contact Officer liaised with: | N/A |
| Mitigation | | | |
| N/A | | | |

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| Learning and skills We will strengthen learning and skills | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| Residents and Communities We will support our residents and communities | Negligible impact | Neutral | No additional mitigation proposed | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Officer assessment of impacts provided. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Negligible impact | Neutral | No additional mitigation proposed | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | Negligible impact | Neutral | No additional mitigation proposed | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Opportunities to promote the Welsh language</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Welsh Language impact on staff</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Disability</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Gender reassignment</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Marriage or civil partnership</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Race</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Religion or belief</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Sex</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Sexual Orientation</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Pregnancy and Maternity</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Officer assessment of impacts provided. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Impact on Powys County Council Workforce | Termination of the temporary post will directly impact on the post-holder, and there will be indirect impacts on other administrative staff who would support the planning policy service in the future. | Neutral | Inform staff member. Communicate need for on-going support. | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Officer assessment of impacts provided. |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| None. | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Service may require additional administrative support, especially during 'busy' periods. | Low | Plan for and communicate support needs. | Low |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | Yes |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-----------------|---------------|----------------|
| Await Cabinet Authorisation | 30/6/18 | | |
| Inform post-holder | 1/7/18 | | |
| Commence management of change | 1/10/18 | | |
| Implement | 1/4/19 | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | 30/6/18 |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Reduction of 1 x FTE Admin Officer post will require additional support from elsewhere within Planning, Property and Public Protection. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

None

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Admin support will continue to be reviewed and discussed at PPPP managers' meetings should any unforeseen issues arise.

Please state when this Impact Assessment will be reviewed.

N/A – the post is being removed.

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------|
| Impact Assessment Lead: | Peter Morris | | |
| Head of Service: | Ken Yorston | | |
| Strategic Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Martin Weale | | |

16. Governance

| | | | |
|-------------------------------|---------|----------------------|---------|
| Decision to be made by | Cabinet | Date required | 30/6/18 |
|-------------------------------|---------|----------------------|---------|

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---------------------|---|------------------------|-------------|---------------------------|-------------|-------------------------|-------------------|
| Service Area | PPPP | Head of Service | Ken Yorston | Strategic Director | Nigel Brinn | Portfolio Holder | Cllr Martin Weale |
| Proposal | PP03 – Income generation by the Planning Policy Service | | | | | | |

Outline Summary / Description of Proposal

The Planning Policy Service is not able to charge for the statutory duties that it undertakes on behalf of the Authority, however there is potential to generate an income by providing and charging for professional planning advice to:

1. Other service areas within the authority to support corporate priorities, such as the Council house-building programme, property investment / development opportunities, development management, or the Growing Mid Wales / Growth Deal; and to
2. Other authorities currently engaged in development plan preparation who require additional professional planning expertise.

The opportunity to generate an income is only considered possible in the short intervening period between the adoption of the first Local Development Plan (LDP) in April 2018 and the commencement of a replacement LDP anticipated in 3-4 years.

Unless income generation is pursued, a reduction in the planning policy budget of 21% will leave no option other than to make additional staff posts redundant with potential significant impacts on statutory duties. With fewer posts, the ability to generate income would not be possible either.

1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|-------------------------------------|--|
| £ tbd | £52,000 | 0 | 0 | (Note: Replacement LDP to commence) | £52,000 (i.e. £52,000 per annum target) |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|--|---------------------|
| No consultation required (please provide justification) | Justification – Staff within the team are fully informed and are aware of the need to generate income. | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------------|-------------------------------------|--------|
| PP3V.1 | Peter Morris | Professional Lead – Planning Policy | 4-6-18 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

| | | | |
|---|-----|--------------------------------------|-----|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| Any work undertaken for other services areas is likely to have a positive impact for those service areas because it will be providing them with additional professional planning support and Council-wide expertise e.g. Development Management, Council Housing, Property, Regeneration. | | | |
| The greatest potential impact will be on the planning policy service itself because supporting others must be managed with the service's on-going statutory requirements. Refer to risk section below. | | | |
| Service Area informed: | N/A | Contact Officer liaised with: | N/A |
| Mitigation | | | |
| N/A | | | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|---|--|
| The Economy We will develop a vibrant economy | <p><u>Work undertaken for internal services</u> will support the economy e.g. supporting development management, Council Housing, property all leads to development and commercial opportunities.</p> <p>Work undertaken to <u>support other authorities</u> is not likely to have a significant direct impact on the Powys economy, but has the potential to support the economy of Wales.</p> | Good | No additional mitigation proposed | Good |
| Health and Care We will lead the way in effective, integrated rural health and care | Depending on which service area is being supported and the work being undertaken, it may be possible to contribute to this priority. | Neutral | No additional mitigation proposed | Neutral |

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|---|--|
| Learning and skills We will strengthen learning and skills | By supporting other services, the potential exists to share and learn new skills with others. | Good | No additional mitigation proposed | Good |
| Residents and Communities We will support our residents and communities | By supporting others, there is a potential to impact on the planning policy service provided to the residents and communities of Powys. Supporting other internal services will potentially improve the authority's support for residents and communities. | Poor | Ensure website provides as much information as possible. Monitor position e.g. increase in complaints. | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Officer assessment of impacts provided. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Work undertaken for internal services will support the economy e.g. supporting development management, Council Housing, property all leads to development. Work undertaken to support other authorities is not likely to have a significant direct impact on the Powys economy, but has the potential to support the economy of Wales. | Good | No additional mitigation proposed | Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As planning policy professionals, our support and advice will always adhere to this goal. Depending on which service area is being supported and the work being undertaken, it may be possible to contribute to this goal. | Good | No additional mitigation proposed | Good |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Depending on which service area is being supported and the work being undertaken, it may be possible to contribute to this goal. | Neutral | No additional mitigation proposed | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Depending on which service area is being supported and the work being undertaken, it may be possible to contribute to this goal. | Good | No additional mitigation proposed | Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As planning policy professionals, our support and advice will always adhere to this goal in pursuit of the sustainable development principles. | Good | No additional mitigation proposed | Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Opportunities to promote the Welsh language</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Welsh Language impact on staff</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Disability</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Gender reassignment</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Marriage or civil partnership</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Race</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Religion or belief</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Sex</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Sexual Orientation</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |
| <i>Pregnancy and Maternity</i> | Unlikely to contribute directly to this goal. | Neutral | No additional mitigation proposed | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Source of Outline Evidence to support judgements |
|--|
| Officer assessment of impacts provided. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As planning policy professionals, our support and advice will always adhere to this goal. | Very Good | No additional mitigation proposed | Very Good |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | By supporting others, the service will be applying this principle. | Very Good | No additional mitigation proposed | Very Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | The extent of involvement undertaken will be a matter for the commissioning service. | Neutral | No additional mitigation proposed | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Depending on the work being undertaken, this principle will be applied. | Good | No additional mitigation proposed | Good |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | In supporting others, an integrated approach will be undertaken | Good | No additional mitigation proposed | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Unlikely to directly impact on this principle | Neutral | No additional mitigation proposed | Neutral |
| Impact on Powys County Council Workforce | <p>Undertaking work for other service areas will assist the workforce in other service areas by providing them with professional planning expertise.</p> <p>It will safeguard an experienced team of planning policy staff in readiness for the ongoing review and preparation of a replacement development plan to meet legislative requirements.</p> <p>However, supporting other services may impact positively or negatively upon individual staff within the planning policy team e.g. workload management may increase.</p> | Neutral | No additional mitigation proposed | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Officer assessment of impacts provided. | | | | |

8. Achievability of proposal?

| | | |
|------------------------------------|---|----------------------|
| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|------------------------------------|---|----------------------|

| | | |
|---|--------|--------|
| Medium | Medium | Medium |
| Mitigation | | |
| <p>The planning policy service has not previously sought to generate an income target so the achievement of the proposal is unknown. Assuming a future income target is set and not achieved, the only mitigation possible to meet a shortfall in budget would be to utilise an un-spent budget line if available or to make further posts redundant / reduce contracted hours. (See PP2 which proposes to make 1 x FTE Administrative Officer post redundant).</p> | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Planning policy service focus shifts to income opportunities and statutory core service duties (e.g. monitoring, housing land availability) may suffer / slip | Medium | <p>Prioritise planning policy service work first.</p> <p>Maintain existing staffing levels, but buy in / secure from elsewhere additional planning policy support if possible and budget allows.</p> <p>New ICT monitoring system being procured for Oct 2018 should increase monitoring efficiency.</p> <p>Training of planning policy staff e.g. GIS.</p> | Low |
| Ability to start a replacement LDP may take longer as the evidence base may not be as complete and as up to date as it would otherwise have been. | Medium | Seize joint working opportunities on evidence with others (internally or externally) if available. Note: this has not proven successful in the past despite our best endeavours. | Medium |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | Yes | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|----------------------|----------------|
| Await Cabinet authorisation | 30/6/18 | | |
| Develop / identify income opportunities | 1/7/18 | | |
| Commence income opportunities | 1/4/19 | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | 30/6/18 |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---------------------|----------|------------------------|-------------|-----------------|-------------|-------------------------|------------------|
| Service Area | Property | Head of Service | Ken Yorston | Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
|---------------------|----------|------------------------|-------------|-----------------|-------------|-------------------------|------------------|

| | |
|-----------------|--|
| Proposal | Cessation of Carbon Reduction in 2019-20 |
|-----------------|--|

Outline Summary / Description of Proposal

The Carbon Reduction Commitment will cease at the end of Phase 2 in 2018-19. This impact assessment therefore provides the impact of this change in legislation and resultant savings on the authority.

In the Spring Budget 2016, the Chancellor announced the closure of the CRC Energy Efficiency Scheme at the end of the financial year 2018-19. The annual budget figure of £252,850 therefore is not required from 2019-20. However it has been announced that the lost Government revenue as a result of the closure of the CRC scheme will be replaced by an increase in the Climate Change Levy (CCL) costs which the Council already pays on its utility bills. The initial information provided indicates that the CCL on all utility bills will increase the energy costs for the Council by £87k. The net saving for the Corporate Property budget when all costs/lost revenue is taken into account is £80k.

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Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £0 | £80k | | | | |

NB. These are recurring revenue savings

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|--|---------------------|
| No consultation required (please provide justification) | This is a Legislation change and PCC cannot influence. | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|-----------------|-------------------|------------|
| V1.1 | Gareth Richards | Energy Officer | 29/05/2018 |
| V1.2 | Natasha Morgan | Professional Lead | 08/06/2018 |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

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4. Impact on Other Service Areas

| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
|---|-----|--------------------------------------|---------------|
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| <p>The proposal will have a financial impact on services with a property portfolio within the Council. The increase in CCL costs for services will be negated by the distribution of the existing CRC budget. Details of financial effect are as follows: The school service will save approximately £87k in CRC allowances which schools pay annually to the corporate budget. In addition any increase in the Climate Change Levy will result in an increase in electricity costs for each service. However the increased costs to services will be negated by the redistribution of CRC budget to cover these increased costs. The net effect is that there will be £80k net saving.</p> | | | |
| Service Area informed: | Yes | Contact Officer liaised with: | Tracey Holder |
| Mitigation | | | |
| Finance officers informed. | | | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | No impact. | Neutral | | Neutral |
| No impact. | No impact. | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | No impact. | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | No impact. | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | The removal of the CRC may reduce the incentive to reduce Carbon emissions in the Councils building stock, however increased Climate Change Levy will negate this potential negative impact. | Neutral | | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | No impact. | Neutral | | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | No impact. | Neutral | | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | No impact. | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | No impact. | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No impact. | Neutral | | Neutral |
| <i>Opportunities to promote the Welsh language</i> | No impact. | Neutral | | Neutral |
| <i>Welsh Language impact on staff</i> | No impact. | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | No impact. | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No impact. | Neutral | | Neutral |
| <i>Disability</i> | No impact. | Neutral | | Neutral |
| <i>Gender reassignment</i> | No impact. | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | No impact. | Neutral | | Neutral |
| <i>Race</i> | No impact. | Neutral | | Neutral |
| <i>Religion or belief</i> | No impact. | Neutral | | Neutral |
| <i>Sex</i> | No impact. | Neutral | | Neutral |
| <i>Sexual Orientation</i> | No impact. | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | No impact. | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Knowledge of CRC legislation. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | The removal of the CRC may reduce the incentive to reduce Carbon emissions in the Councils building stock, however increased Climate Change Levy will negate this potential negative impact. | Neutral | | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | No impact. | Neutral | | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | No impact. | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | No impact. | Neutral | | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | No impact. | Neutral | | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | No impact. | Neutral | | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No impact. | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | No impact. | Neutral | | Neutral |
| Impact on Powys County Council Workforce | No impact. | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Knowledge of CRC legislation. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Government decides to reverse its decision. | Low | PCC cannot influence Government policy! | Low |
| Government increases CCL costs above initial increases provided | Low | PCC cannot influence Government policy! | Low |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | ✓ |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-------------|----------------------------|----------------|
| Adjust budgets for 2019-20 | April 2019. | Current CRC budget between | N/A |
| | | | |
| | | | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| There is little impact/ risk in moving forward with this proposal. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

N/A

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

None.

Please state when this Impact Assessment will be reviewed.

N/A

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-----------------|-----------|------------|
| Impact Assessment Lead: | Gareth Richards | | 29/05/2018 |
| Head of Service: | Ken Yorston | | |
| Director: | Nigel Brinn | | |
| Portfolio Holder: | Clr Phyl Davies | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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| | | | | | | | |
|---|----------------------------|------------------------|-------------|-----------------|-------------|-------------------------|------------------|
| Service Area | Strategic Property | Head of Service | Ken Yorston | Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
| Proposal | Disposal of Neuadd Maldwyn | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Further to a Portfolio Holder Report dated 11 December 2017 approving a review of the Council's office accommodation in the north, the Strategic Property team undertook stage 1 of the review and took the findings and resulting recommendations to Cabinet on 13th March 2018. Cabinet approved the recommendations. | | | | | | | |
| As per the approved recommendations, the project is now moving to Stage 2 during which, subject to establishing a cost effective alternative front line location in Welshpool, Neuadd Maldwyn will be closed at the earliest opportunity (recommendation no.1). | | | | | | | |

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Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £0 | 165,000 | | | | |

NB. These are recurring revenue savings

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| Consultation requirements will be confirmed once the final option for disposal of Neuadd Maldwyn (and therefore options for the relocation of staff) has been identified. | | |
| Choose an item. | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|------------------------------------|------------|
| 1 | Sarah Page | Strategic Property Project Manager | 06.06.2018 |
| 1.2 | Natasha Morgan | Professional Lead | 08/06/2018 |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

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4. Impact on Other Service Areas

| | | | |
|---|-----|--------------------------------------|--------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| Yes. The proposal has the potential to impact on services which currently operate from Neuadd Maldwyn. | | | |
| Service Area informed: | Yes | Contact Officer liaised with: | Affects several services |
| Mitigation | | | |
| Initial engagement meetings have been held with services and Stage 2 of the review will involve further engagement. | | | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|--|---|--|--|
| The Economy We will develop a vibrant economy | | Choose an item. | | Choose an item. |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| Health and Care We will lead the way in effective, integrated rural health and care | The North Office Review supports the Corporate Improvement Plan, the One Powys Plan and Vision 2025 priorities by seeking to ensure that working locations support staff in delivering services and that front-offices are accessible to service users. The review recommendations support the co-location of services, enabling them to be joined-up and to provide integrated support to service users. The review supports the underpinning 'making it happen' section of the Vision 2025, by providing the workforce with an agile and flexible environment, by prioritising residents and communities within the recommendations and by making the best use of our resources. | Good | | Choose an item. |
| Learning and skills We will strengthen learning and skills | As above | Good | | Choose an item. |
| Residents and Communities We will support our residents and communities | Whilst staff may locate away from Welshpool and this may have a negative impact on the town, depending on the end use of Neuadd Maldwyn, there could be a positive benefit for residents. | Neutral | All options for the future of Neuadd Maldwyn will be explored as well as options for staff to hot desk from Welshpool thereby maintaining a presence in the town | Good |

Source of Outline Evidence to support judgements

- Meetings with service representatives as part of the review have indicated that they require fit for purpose front-office accommodation in Welshpool and Newtown
- The Engage4Change group has been consulted and is supportive of the proposals
- Analysis of space utilisation at Neuadd Maldwyn indicates that the building is significantly under-utilised. The internal layout of the building is also very inefficient – with only 66% of the building being utilisable as office and meeting space, whilst 22% of the building consists of corridors and stairways

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|--|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>The project aims to ensure that Powys Offices are utilised efficiently. Neuadd Maldwyn is currently significantly underutilised and therefore does not support the ‘prosperous Wales’ well-being goal.</p> | <p>Good</p> | | <p>Choose an item.</p> |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | <p>The project aims to be an enabler to the Agile Working programme. As such, the intention is to ensure that staff are able to work where they need and when they need to. This will include the enablement of staff to work closer to home or to clients or sites and to therefore reduce the need to travel.</p> | <p>Good</p> | | <p>Choose an item.</p> |
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>The project aims to ensure that our front-line services are operated from buildings which are in the right location and which are fit for purpose.</p> | <p>Good</p> | | <p>Choose an item.</p> |

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| | | | | |
|---|--|---------|--|-----------------|
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | The project aims to ensure that our front-line services are operated from buildings which are in the right location for our communities and which are fit for purpose. | Good | | Choose an item. |
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | No impact | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No impact | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | No impact | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | No impact | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | No impact | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No impact | Neutral | | Choose an item. |
| <i>Disability</i> | No impact | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | No impact | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | No impact | Neutral | | Choose an item. |
| <i>Race</i> | No impact | Neutral | | Choose an item. |
| <i>Religion or belief</i> | No impact | Neutral | | Choose an item. |
| <i>Sex</i> | No impact | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | No impact | Neutral | | Choose an item. |

| | | | | |
|--------------------------------|-----------|---------|--|-----------------|
| <i>Pregnancy and Maternity</i> | No impact | Neutral | | Choose an item. |
|--------------------------------|-----------|---------|--|-----------------|

| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | The research stage of the project has discussed service needs for office and front-line accommodation in the county. | Good | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Officers are working with colleagues from across the council to ensure that the project aims and recommendations are joined up | Good | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Officers are working with colleagues from across the council to ensure that the project aims and recommendations are joined up | Good | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | The project research stage has considered multiple sources of information (financial, condition surveys, service need, facilities and IT need) in order to identify suitable recommendations | Neutral | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | n/a | Choose an item. | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | n/a | Choose an item. | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | n/a | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | n/a | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | Service representatives have been consulted throughout. Once the project recommendations are finalised staff will be consulted | Choose an item. | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| High | Medium | Medium |
| Mitigation | | |
| Engagement with staff and exploration of all options | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| There is a risk that there may not be interest from the market to purchase or lease Neuadd Maldwyn | High | Work with the Valuation Team in Strategic Property to market the property | Medium |
| There is a risk that there may not be a suitable alternative premises in Welshpool for Powys front line services to move to | Medium | Work with the Valuation Team in Strategic Property to market the property | Low |
| There is a risk that staff and the unions may not be supportive of the proposed changes | Medium | Continue to engage with staff and the unions | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | ✓ | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|--|--|----------------|
| Stage 2 of review | Summer 2018 | Final recommendation for the disposal of Neuadd Maldwyn | |
| Cabinet report | Ready by August 2018 for Cabinet in September 2018 | Final recommendation for the disposal of Neuadd Maldwyn approved | |
| Recommendation carried out | March 2019 | Achievement of income target | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | September 2018 |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------------------|---------|-----|-----|-----|---------|-----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project Manager | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | | | | | | |
| Valuation team marketing | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | | | | | | |
| Corporate Property Manager input | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | | | | | | |

NB. This will be covered from existing resource

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
|--|----------------------------------|--|

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Whilst there is possibly high impact on those staff currently located in Neaudd Maldwyn we are mitigating risk by engagement and by exploring all possible solutions within the town for hot desking. The progress of the agile working project will have a large impact on the success of this project.

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

Cabinet report and associated appendices March 2018

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Arrangements to be determined as part of Stage 2

Please state when this Impact Assessment will be reviewed.

During stage 2

15. Sign Off

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| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------|
| Impact Assessment Lead: | Natasha Morgan | | |
| Head of Service: | Ken Yorston | | |
| Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Phyl Davies | | |

16. Governance

| Decision to be made by | Choose an item. | Date required | |
|------------------------|-----------------|---------------|--|
| | | | |

FORM ENDS

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Impact Assessment (IA)

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|-------------------------------|------------------------|-------------|-----------------|-------------|-------------------------|------------------|
| Service Area | Strategic Property | Head of Service | Ken Yorston | Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
| Proposal | CIPFA Valuations re-tendering | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| We have been using District Valuation Services (DVS) for these statutory valuations (CIPFA) where we have to value around a third of our corporate estate every year for accounting purposes and have a budget of £80k each year to pay for this work. | | | | | | | |
| In order to make sure that we were obtaining best value for money, we carried out a re-tender exercise. The successful bidder came in less than the current budget and so we think we can reduce the £80k budget by £40k each year. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|------------|---------|---------|---------|-------|
| £0.00 | £40,000.00 | | | | |

NB. These are recurring revenue savings

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | N/A | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|----------------|-------------------|----------|
| Version 1.0 | Emma Gilchrist | Assistant Valuer | 04.06.18 |
| Version 1.2 | Natasha Morgan | Professional Lead | 08.06.18 |
| | | | |

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4. Impact on Other Service Areas

| | | | |
|--|-----|--------------------------------------|-----|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| There is no impact on any internal service area | | | |
| Service Area informed: | N/A | Contact Officer liaised with: | N/A |
| Mitigation | | | |
| N/A | | | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | No impact – previous and current contractors not Powys-based | Neutral | N/A | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | No impact | Neutral | N/A | Neutral |
| Learning and skills We will strengthen learning and skills | No impact | Neutral | N/A | Neutral |
| Residents and Communities We will support our residents and communities | No impact | Neutral | N/A | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Contracted service has not changed, only the |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | | Neutral | | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | | Neutral | | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | | Neutral | | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | | Neutral | | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | | Neutral | | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | | Neutral | | Neutral |
| <i>Opportunities to promote the Welsh language</i> | | Neutral | | Neutral |
| <i>Welsh Language impact on staff</i> | | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Neutral | | Neutral |
| <i>Disability</i> | | Neutral | | Neutral |
| <i>Gender reassignment</i> | | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | | Neutral | | Neutral |
| <i>Race</i> | | Neutral | | Neutral |
| <i>Religion or belief</i> | | Neutral | | Neutral |
| <i>Sex</i> | | Neutral | | Neutral |
| <i>Sexual Orientation</i> | | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | Saving money through re-tendering to procure the same service for a reduced cost to the authority, enabling savings targets to be met | Good | | Neutral |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | | Neutral | | Neutral |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | | Neutral | | Neutral |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | | Neutral | | Neutral |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | | Neutral | | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | Neutral | | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Neutral | | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| A thorough procurement exercise was undertaken to fully evaluate the tenders received and ensure the chosen provider is fully competent and has the required resources to fulfil the contract | | |

Cyngor Sir Powys County Council

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|---|----------------------|
| Failure of selected contractor to deliver service | Low | Thorough procurement exercise and contract monitoring | Low |
| Relationship with experienced previous 3 rd party contractor | Low | Fair and transparent procurement exercise | Low |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | ✓ |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-----------------|---------------|----------------|
| N/A | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| <p>There is no impact on Powys residents or Council service areas, as the contract was to provide the same level and terms of service delivery. Regarding cost there was internal resource required to conduct the re-tendering exercise but no out of pocket expense to the Council.</p> | |

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13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

None

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

The contract will be monitored throughout by Strategic Property officers

Please state when this Impact Assessment will be reviewed.

At point of next re-tendering, 2023

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|------------------|-----------|------|
| Impact Assessment Lead: | Natasha Morgan | | |
| Head of Service: | Ken Yorston | | |
| Director: | Nigel Brinn | | |
| Portfolio Holder: | CLlr Phyl Davies | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---------------------|--------------------|------------------------|-------------|-----------------|-------------|-------------------------|------------------|
| Service Area | Strategic Property | Head of Service | Ken Yorston | Director | Nigel Brinn | Portfolio Holder | Cllr Phyl Davies |
|---------------------|--------------------|------------------------|-------------|-----------------|-------------|-------------------------|------------------|

| | |
|-----------------|---|
| Proposal | Achievement of £170,000 additional income by March 2020 |
|-----------------|---|

Outline Summary / Description of Proposal

Corporate Property has purchased Ladywell House in Newtown. The property presents the opportunity to achieve the 3 benefits set out below. Benefit no. 3 is also linked with the Council Savings Programme, which requires that an additional income of £170,000 is achieved from Ladywell House during the financial year 2019/20 (by March 2020).

1. We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019.
2. We want to generate ~£200,000 / year additional income from April 2017, to support the council in achieving its corporate objectives and delivering sustainable services.
3. We want to increase our income generation opportunity from Ladywell House by at least £170,000 from April 2019 onwards, to support the council in achieving its corporate objectives and delivering sustainable services.

The Property is c.4229 sq. m, of which about 3000 sq. m is let out producing an income of c. £222,000 per annum. A further 1200 sq. m is vacant and available for letting. The total potential income is c. £403,000 per annum (as estimated by the selling agents).

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|---------|---------|---------|-------|
| £0 | £170,000 | | | | |

NB. These are recurring revenue savings

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--------------------------|-----------------------|---------------------|
|--------------------------|-----------------------|---------------------|

| | | |
|---------------------------|--|-----------------|
| No consultation necessary | | |
| Choose an item. | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|------------------------------------|------------|
| 1 | Sarah Page | Strategic Property Project Manager | 07.06.2018 |
| 1.2 | Natasha Morgan | Professional Lead | 08.06.2018 |
| | | | |

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4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| No | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019. | Very Good | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | No impact | Neutral | | Choose an item. |
| Learning and skills We will strengthen learning and skills | No impact | Neutral | | Choose an item. |
| Residents and Communities We will support our residents and communities | No impact | Neutral | | Choose an item. |

| Source of Outline Evidence to support judgements |
|--|
| |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019. | Good | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | No impact | Neutral | | Choose an item. |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | No impact | Neutral | | Choose an item. |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | No impact | Neutral | | Choose an item. |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | No impact | Neutral | | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | No impact | Neutral | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | No impact | Neutral | | Choose an item. |
| <i>Welsh Language impact on staff</i> | No impact | Neutral | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | No impact | Neutral | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No impact | Neutral | | Choose an item. |
| <i>Disability</i> | No impact | Neutral | | Choose an item. |
| <i>Gender reassignment</i> | No impact | Neutral | | Choose an item. |
| <i>Marriage or civil partnership</i> | No impact | Neutral | | Choose an item. |
| <i>Race</i> | No impact | Neutral | | Choose an item. |
| <i>Religion or belief</i> | No impact | Neutral | | Choose an item. |
| <i>Sex</i> | No impact | Neutral | | Choose an item. |
| <i>Sexual Orientation</i> | No impact | Neutral | | Choose an item. |
| <i>Pregnancy and Maternity</i> | No impact | Neutral | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019. | Good | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | n/a | Good | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Ongoing communication and engagement with tenants and the Regeneration team to ensure tenants and the business community are supported | Good | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | n/a | Neutral | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | n/a | Neutral | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | n/a | Neutral | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | n/a | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | n/a | Neutral | | Choose an item. |
| Impact on Powys County Council Workforce | none | Neutral | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Medium | Medium |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

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The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--|----------------------|
| Strategic programming of the works may enable vacant spaces to be filled more quickly than the project benefits require | Medium | Prepare the works programme with this opportunity in mind. Prepare a marketing strategy with incentives for early sign-up | Medium |
| Risk of not getting tenants into the building quickly enough (e.g. because we overestimated demand or because our rents are not competitive) | High | Consider getting tenants signed up on a speculative basis 'off-plan'. Prepare a marketing strategy with incentives for early sign-up | Medium |
| There is a risk that the specification that we draw up is not what the tenant market wants | Low | The design is flexible to ensure that the space can be adapted to tenant needs | Low |
| There is an opportunity to market the space and to use tenant feedback in the design and specification for the building | Medium | Marketing Strategy - in preparation | Medium |
| The works are not completed on time and the offices can't be let on time | High | Include for float in programme of works. Identify dependencies and include for float between them. | Medium |
| There is a risk of disruption to existing tenants from the refurbishment programme | High | Prepare a 'Roles & Responsibilities' document and share with team for comment - Complete | High |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | ✓ | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|---------------|------------------------|----------------|
| Tender | July 2018 | | |
| Tender award | August 2018 | | |
| Refurbishment | By April 2019 | | |
| Tenants move in | By March 2020 | Income target achieved | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| | | | | | | | | | | | | |
|--------------------------------------|------|------|------|------|------|------|--|--|--|--|--|--|
| Project Manager | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 | | | | | | |
| Valuation team marketing | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | | | | | | |
| HoWPS project management | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | | | | | | |
| HoWPS Designer | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | | | | | | |
| Strategic Property Professional Lead | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | | | | | | |

NB. These resources are already budgeted for.

12. Overall Summary and Judgement of this Impact Assessment?

| | |
|--|----------------------------------|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
| The generation of further income from this building will have a positive impact on the economy as businesses will have more space to move/ grow into. There is a medium risk of this project not coming to fruition by April 2019 as it is dependent on the refurbishment works being carried out in a timely fashion. | |

13. Is there additional evidence to support the Impact Assessment (IA)?

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| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| All project documents are on the Project SharePoint site and support this IA |

14. On-going monitoring arrangements?

| |
|---|
| What arrangements will be put in place to monitor the impact over time? |
| The IA will be listed on the Highlight Report, together with other supporting project documentation and will be periodically reviewed |
| Please state when this Impact Assessment will be reviewed. |
| Ongoing |

15. Sign Off

| Position | Name | Signature | Date |
|--------------------------------|------------------|-----------|------|
| Impact Assessment Lead: | Sarah Page | | |
| Head of Service: | Ken Yorston | | |
| Director: | Nigel Brinn | | |
| Portfolio Holder: | ClIr Phyl Davies | | |

16. Governance

Decision to be made by

Choose an item.

Date required

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|--|---|------------------------|--------------|-----------------|------------|-------------------------|-------------------|
| Service Area | Registration | Head of Service | Clive Pinney | Director | Mark Evans | Portfolio Holder | Cllr. James Evans |
| Proposal | Closure of Builth, Knighton, Llanidloes and Hay-on-Wye registration offices | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Powys Registration Service currently operates out of 10 part-time offices at Welshpool, Newtown, Machynlleth, Llanidloes, Llandrindod Wells, Builth Wells, Knighton, Brecon, Hay-on-Wye and Ystradgynlais. Due to under-utilisation, officer and travel costs the proposal is to close the part-time (appointment only) offices at Builth, Knighton, Llanidloes and Hay-on-Wye and informants to attend the registration offices at Llandrindod Wells, Newtown and Brecon instead. Further detailed review required. | | | | | | | |

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|------------------------------|----------|
| 1 | Suzanne Morgan | Registration Service Manager | 16/10/18 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £49k | £ | £ | £ | £ |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|---|---|
| No consultation required (please provide justification) | Data collected shows these offices are under-utilised and costly to run and there is capacity to undertake the appointments at the nearby main offices. |

4. Impact on Other Service Areas

| Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY |
|---|
| No |

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | Rent for the registration office is Offa's Dyke Centre raises income for the charity (raised recently to £600 requested for 19/20) | Neutral | We are no longer able to absorb this cost but we have allowed the centre to split their payment for a Civil Ceremonies Licence into two payments to lessen the financial burden upon them. | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | | Neutral | | Neutral |

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|---|--|
| Residents and Communities We will support our residents and communities | Informants may have to travel slightly further to access registration services. | Neutral | Instead of registration staff having to travel between outlying registration offices from Newtown, Brecon and Llandrindod Wells we will have the flexibility to allocate more time to appointments for customers at these offices. We will also be able to offer more flexible office hours, if necessary (e.g. during periods of higher death registrations) and where office accommodation allows. Informants may choose to access services across the border to directly register their events instead of doing them by declaration (for which we receive no payment for the registration or certificates therein issued) with ourselves, which would free up more time for Powys registrations (for which we do receive payment for the registration from the General Register Office and the cost of certificates issued). | Good |

Source of Outline Evidence to support judgements

Data collected from Zipporah booking system and anecdotal evidence

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|---|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | | Neutral | | Neutral |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | | Neutral | | Neutral |

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| | | | | |
|--|--|---------|--|---------|
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | | Neutral | | Neutral |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | | Neutral | | Neutral |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | | Neutral | | Neutral |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p> | | Neutral | | Neutral |
| <p><i>Opportunities to promote the Welsh language</i></p> | | Neutral | | Neutral |

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| | | | | |
|--|--|---------|--|---------|
| <i>Welsh Language impact on staff</i> | | Neutral | | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | | Neutral | | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Neutral | | Neutral |
| <i>Disability</i> | | Neutral | | Neutral |
| <i>Gender reassignment</i> | | Neutral | | Neutral |
| <i>Marriage or civil partnership</i> | | Neutral | | Neutral |
| <i>Race</i> | | Neutral | | Neutral |
| <i>Religion or belief</i> | | Neutral | | Neutral |
| <i>Sex</i> | | Neutral | | Neutral |
| <i>Sexual Orientation</i> | | Neutral | | Neutral |
| <i>Pregnancy and Maternity</i> | | Neutral | | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Anecdotal evidence |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | Neutral | | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | | Neutral | | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Neutral | | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | Neutral | | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Neutral | | Neutral |
| Preventing Poverty: | | | | |
| Prevention, including helping people into work and mitigating the impact of poverty. | | Neutral | | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Neutral | | Neutral |
| Impact on Powys County Council Workforce | Staff whose base is Llanidloes (2 relief staff members) would have their base moved to the nearest registration office at Newtown. | Neutral | Discussions with members of staff affected. | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Anecdotal Evidence |

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|--|-----------------|----------------|
| Low | Low | Low |
| Mitigation | | |
| Under-utilisation of these offices demonstrates the low impact closure would have on these communities | | |

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9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| There is a set process in place which needs to be undertaken with the General Register Office to complete the closure of these outlying offices which once completed would demonstrate successful implementation of the proposed change. | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|---|----------------------|
| Delay between physical closure of offices and the General Register Office update to the Registration Online system | Low | Superintendent Registrar would hold all stock for the closed registration offices until GRO confirm closure on system | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | ✓ |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|--|---------------------------|
| We have a statutory requirement to offer appointments for our residents to register life events; births within 42 days and deaths within 5 days. We currently offer appointments across the county from our part-time main offices at Welshpool, Newtown, Llandrindod Wells, Brecon and Ystradgynlais and our "appointment only" outlying stations at Machynlleth, Llanidloes, Builth Wells, Knighton and Hay on Wye. Continuous office utilisation exercises have shown that the outlying offices are being under-utilised and proving costly to run; in some main offices there was capacity for more appointments to be made. Where necessary, we would offer more flexible office hours in our main offices (e.g. during periods of high death registrations) where office accommodation allows. | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| No |

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12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

The Registration Service Manager would monitor any impact the changes would have as part of the Annual Performance Review undertaken for the General Register Office and which is submitted to the GRO Compliance Officer for scrutiny.

Please state when this Impact Assessment will be reviewed.

Regularly

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------|
| Impact Assessment Lead: | Suzanne Morgan | | |
| Head of Service: | Clive Pinney | | |
| Director: | Mark Evans | | |
| Portfolio Holder: | Cllr. James Evans | | |

14. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|---|---|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Additional Learning needs – Other, Increased Income Targets and Uniform Grant | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Cease uniform grant and achieve income from ALN (sensory, psychology and welfare services) (16k Uniform Grant, 30k income generation targets for services). | | | | | | | |
| The below impact assessment is in relation to the removal of the uniform grant only. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| | | | | | |
|---------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £46k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|---|---------------------|
| No consultation required (please provide justification) | Justification – PCC have only committed to this for one year. | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|----------------------|------------------|----------|
| Version 1.1 | Jo Cassey/Alec Clark | Head of Learning | 06/09/18 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
|---|-----|--------------------------------------|--------------|
| Removes the administration element for Income & Awards. | | | |
| Service Area informed: | Yes | Contact Officer liaised with: | Katie Morgan |
| Mitigation | | | |
| | | | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | This will impact on low income families | Poor | Advise schools to review their school uniform policy to ensure that any distinctive clothing items can be purchased as cost effective as possible, and includes opportunity for re-use scheme. | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | See above | Poor | See above | Neutral |
| Learning and skills We will strengthen learning and skills | See above | Poor | See above | Neutral |
| Residents and Communities We will support our residents and communities | Inability to purchase the set uniform may contribute to stigmatisation | Poor | Advise schools to be sensitive to individual financial circumstances when enforcing uniform policy | Neutral |

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Source of Outline Evidence to support judgements

Schools Service Management Team meeting minutes.

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Neutral | N/A | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | N/A | Neutral |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | N/A | Neutral | N/A | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Inability to purchase the set uniform may contribute to stigmatisation. | Poor | Advise schools to be sensitive to individual financial circumstances when enforcing uniform policy | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above | Poor | As above | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Neutral | N/A | Neutral |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | N/A | Neutral |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | N/A | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | N/A | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | N/A | Neutral |
| <i>Disability</i> | N/A | Neutral | N/A | Neutral |
| <i>Gender reassignment</i> | N/A | Neutral | N/A | Neutral |
| <i>Marriage or civil partnership</i> | N/A | Neutral | N/A. | Neutral |
| <i>Race</i> | N/A | Neutral | N/A. | Neutral |
| <i>Religion or belief</i> | N/A | Neutral | N/A. | Neutral |
| <i>Sex</i> | N/A | Neutral | N/A. | Neutral |
| <i>Sexual Orientation</i> | N/A | Neutral | N/A. | Neutral |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | N/A. | Neutral |

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Source of Outline Evidence to support judgements

Schools Service Management team meeting minutes.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | N/A | Neutral | N/A | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | N/A | Neutral | N/A | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | N/A | Neutral | N/A | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | N/A | Neutral | N/A | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | N/A | Neutral | N/A | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | This will impact on low income families | Poor | Advise schools to review their school uniform policy to ensure that any distinctive clothing items can be purchased as cost effective as possible, and includes opportunity for re-use scheme. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | N/A | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | N/A | Neutral |
| Impact on Powys County Council Workforce | Removes the administration element for Income & Awards. | Good | N/A | Good |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| N/A | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Low | N/A | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Low | Support to schools will continue at current level | Low |
| Impact on learner outcomes | Low | Savings will be achieved from areas not impacting on learner outcomes | Low |
| Failure to maximise grant and other funding opportunities | Low | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | N/A | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|----------------------|----------------|
| Cease uniform grant | April 2019 | Saving of £16,000 | Cease grant |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | Yes | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
|--|----------------------------------|--|

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The decision was made to cease the uniform grant as a cost saving to contribute towards the Local Authority savings for 2019/20. The impact to the Local Authority in terms of workforce and knowledge is low but there is a certain reputational risk as this will impact on the lowest income families. There is a Welsh Assembly Government grant in the current finance year (2018/19) however, there is no guarantee that this funding will continue in subsequent years.

This impact assessment is purely based on the uniform grant element of SCP01 and not the income generation element.

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

No

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Correspondence from and contact with schools and parents will be monitored through the Education Welfare Service, with updates provided to SSMT.

Please state when this Impact Assessment will be reviewed.

September 2019

15. Sign Off

| Position | Name | Signature | Date |
|----------------------------------|---------------|-----------|----------|
| Senior Manager – ALN & Inclusion | Imtiaz Bhatti | | 06/09/18 |
| | | | |
| | | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Portfolio Holder | |

FORM ENDS

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Schools central budgets, school houses, howps advice, R & M, maternity | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |

There are a number of other very small budgets under Central Services that are used to cover costs such as Net Maternity Costs, other Supply, Asset Management support from HoWPS. It is proposed that these budgets are removed or significantly reduced as detailed below over the three year period commencing April 2019.

The impact of these proposals will place additional pressure on individual Schools Delegated and other budget areas, however it is expected that the recently introduced mutual supply insurance scheme will from 2019-20 be robust enough to include cover for maternity provision in line with the policy offered by Pembrokeshire who are supporting the service in the development of the policy

The remaining budget in this area largely relates to the provision of entertainment and performance licences for schools together with a payment for the provision of ICT support to Primary and Special Schools which is currently subject to a review be lead by Eurig Towns and Gareth Jones

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Efficiency Calculation Misc. Central Services.

| | 2019- 20 | 2020- 21 | 2021- 22 | 2022- 23 | Total |
|----------------------------------|-------------|-------------|-------------|-------------|------------|
| Central Services Staff | | | | | |
| Maternity Cover (Net) | 18 | 18 | | | 36 |
| Asset Management (HoWPS) | 15 | 15 | | | 30 |
| School Houses | 4 | | | | 4 |
| Schools R & M Centrally Retained | 49 | | | | 49 |
| Total | 86 | 33 | 0 | 0 | 119 |

1. Profile of savings delivery (if applicable)

| | | | | | |
|---------------|--|--|--|--|--|
| FY1920 - £86k | | | | | |
|---------------|--|--|--|--|--|

2. Consultation requirements

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| Consultation Requirement | Consultation deadline | Feedback considered |
|------------------------------|--|---------------------|
| Public consultation required | This would be undertaken as part of the fair funding formula and SLA reviews | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|--------------------------|-----------------------------------|---------------------------|
| Version 1.1 | Jo Cassey / Gareth Jones | Senior Manager – Central Services | 28 th May 2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

The proposals will have some impact on individual schools budgets

| | | | |
|-------------------------------|--|--------------------------------------|-----|
| Service Area informed: | None Yet – All Schools need to be consulted with | Contact Officer liaised with: | TBC |
|-------------------------------|--|--------------------------------------|-----|

Mitigation

Need to include the rationale for the reduction in these budgets as part of the consultation on the review of the fair funding formula and delegation levels.

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|---|---|
| The Economy We will develop a vibrant economy | As the proposal will only impact on internal resources, it is not expected to be material in any school. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | As the proposal will only impact on internal resources, it is not expected to be material in any school. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Learning and skills We will strengthen learning and skills | As the proposal will only impact on internal resources, it is not expected to be material in any school. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Residents and Communities We will support our residents and communities | As the proposal will only impact on internal resources, it is not expected to be material in any school. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management Team meeting minutes and support business case. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

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| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As the proposal will only impact on internal resources, it is not expected to be material in any school. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Neutral | As above. | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Neutral | As above. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Neutral | As above. | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Neutral | As above. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As above. | Neutral | As above. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | As above. | Neutral | As above. | Neutral |
| <i>Welsh Language impact on staff</i> | As above. | Neutral | As above. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Neutral | As above. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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Source of Outline Evidence to support judgements

Schools Service Management team meeting minutes and business case

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will only impact on internal resources, it is not expected to be material in any school. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above. | Neutral | As above. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Neutral | As above. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Neutral | As above. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes and business case | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| Consultation with schools as part of the fair funding formula and budget review | | |

Cyngor Sir Powys County Council

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Medium | Need to support provision of school to school support | Low |
| Impact on learner outcomes | Low | Savings will be achieved from areas not impacting on learner outcomes | Low |
| Failure to maximise grant and other finding opportunities | Low | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

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| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|------------------|----------------------|--|

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FORM ENDS

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| | | | | | | | |
|--|-----------------------------|------------------------|------------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Alec Clark | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Schools Service Restructure | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Review staff teams and amalgamate | | | | | | | |

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1. Profile of savings delivery (if applicable)

| | | | | | |
|----------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £250k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------------|---------------------|
| Staff consultation required | 15 th March 2019 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|----------------|---------------------------------------|---------|
| Version 1.2 | Marianne Evans | Senior Manager Schools Transformation | 12-2-19 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

| | | | |
|--|-----|--------------------------------------|-----------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| Passenger Transport Unit Corporate Insight | | | |
| Service Area informed: | Yes | Contact Officer liaised with: | John Forsey /Diane Reynolds |
| Mitigation | | | |
| Both services can accommodate proposed changes | | | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | The proposal builds capacity into the Schools Transformation Team which will enable the schools capital programme to be delivered more effectively and efficiently. This programme has significant economic and community benefits. | Good | | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | n/a | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | The proposal will ensure that there is a strong team to deliver the Learning and Skills Priority in Vision 2025 | Good | | Neutral |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| Residents and Communities We will support our residents and communities | The proposal builds capacity into the Schools Transformation Team to deliver the Schools Reorganisation Programme, which has a strong focus on early engagement with schools and their communities. | Good | | Neutral |

Source of Outline Evidence to support judgements

Schools Organisation Policy and Delivery Plan and 21st C Schools Programme

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | <p>As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area.</p> | <p>Neutral</p> | <p>The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals</p> | <p>Neutral</p> |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | <p>As above.</p> | <p>Neutral</p> | <p>As above.</p> | <p>Neutral</p> |
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>As above.</p> | <p>Neutral</p> | <p>As above.</p> | <p>Neutral</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>As above.</p> | <p>Neutral</p> | <p>As above.</p> | <p>Neutral</p> |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Neutral | As above. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | The Service uses both languages in its operation with staff who are fluent in both. | Good | As above. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | As above. | Good | As above. | Neutral |
| <i>Welsh Language impact on staff</i> | As above. | Good | As above. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | n/a | Neutral | As above. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | A more efficient Service will help support children and young people. | Good | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management team meeting minutes. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above. | Neutral | As above. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Neutral | As above. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Neutral | As above. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | In any engagement with school communities, the voice of all children and young people are heard, including young carers | Neutral | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | Some staff in the Service will be affected through this restructure. However, there will also be more opportunities through the expansion of the Schools Transformation Taam | Neutral | The restructuring will be carried out in accordance with the Council's Management of Change Policy and staff will be supported throughout. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|--|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| The restructuring will be carried out in accordance with the Council's Management of Change Policy and staff will be supported throughout. | | |

Cyngor Sir Powys County Council

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Medium | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Medium | Need to support provision of school to school support | Low |
| Impact on learner outcomes | Low | Savings will be achieved from areas not impacting on learner outcomes | Low |
| Failure to maximise grant and other finding opportunities | Medium | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

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10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------------------|---------------------------------------|----------------------|
| Staff consultation completed | 15 th March 2019 | Views of staff inform final structure | New structure agreed |
| Posts filled | 1 st April 2019 | Structure operational | |
| | | | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| n/a | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
|--|----------------------------------|--|

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



Restructuring the Schools Service is of low risk and will ensure that the Service is fit for purpose to deliver its key objectives. An efficiency of £250k will also be achieved.

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

Business Case

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

The new structure and its effectiveness will be reviewed in a year.

Please state when this Impact Assessment will be reviewed.

1st March 2020

15. Sign Off

| Position | Name | Signature | Date |
|---------------------------------------|----------------|-----------|----------|
| Senior Manager Schools Transformation | Marianne Evans | | 13/02/19 |
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|----------|
| Decision to be made by | Portfolio Holder | Date required | 13/02/19 |
|-------------------------------|------------------|----------------------|----------|

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Schools central & Transformation budgets | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Review staff teams and amalgamate | | | | | | | |

Page 885

1. Profile of savings delivery (if applicable)

| | | | | | |
|----------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £200k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--------------------------|-----------------------|---------------------|
| Choose an item. | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|--------------------------|-----------|------|
| Version 1.1 | Jo Cassey / Gareth Jones | | |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Service Area informed: **Contact Officer liaised with:**

Mitigation

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management Team meeting minutes. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Neutral | As above. | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Neutral | As above. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Neutral | As above. | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Neutral | As above. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As above. | Neutral | As above. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | As above. | Neutral | As above. | Neutral |
| <i>Welsh Language impact on staff</i> | As above. | Neutral | As above. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Neutral | As above. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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Impact Assessment (IA)

The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

Schools Service Management team meeting minutes.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above. | Neutral | As above. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Neutral | As above. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Neutral | As above. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Medium | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Medium | Need to support provision of school to school support | Low |
| Impact on learner outcomes | Low | Savings will be achieved from areas not impacting on learner outcomes | Low |
| Failure to maximise grant and other finding opportunities | Medium | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

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Impact Assessment (IA)

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| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|-------------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|-------------------------|----------------------|--|

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---------------------|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Schools Early Years | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |

The authority has a statutory requirement to provide a minimum of 10 hours per week of pre-school foundation phase education to all children from the start of the term following his / her third birthday until he / she commences school on a full time basis, normally at the start of the school year following his / her fourth birthday.

As part of the change of age of admission process in September 2017, which resulted in a net annual revenue saving of £1,250,000, the cabinet approved that the authority should provide above the statutory minimum of 10 hours; and from September 2017 parents can currently access 12.50 hours of pre-school foundation phase education through a network of 80 funded settings spread geographically across the authority.

Welsh Government has commenced the roll out of an extended childcare and education provision from September 2017 and by September 2020 all working parents of 3 and 4 year old children will be entitled to access extended childcare / foundation phase education of 30 hours per week for up to 48 weeks of the year. The authority has received confirmation that provision will be rolled out in Powys on a phased basis commencing in January 2019.

Of the current 80 settings funded in Powys, around 55 are delivered in schools, representing just over 60% of the total number of places offered; the remaining places are delivered from other CIW registered community and childcare facilities across the authority.

Welsh Government have confirmed that the funding level for the additional hours will be at £4.50 per hour, which is above the authority's current average funding level for the foundation phase and that if the authority reduced the funded hours from 12.5 to 10 in respect of the pre-school foundation phase provision the new funding would be available for the remaining 20 hours per week.

As a result of this extension of provision the two following efficiencies are proposed:

1. That consultation is undertaken with contracted settings to reduce the funded pre-school foundation phase education provision from 12.5 hours per week to 10.0 hours per week from the 1st September 2019, or the date the extended child care provision is rolled out in their catchment if later.
2. That settings delivering the extended childcare in a school setting are required to pay an agreed rent for the additional childcare hours that are funded directly by Welsh Government.

Estimates of efficiencies achieved from both proposals are summarised below. Consideration will be required to consider how the additional income achieved through rental income (proposed in bullet point 2 above) is accounted for between the service and the individual school through their schools delegated budget; this will need to be considered as part of the current review of the Fair Funding Formula and the Scheme for the Financing of Schools which is being led by the finance service.

Page 897 The service has just commenced a review of the usage and resulting capacity of all its schools and as part of this exercise the actual use of the facilities in schools by early years settings will be identified by the end of May 2018.

The implementation of the extended childcare provision will have a positive impact on the number of part and full time posts available through the network of settings across the authority.

| Estimated Early years Income / Reduced Budget | | | | | | | | | |
|---|--------------------|----------------------|-----------------------------------|----------------------|-------------------------------|----------------|----------------|---------------|----------------|
| Year group | Number of Settings | Rent / cost per Hour | Number of Annual Hours Chargeable | Percentage Reduction | Annual Fee / Budget reduction | 2019-20 | 2020-21 | 2021-22 | Total |
| Reduction in Funding re FP pre school education | | | | 30% | 1,953,000 | 130,200 | 260,400 | | 390,600 |
| Rent re pre School provision | 55 | 7.5 | 1,060 | | 437,250 | 145,750 | 145,750 | 145,750 | 437,250 |
| Additional Property Costs (10 weeks) | 55 | 10 | 300 | | (165,000) | (55,000) | (55,000) | (55,000) | (165,000) |
| Total | | | | | | 220,950 | 351,150 | 90,750 | 662,850 |

Although the proposals includes the reduction in the level of Foundation Phase pre School Education, this reduction is replaced by funded childcare provision for the children of working families and therefore if managed and communicated correctly it should be welcomed by the funded settings as the overall funding level will be at a higher level than currently provided and therefore has limited Financial, Legal, Political or reputational risk,

The greatest risk from this proposal relates to the reduction in the level of pre-school foundation phase education provision to those families where the parents are not in or cannot access employment and whose children will therefore not be entitled to access the extended provision.

Narrowing the impact of the poverty gap in terms of education outcomes is a Powys, Welsh and National target and the expected differential in the available services between the two groups will potentially extend and not narrow the gap.

As the programme is rolled out across Powys it is essential that options are discussed through multi agency work on how the authority can collectively support children from these families to access extended pre-school support and education.

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1. Profile of savings delivery (if applicable)

| | | | | | |
|----------------|--|--|--|--|--|
| FY1920 - £221k | | | | | |
|----------------|--|--|--|--|--|

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--|-----------------------|---------------------|
| Public and Staff consultation required | T B A | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|--------|-----------|------|
|---------|--------|-----------|------|

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Impact Assessment (IA)

The integrated approach to support effective decision making



| | | | |
|-------------|--------------------------|----------------------------------|---------------------------|
| Version 1.1 | Jo Cassey / Gareth Jones | Senior Manager – Central Service | 28 th May 2018 |
| | | | |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

| | | | |
|---|------|--------------------------------------|-----------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| The proposal runs directly alongside the Welsh Governments Proposal to extend funded childcare places for children aged 3 & 4 from working families. | | | |
| Service Area informed: | CYPP | Contact Officer liaised with: | Shelley Davie / John Haddon |
| Mitigation | | | |
| This efficiency is being proposed as it will be largely offset by increased funding for childcare places from WG | | | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|--|--|
| The Economy We will develop a vibrant economy | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area, with the exception of those children from the more deprived families. | Good | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals and in particular those learners from disadvantaged families | Very Good |
| Health and Care We will lead the way in effective, integrated rural health and care | As Above | Good | As Above | Very Good |
| Learning and skills We will strengthen learning and skills | As Above | Good | As Above | Very Good |
| Residents and Communities We will support our residents and communities | As Above | Good | As Above | Very Good |

| Source of Outline Evidence to support judgements |
|---|
| Welsh Government papers on the roll out of the Extended Childcare provision for working families. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As the proposal will provide upto 30 hours Childcare / FP education provision for families of 3 & 4 Year olds, it will reduce the child care costs for these families while extending the number of jobs required in the caring area | Good | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals and in particular those learners from disadvantaged families | Very Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Good | As above. | Very Good |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Good | As above. | Very Good |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Good | As above. | Very Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Good | As above. | Very Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As above. But with the promotion of Welsh Language early years provision as detailed in the WESP | Good | As above. | Very Good |
| <i>Opportunities to promote the Welsh language</i> | As above. | Good | As above. | Very Good |
| <i>Welsh Language impact on staff</i> | As above. | Good | As above. | Very Good |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Good | As above. | Very Good |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

Welsh Governments Papers on the benefits of the extended Childcare programme

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above. | Neutral | As above. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Neutral | As above. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Neutral | As above. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Medium | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Medium | Need to support provision of school to school support | Low |
| Impact on learner outcomes | Low | Savings will be achieved from areas not impacting on learner outcomes | Low |
| Failure to maximise grant and other finding opportunities | Medium | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|-------------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|-------------------------|----------------------|--|

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FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | EIG Grant - Schools School Improvement | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Remove additional funding provided in 2018-19 and reduce the level of match funding to be in line with other authorities within the ERW Consortia of around 10%. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| | | | | | |
|----------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £675k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|--------------------------|-----------|------|
| Version 1.1 | Jo Cassey / Gareth Jones | | |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| None | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | Impact on options for Post-16 provision. | Poor | Transformation programme will need to focus on Post 16 provision across the County. | Poor |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

Source of Outline Evidence to support judgements

Schools Service Management Team meeting minutes.

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Neutral | As above. | Neutral |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Neutral | As above. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Neutral | As above. | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Neutral | As above. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As pupils are travelling to England for Post-16 provision, we are decreasing the options possible for Welsh medium provision and Welsh medium pupils are unable to continue their studies through the medium of their choice. | Poor | Transformation agenda needs to consider the needs of Welsh medium pupils. | Poor |
| <i>Opportunities to promote the Welsh language</i> | As above. | Neutral | As above. | Neutral |
| <i>Welsh Language impact on staff</i> | As above. | Neutral | As above. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Neutral | As above. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management team meeting minutes. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above. | Neutral | As above. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Neutral | As above. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Neutral | As above. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Medium | Medium |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Medium | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Medium | Need to support provision of school to school support | Low |
| Impact on learner outcomes | Medium | Savings will be achieved from areas not impacting on learner outcomes | Medium |
| Failure to maximise grant and other finding opportunities | Medium | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|---|----------------|
| Allocate the EIG provision for 2018-19 | May 2018 | Effective delegation and retention resulting in improved outcomes for pupils. | SSMT |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| School data for Post-16 qualifications 2018-19. |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Challenge advisor visits with focus on Post 16 standards and provision. |
| Please state when this Impact Assessment will be reviewed. |
| April 2019. |

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|------------------|----------------------|--|

FORM ENDS

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Cyngor Sir Powys County Council

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|------------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Alec Clark | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Efficiencies of £298k (from a total budget for 19/20 £1.354 million) need to be found from the 19-20 ALN out of county budget. This will be done through reducing the number of pupils with additional needs being placed in schools out of the county. | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |

Pupil with additional learning needs are placed in an out of county provision for number of different reasons. Firstly, due to social reasons such as unavailability of foster carers in Powys and secondly as a result of unavailability of specialist education provision in the county. Both of these need to be addressed. The efficiency target will be achieved only if we can educate more Powys pupils with additional needs in Powys.

The current budget for out of county placements is £1.354 million this supports 25 pupils (August 2018) in out of county placements

Excellent *localised* additional learning needs provision for *local* pupils is a principle of the Powys ALN transformation and Inclusion Programme 2018-2021. The Powys ALN and Inclusion Transformation Programme 2018-2021 has a number of work streams within it that impact on this such as the development of the behaviour, emotional and social support for pupils and the role of specialist centres. The Powys ALN Transformation Programme 2018-2021 also has a number of areas of work linked to it that will impact on the efficiencies in the medium term such as the 21st Century Schools Programme.

Dependencies;

- 1- Better decision-making between Education and Social Care when we place pupils out of county. This has already begun under the current senior management structures within the council and the new ALN and Inclusion central team. This will and has had an immediate impact
- 2- The rebuilding of some of our special schools is part of the 21st Century Schools Programme and this includes the re-development of Brynllwarch and Cadewain Special Schools. This programme is being scoped under a broader footing which includes ALN needs and provision for pupils across the county. The development of a residential provision and the co-location of the Pupil referral unit are also being considered as part of this, increasing support for pupils in Powys
- 3- The seeing through of the of the Powys ALN and Inclusion transformation programme 2018-21 with the key principles of improving support in localities.

The saving is based on pupils exiting the education system at the end of schooling and no new Powys pupils with Additional Learning Needs being placed in out of the county provision. As pupils leave the education system and no new pupils are placed in out of county provision there will be a reduction in the spend. It needs to be appreciated this is a highly challenging because in emergency situations social care may be forced to place pupils in out of county foster care or there may be no alternative but to place a pupil in out of county specialist education due to their needs. Therefore, the proposal is to reduce the amount of spend on out of county placements by proportion of the total cost of the pupils leaving this type of provision in a given year.

In 2019/20 this strategy will enable us to efficiencies of £298K. Further efficiencies will be made in future years. Further projections will be communicated as identified

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1. Profile of savings delivery (if applicable)

| | | | | | |
|----------------|--|--|--|--|--|
| 2019/20 -£298k | | | | | |
|----------------|--|--|--|--|--|

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|---------------|------------------------------------|-------------------------------|
| Version 1.1 | Imtiaz Bhatti | Senior Manager – ALN and Inclusion | 15 th October 2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Non

Service Area informed: **Contact Officer liaised with:**

Mitigation

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|--|--|---|
| The Economy We will develop a vibrant economy | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area | Good | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals and in particular those learners from disadvantaged families | Very Good |
| Health and Care We will lead the way in effective, integrated rural health and care | As Above | Good | As Above | Very Good |
| Learning and skills We will strengthen learning and skills | As Above | Good | As Above | Very Good |
| Residents and Communities We will support our residents and communities | As Above | Good | As Above | Very Good |

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| Source of Outline Evidence to support judgements |
|--|
| Senior Management Team Meetings. |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area | Good | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals and in particular those learners with additional needs | Very Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Good | As above. | Very Good |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Good | As above. | Very Good |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Good | As above. | Very Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Good | As above. | Very Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As above. | Good | As above. | Very Good |
| <i>Opportunities to promote the Welsh language</i> | As above. | Good | As above. | Very Good |
| <i>Welsh Language impact on staff</i> | As above. | Good | As above. | Very Good |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Good | As above. | Very Good |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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| Source of Outline Evidence to support judgements |
|--|
| Senior Management Team meetings |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | As above. | Neutral | As above. | Neutral |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | As above. | Neutral | As above. | Neutral |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | As above. | Neutral | As above. | Neutral |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | As above. | Choose an item. | As above. | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | As above. | Neutral | As above. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Low | Need to support provision of school to school support | Low |
| Impact on learner outcomes | Low | Savings will be achieved from areas not impacting on learner outcomes | Low |
| Failure to maximise grant and other finding opportunities | Low | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|----------------------|----------------|
| Implementation | 2018/18 | | |
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Non | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
|--|----------------------------------|--|

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| No |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | |
|-------------------------------|------------------|----------------------|
| Decision to be made by | Portfolio Holder | Date required |
|-------------------------------|------------------|----------------------|

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|------------------------|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Schools Central Budget | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Central redundancy budget that funds school redundancy costs | | | | | | | |

Page 931

1. Profile of savings delivery (if applicable)

| | | | | | |
|----------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £236k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--------------------------|-----------------------|---------------------|
| Choose an item. | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|--------------------------|-----------|------|
| Version 1.1 | Jo Cassey / Gareth Jones | | |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Service Area informed: **Contact Officer liaised with:**

Mitigation

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|---|---|
| The Economy We will develop a vibrant economy | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | | Neutral | | Neutral |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management Team meeting minutes. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Neutral | As above. | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Neutral | As above. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Neutral | As above. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Neutral | As above. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As above. | Neutral | As above. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | As above. | Neutral | As above. | Neutral |
| <i>Welsh Language impact on staff</i> | As above. | Neutral | As above. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Neutral | As above. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

Schools Service Management team meeting minutes.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above. | Neutral | As above. | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Neutral | As above. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Neutral | As above. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Medium | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Medium | Need to support provision of school to school support | Low |
| Impact on learner outcomes | Low | Savings will be achieved from areas not impacting on learner outcomes | Low |
| Failure to maximise grant and other finding opportunities | Medium | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-----------------|----------------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Choose an item. | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|------------------|----------------------|--|

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---------------------|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Schools Improvement | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction in staffing (numeracy practitioner / literacy advisor) and non staff budgets | | | | | | | |

Page 941

1. Profile of savings delivery (if applicable)

| | | | | | |
|----------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £191k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | April 2019 | Yes |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|--------------------------|-----------|------|
| Version 1.1 | Jo Cassey / Gareth Jones | | |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| No | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | To deliver support for school for literacy and numeracy we would need to develop the role of the leader of learning with the consortium. | Unknown | Working with the ERW leaders of learning | Good |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management Team meeting minutes. |

6. How does your proposal impact on the Welsh Government’s well-being goals?

Page 943

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Neutral | As above. | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Neutral | As above. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Neutral | As above. | Neutral |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Neutral | As above. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As above. | Neutral | As above. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | As above. | Neutral | As above. | Neutral |
| <i>Welsh Language impact on staff</i> | As above. | Neutral | As above. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Neutral | As above. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management team meeting minutes. |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | Working with the consortium ERW | Neutral | Working with the ERW leaders of learning | Neutral |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | As above. | Neutral | As above. | Neutral |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | As above. | Neutral | As above. | Neutral |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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Cyngor Sir Powys County Council Impact Assessment (IA)

The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Medium | High |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | High | Ensure service has suitable knowledge cover and provide training where appropriate | Medium |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | High | Need to support provision of school to school support | Medium |
| Impact on learner outcomes | Medium | Savings will be achieved from areas not impacting on learner outcomes | medium |
| Failure to maximise grant and other finding opportunities | Medium | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | x | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|--|-------------------------|-------------------------------|----------------|
| Numeracy practitioner to end secondment in August 31 st 2018. | August 31 st | Post ceases | |
| Literacy practitioner post consultation begins in January 2019 | January 2019 | Teacher consulted on process. | |
| Literacy practitioner post ceases in August 2019. | August 2019 | Post ceases. | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | August 2018 |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|---|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| The overall judgement will be that has a medium risk to the delivery of the school improvement menu of support. | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| Leaders of learning support from ERW. |

14. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Monitor the role of the ERW leaders of learning. |
| Please state when this Impact Assessment will be reviewed. |
| 2020 |

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|------------------|----------------------|--|

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as “Draft” and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---|------------------------|-----------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Jo Cassey | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Special schools, Band 1 & 2 learners reduction - School ALN | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Children with band 1 / 2 special needs returned to mainstream school education. | | | | | | | |
| The banding system in special needs identifies the level of need that children and young people may have. Bands 1 and 2 cover the lowest level of need of children and young people. The banding system is also used to identify the amount of resource that needs to be allocated on top of school’s core budget for the school to provide support for the child or young person. The Local Authority will be rolling out band linked funding for children and young people with a statement of special needs, which is already in place for special schools. | | | | | | | |
| Therefore, the proposal is that all band 1 and 2 children and young people be firstly considered for a mainstream placement prior to being considered for a placement in a special school. It is also envisaged that whilst all new statements are being considered in this manner there will be a reduction in band 1 and 2 children and young people in special schools through as they reach leaving age. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| | | | | | |
|---------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £45k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|--|---------------------|
| No consultation required (please provide justification) | Justification – children and young people’s needs will be met in mainstream school where possible in a more inclusive learning environment. This is not about the reduction of provision but the correct alignment of it, as it is best practice for the children and young people to be supported within their own communities. | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



| Version | Author | Job Title | Date |
|-------------|--------------------------|------------------|----------|
| Version 1.1 | Jo Cassey / Gareth Jones | Head of Learning | 06/09/18 |
| | | | |
| | | | |
| | | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

| | | | |
|--|-----|--------------------------------------|-------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| Reduced costs and associated administration for Home to School transport as a higher number of child and young people would be educated in their community rather than traveling long distances to specialist provision. | | | |
| Service Area informed: | Yes | Contact Officer liaised with: | John Forsey |
| Mitigation | | | |
| N/A | | | |

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|---|--|
| The Economy We will develop a vibrant economy | Reduced spend with transport contractors due to reduced journeys for children and young people | Poor | Ensure timely communication is undertaken with the contractors | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area and will impact positively on the well-being of the children and young people as they will have reduced journey time and increased home time. | Good | N/A | Good |
| Learning and skills We will strengthen learning and skills | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. The reduced journey times will impact positively on children and young people's ability to concentrate in the classroom. | Good | N/A | Good |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| Residents and Communities We will support our residents and communities | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area and will impact positively on the well-being of the children and young people as they will have reduced journey time and increased home time and socialisation with their peers. | Good | N/A | Good |

Source of Outline Evidence to support judgements

Schools Service Management Team meeting minutes.

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Reduced journey time will impact positively on children and young people’s ability to concentrate in the classroom and reduce the Local Authority’s carbon footprint. | Good | N/A | Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Neutral | N/A | Neutral |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Good | As above. | Good |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | This will impact positively on the well-being of the children and young people as they will have reduced journey time and increased home time and socialisation with their peers. | Good | N/A | Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Good | As above. | Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | Provision within mainstream schools is going to increase the opportunity for Band 1 and 2 children and young people to learn in the medium of Welsh in their local school. | Good | N/A | Good |
| <i>Opportunities to promote the Welsh language</i> | N/A | Neutral | N/A | Neutral |
| <i>Welsh Language impact on staff</i> | N/A | Neutral | N/A | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | N/A | Neutral | Encouragement is at the same level regardless of the provision. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | N/A | Neutral | N/A | Neutral |
| <i>Disability</i> | The proposed change to provision will enable children and young people with disabilities to be supported in their local communities where possible and appropriate. | Good | N/A | Good |
| <i>Gender reassignment</i> | N/A | Neutral | N/A | Neutral |
| <i>Marriage or civil partnership</i> | N/A | Neutral | N/A | Neutral |
| <i>Race</i> | N/A | Neutral | N/A | Neutral |
| <i>Religion or belief</i> | N/A | Neutral | N/A | Neutral |
| <i>Sex</i> | N/A | Neutral | N/A | Neutral |
| <i>Sexual Orientation</i> | N/A | Neutral | N/A | Neutral |
| <i>Pregnancy and Maternity</i> | N/A | Neutral | N/A | Neutral |

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Source of Outline Evidence to support judgements

Schools Service Management team meeting minutes.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area, and should have a positive impact. | Good | N/A | Good |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above. | Good | As above. | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Good | As above. | Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Good | As above. | Good |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Good | As above. | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | N/A | Neutral | N/A | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | N/A | Neutral | N/A | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | N/A | Neutral | N/A | Neutral |
| Impact on Powys County Council Workforce | Special schools will cater for more complex needs and their workforce needs to be realigned for children and young people that are more likely to be in Bands 3 and above. The mainstream schools will need to increase their knowledge base of how to support children and young people in Bands 1 and 2. | Neutral | Staff from Special schools could train staff in mainstream schools to support children from Bands 1 and 2. | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Low | Low | Low |
| Mitigation | | |
| A well planned training and transition programme with be in place to support this change. | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Failure to meet statutory duties | Low | Service will ensure all statutory duties are covered | Low |
| Reduction of support to schools | Low | A well planned training and transition programme will be in place to support this change. | Low |
| Impact on learner outcomes | Low | Should improve learner outcomes due to aligning provision to best suit learner needs in their community. | Low |
| Failure to maximise grant and other funding opportunities | Low | N/A | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | X |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|---|-------------|---|---------------------------|
| Extend provision for band 1 and 2 children and young people within mainstream schools | 2019/20 | Improve learner outcomes due to aligning provision to best suit learner needs in their community. | To implement as outlined. |
| | | | |
| | | | |
| Portfolio Holder decision required | No | Date required | N/A |
| Cabinet decision required | No | Date required | N/A |
| Council decision required | No | Date required | N/A |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |

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12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|---|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| The impact is low with many positive outcomes for children and young people, therefore, the recommendation is to proceed as outlined. | | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| N/A |

14. On-going monitoring arrangements?

| |
|---|
| What arrangements will be put in place to monitor the impact over time? |
| Ongoing monitoring of all statements children and young people would be carried out via the annual review process, which is reported up to the ALN Statutory Panel. |
| Please state when this Impact Assessment will be reviewed. |
| Autumn 2020/21 |

15. Sign Off

| Position | Name | Signature | Date |
|----------------------------------|---------------|-----------|----------|
| Senior Manager – ALN & Inclusion | Imtiaz Bhatti | | 06/09/18 |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|------------------|----------------------|--|

FORM ENDS

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Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|--|---|------------------------|------------|-----------------|----------|-------------------------|------------------------|
| Service Area | Schools Service | Head of Service | Alec Clark | Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Variation of the Service Level agreement between Freedom Leisure and Schools Service to the allocation of swimming hours for pupils in Powys Schools. | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| It is proposed that the allocation of swimming pool hours for each secondary school is removed from the service level agreement with effect from August 2019. Head teachers will be encouraged to liaise directly with Freedom Leisure for any future swimming pool requirements and the cost will need to be met by schools themselves. This will result in a full year efficiency of £203,000 per annum for the authority. The saving in 19/20 is expected to be approximately £100k | | | | | | | |
| The allocation of swimming teacher and swimming pool hours for each primary school is subject to a further review over the next year, with the aim of reducing the charges under the current Service Level Agreement. This should result in further efficiencies within the agreement. Implementation will take place from September 2020. | | | | | | | |

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|----------------|---|----------|
| 1 | Marianne Evans | Senior Manager – Schools Transformation | 31/01/19 |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|---------|---------|---------|----------|
| £0 | £100,000 | £0 | £0 | £0 | £100,000 |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|--------------------------|--|
| | |

No consultation required (please provide justification)

The views of secondary head teachers are currently being sought and discussion will take place at the Secondary Headteachers meeting in February 2019.
If approved, views of Primary head teachers will be sought. Initial meetings have been held with Freedom Leisure to outline the proposals.
The views of the Schools Forum will also be taken into account.

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Should a decision be made to proceed with implementation of the proposal, input from other service areas, such as Legal, Leisure and Finance would be required. Representatives of these service areas will be invited to attend meetings with Freedom Leisure to provide an integrated approach. Schools will be made aware of the recommendation, asked for their views and will receive regular updates as the process moves forward.

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | N/A | Choose an item. | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | The proposal may have a detrimental impact on wellbeing and active and healthy lifestyles. The proposal may have a detrimental impact on a basic life skill | Poor | We will work with Sports Development officers, Freedom Leisure and Welsh Government to signpost alternatives | Neutral |
| Learning and skills We will strengthen learning and skills | The proposal may effect numbers of pupils opting for GCSE – PE if the swimming element is not available | Neutral | Other options are available within the PE specification | Neutral |
| Residents and Communities We will support our residents and communities | Risk of closure of some leisure centres | Neutral | We will work with Sports Development officers, Freedom Leisure and Welsh Government to signpost alternatives | Neutral |

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Source of Outline Evidence to support judgements

Business Case for Variation of the Service Level agreement between Freedom Leisure and Schools Service to the allocation of swimming hours for pupils in Powys Schools. Comments gathered from secondary headteachers.

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | N/A | Choose an item. | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | N/A | Choose an item. | | Choose an item. |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | The proposal may a detrimental impact on wellbeing and active and healthy lifestyles. The proposal may have a detrimental impact on a basic life skill. | Poor | We will work with Sports Development officers, Freedom Leisure and Welsh Government to signpost alternatives | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | N/A | Choose an item. | | Choose an item. |

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| | | | | |
|---|---|-----------------|--|-----------------|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | n/a | Choose an item. | | Unknown |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | N/A | Choose an item. | | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | N/A | Choose an item. | | Choose an item. |
| <i>Welsh Language impact on staff</i> | N/A | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | Risk of closure of some leisure centres | Unknown | We will work with Sports Development officers, Freedom Leisure and Welsh Government to signpost alternatives | Unknown |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | The proposal may have an impact on children and young people through the removal/reduction of swimming opportunities | Poor | We will work with Sports Development officers, Freedom Leisure and Welsh Government to signpost alternatives | Neutral |
| <i>Disability</i> | The proposal may have an impact on children and young people with disabilities through the removal/reduction of swimming opportunities | Poor | As above | Neutral |
| <i>Gender reassignment</i> | The proposal may have an impact on children and young people who are undergoing gender reassignment through the removal/reduction of swimming opportunities | Poor | As above | Neutral |
| <i>Marriage or civil partnership</i> | n/a | Choose an item. | | Choose an item. |
| <i>Race</i> | The proposal may have an impact on children and young people of all races through the reduction/removal of swimming opportunities | Poor | As above | Neutral |

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| | | | | |
|--------------------------------|---|-----------------|----------|-----------------|
| <i>Religion or belief</i> | The proposal may have an impact on children and young people of all religions and beliefs through the reduction/removal of swimming opportunities | Poor | As above | Neutral |
| <i>Sex</i> | The proposal may have an impact on children and young people of all sexes through the reduction/removal of swimming opportunities | Poor | As above | Neutral |
| <i>Sexual Orientation</i> | The proposal may have an impact on children and young people regardless of their sexual orientation through the reduction/removal of swimming opportunities | Poor | As above | Neutral |
| <i>Pregnancy and Maternity</i> | N/A | Choose an item. | | Choose an item. |

| Source of Outline Evidence to support judgements |
|--|
| Business Case for Variation of the Service Level agreement between Freedom Leisure and Schools Service to the allocation of swimming hours for pupils in Powys Schools |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | The proposal would create a more systematic approach to the allocation of swimming provision and ensure efficient management of the service level agreement in order that revenue savings are achieved. | Good | | Choose an item. |
| Collaboration: <i>Working with others in a collaborative way to find shared sustainable solutions.</i> | We would work in collaboration with Head teachers, Freedom Leisure and the Service Strategy and Development Manager for Leisure & Recreation to maximise opportunities for pupils within the challenges of the budget and identify any possible grant funded opportunities to deliver improved outcomes for pupils. | Good | | Choose an item. |
| Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them.</i> | Should Cabinet decide to proceed with the recommendation, full communication would be carried out with Freedom Leisure, Service Strategy and Development Manager for Leisure and Recreation and Headteachers of all schools. Views from the schools Forum will also be taken into consideration. Communication to parents will be via the Headteacher of the schools. | Neutral | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|---|---|--|--|
| <p>Prevention: <i>Understanding the root causes of issues to prevent them from occurring.</i></p> | <p>The authority currently provides wetside and dryside facilities for all secondary schools and wetside facilities for all primary schools, special schools and pupil referral units.</p> <p>The level of swimming provision in Powys schools has been, historically, high and exceeds the funded provision in many other authorities. There does not appear to be a consistent approach to the provision of swimming allocation across Welsh local authorities.</p> <p>The allocated hours for swimming per cluster were based on swimming arrangements in force at the start of the contract. The payment is for the allocated hours per cluster as detailed in the contract. In recent years, the usage of the pools is less than the allowed allocated hours, but the charge is still for the allocated hours as per contract.</p> <p>A more systematic approach to the allocation of swimming hours will reduce the under usage of the facilities and achieve required revenue savings.</p> | <p>Good</p> | | <p>Unknown</p> |
| <p>Integration: <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i></p> | <p>We would work in collaboration with Head teachers, Freedom Leisure and the Service Strategy and Development Manager for Leisure & Recreation to maximise opportunities for pupils within the challenges of the budget and identify any possible grant funded opportunities to deliver improved outcomes for pupils.</p> | <p>Neutral</p> | | <p>Choose an item.</p> |

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | We would work in collaboration with Head teachers, Freedom Leisure and the Service Strategy and Development Manager for Leisure & Recreation to maximise opportunities for pupils within the challenges of the budget and identify any possible grant funded opportunities to deliver improved outcomes for deprived children and young people | Good | | Choose an item. |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | We would work in collaboration with Head teachers, Freedom Leisure and the Service Strategy and Development Manager for Leisure & Recreation to maximise opportunities for pupils within the challenges of the budget and identify any possible grant funded opportunities to deliver improved outcomes for young carers | Good | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Any swimming provision that will be provided by schools will have to ensure that all safeguarding protocols are adhered to. | Good | | Choose an item. |
| Impact on Powys County Council Workforce | There will be minimal impact on Powys County Council Workforce, however there may be an impact on staff at Freedom Leisure | Neutral | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |
| Service Level Agreement analysis of swimming usage against allocation, Business Case | | | | |

8. What is the impact of this proposal on our communities?

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| Severity of Impact on Communities | Scale of impact | Overall Impact |
|--|-----------------|----------------|
| Medium | Medium | Medium |
| Mitigation | | |
| We would work in collaboration with Head teachers, Freedom Leisure and the Service Strategy and Development Manager for Leisure & Recreation to maximise opportunities for pupils within the challenges of the budget and identify any possible grant funded opportunities to deliver improved outcomes for deprived children and young people | | |

9. How likely are you to successfully implement the proposed change?

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| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| Medium | High | High |
| Mitigation | | |
| We will take legal advice on the contractual obligations within the Freedom Leisure contract. | | |

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Secondary schools will need to fund swimming lessons from their own delegated budget, or through other funds, placing additional pressure on schools. | Medium | Schools to work with finance advisors in finance surgeries to identify ways to fund lessons | Medium |
| May have a detrimental impact on wellbeing, active and healthy lifestyle of pupils | High | Work with Welsh Government and Freedom Leisure to signpost alternatives to school swimming lessons | Medium |
| Significant level of public and political opposition | Medium | Present a plan for future swimming provision | Medium |
| May disadvantage families who are unable to afford private lessons | High | Work with Welsh Government and Freedom Leisure to signpost alternatives to school swimming lessons | High |
| Freedom Leisure would need to agree to the proposal under terms of the contract | High | Negotiate with representatives from Freedom Leisure and Service Strategy and Development Manager | High |

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| | | | |
|---|--------|--|--------|
| Compensatory payment may be needed under terms of service level agreement | High | To work with Freedom Leisure and Finance advisors to assess compensatory payments | High |
| Risk of contract termination by Freedom Leisure | High | Negotiate with representatives from Freedom Leisure and Service Strategy and Development Manager | High |
| May lead to decrease in number of schools utilising the allocation due to transport costs | Medium | Parents fund transports costs, encourage schools to share transport where possible | Medium |
| May lead to decrease in number of schools utilising the allocation due to staffing costs | High | Work with schools to suggest alternative arrangements | Medium |
| Recommendations from Swim Wales minimum requirements for swimming would not be met | High | Recommendation not statutory, Work with Sports Development officers, Freedom Leisure and Welsh Government to signpost alternatives | High |
| May have a detrimental impact on a basic life skills for pupils | High | Work with Sports Development officers, Freedom Leisure and Welsh Government to signpost alternatives | High |

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| | | | |
|--|------------------|--------------------|-----------------|
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | X | | |

9. Overall Summary and Judgement of this Impact Assessment?

| | | |
|---|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
| The risk is identified as being of high risk because of the contractual obligations within the Freedom Leisure contract, plus the impact on the health and wellbeing of children and young people should there be a removal/reduction in the provision of swimming. | | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| |
|---|
| What additional evidence and data has informed the development of your proposal? |
| Business Cases and Appendices Views from secondary headteachers. |

12. On-going monitoring arrangements?

| |
|--|
| What arrangements will be put in place to monitor the impact over time? |
| Quarterly Service Level agreement review meetings held– attended by Councillors, School Service representatives, Service Strategy & Development manager for Leisure and Recreation, representatives from Freedom Leisure Swimming Abilities of pupils assessed by Swim Wales annually |

Please state when this Impact Assessment will be reviewed.

This impact assessment will be reviewed at each stage of the process

13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-----------------------|-----------|----------|
| Impact Assessment Lead: | Marianne Evans | | 01/02/19 |
| Head of Service: | Dr Alec Clark | | 01/02/19 |
| Director: | Ian Budd | | 01/02/19 |
| Portfolio Holder: | Clr Myfanwy Alexander | | 01/02/19 |

14. Governance

| Decision to be made by | Date required |
|------------------------|--------------------------------|
| Cabinet | Initial decision February 2019 |

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FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|---------------------|------------------------|------------|---------------------------|----------|-------------------------|------------------------|
| Service Area | Schools | Head of Service | Alec Clark | Strategic Director | Ian Budd | Portfolio Holder | Cllr Myfanwy Alexander |
| Proposal | Schools Improvement | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction in Challenge Advisor Team | | | | | | | |

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1. Profile of savings delivery (if applicable)

| | | | | | |
|---------------|--|--|--|--|--|
| | | | | | |
| FY1920 - £88k | | | | | |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|-----------------------------|-----------------------|---------------------|
| Staff consultation required | | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|-------------|------------------------------|---------------------------|--------------------------------|
| Version 1.1 | Lynette Lovell / Eurig Towns | Senior Challenge Advisors | 12 th February 2019 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

| | |
|--|--------------------------------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| No | |
| Service Area informed: | Contact Officer liaised with: |
| Mitigation | |
| | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| The Economy We will develop a vibrant economy | As the proposal will be based on delivering the same service but more efficiently it is not expected to impact adversely in this area. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Health and Care We will lead the way in effective, integrated rural health and care | | Neutral | | Neutral |
| Learning and skills We will strengthen learning and skills | There will be an impact on the services ability to deliver support for Early Years settings and Schools | Very Poor | Restructure school support systems to ensure schools receive a minimum amount of support equivalent to their support category | Poor |
| Residents and Communities We will support our residents and communities | | Neutral | | Neutral |

| Source of Outline Evidence to support judgements |
|--|
| Schools Service Management Team meeting minutes. National Categorisation of schools 2018-19 |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | There are opportunities to develop good practice models which could be shared across clusters. However, there will be an additional burden placed on a reduced team of officers. | Poor | Challenge Advisors and Foundation Phase support teachers will look to implement new support systems. | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above. | Neutral | As above. | Neutral |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | As above. | Neutral | As above. | Neutral |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | As above. | Neutral | As above. | Neutral |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above. | Neutral | As above. | Neutral |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | As above. | Neutral | As above. | Neutral |
| <i>Opportunities to promote the Welsh language</i> | As above. | Neutral | As above. | Neutral |
| <i>Welsh Language impact on staff</i> | As above. | Neutral | As above. | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | As above. | Neutral | As above. | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | As above. | Neutral | As above. | Neutral |
| <i>Disability</i> | As above. | Neutral | As above. | Neutral |
| <i>Gender reassignment</i> | As above. | Neutral | As above. | Neutral |
| <i>Marriage or civil partnership</i> | As above. | Neutral | As above. | Neutral |
| <i>Race</i> | As above. | Neutral | As above. | Neutral |
| <i>Religion or belief</i> | As above. | Neutral | As above. | Neutral |
| <i>Sex</i> | As above. | Neutral | As above. | Neutral |
| <i>Sexual Orientation</i> | As above. | Neutral | As above. | Neutral |
| <i>Pregnancy and Maternity</i> | As above. | Neutral | As above. | Neutral |

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Source of Outline Evidence to support judgements

Schools Service Management team meeting minutes.
National Categorisation.

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | As the proposal will be based on delivering the same service but more efficiently there will need to be new methods and systems introduced to support schools and Early Years settings. | Neutral | The implementation of the proposed procedures will ensure consideration is taken over the impact on the service delivery of any proposals | Neutral |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Working with the consortium ERW | Neutral | Working with the ERW officers | Neutral |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above. | Neutral | As above. | Neutral |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above. | Neutral | As above. | Neutral |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above. | Neutral | As above. | Neutral |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above. | Neutral | As above. | Neutral |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above. | Neutral | As above. | Neutral |
| Impact on Powys County Council Workforce | | Neutral | | Neutral |
| Source of Outline Evidence to support judgements | | | | |
| Schools Service Management Team meeting minutes. | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Medium | High |
| Mitigation | | |
| | | |

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|--|----------------------|
| Loss of Knowledge, Experience and Capacity | High | Ensure service has suitable knowledge cover and provide training where appropriate | Medium |
| Failure to meet statutory duties | Medium | Service will ensure all statutory duties are covered | Medium |
| Reduction of support to schools | High | Need to support provision of school to school support | Medium |
| Impact on learner outcomes | Medium | Savings will be achieved from areas not impacting on learner outcomes | medium |
| Failure to maximise grant and other finding opportunities | Medium | Ensure key officer has responsibility for monitoring grant opportunities | Low |
| Financial risk of require consultants to cover knowledge gap in interim period. | Low | Ensure service has suitable knowledge cover and provide training where appropriate | Low |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | x | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|--|-------------|----------------------|----------------|
| Reduction of a full time Challenge Advisor | April 2018 | | |
| | | | |
| | | | |
| Portfolio Holder decision required | No | Date required | |
| Cabinet decision required | No | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| | | |
|--|----------------------------------|--|
| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: | |
|--|----------------------------------|--|

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The overall judgement will be that has a medium risk to the delivery of the school improvement menu of support.

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Monitor the new models of working with schools to ensure all schools and settings receive the support they need to improve.

Please state when this Impact Assessment will be reviewed.

September 2020

15. Sign Off

| Position | Name | Signature | Date |
|----------|------|-----------|------|
| | | | |
| | | | |
| | | | |

16. Governance

| | | | |
|-------------------------------|------------------|----------------------|--|
| Decision to be made by | Portfolio Holder | Date required | |
|-------------------------------|------------------|----------------------|--|

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| | | | | | | | |
|---|---|------------------------|-------------------|---------------------------|----------|-------------------------|-------------------|
| Service Area | Leisure & Recreation | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Phyll Davies |
| Proposal | Budget Savings Proposal for Catering Service for FY 2019/2020 | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Proposal to deliver revenue savings from the Catering service for FY 2019/20 by implementing the proposals below: Increasing school meal price in Primary and High Schools on the main meal by an additional 15p on top of the 5p already proposed. This would generate an additional income of £184,000 for primaries (at meal price £2.50) and £61,000 for high schools (at meal price of £2.60) based on 2018 main meal uptake. Further detailed review required. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|----------|---------|---------|---------|-------|
| £ | £180,000 | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|--------------------------|-----------------------|---------------------|
| Choose an item. | | Choose an item. |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------------|---------------------------------------|------------------|
| V1.1 | Jason Rawbone | Professional Lead Catering & Cleaning | 12 February 2019 |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

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4. Impact on Other Service Areas

| | | | |
|---|---|--------------------------------------|-------------|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | | | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | | | |
| <ul style="list-style-type: none"> The introduction of an increased school meal price will impact on parents/carers who pay for their children to have school meals. | | | |
| Service Area informed: | Schools/ Parents/Schools Welfare Team/PPD/Income & Awards | Contact Officer liaised with: | Alec Clarke |
| Mitigation | | | |
| Schools/parents and stakeholders above will be informed of the school meal price increase with plenty of notice prior to implementation. | | | |

5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|------------------|--|---|--|--|
| | | | | |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|---|--|
| <p>The Economy We will develop a vibrant economy</p> | <p>Understanding the financial pressures, the Council is under, increasing any public service charges is always going to be sensitive. By increasing the school meal charge per pupil by 20p on top of increased council tax, uncertainty around Universal Credit(UC) entitlements and the element of funding that will come from the WG to provide Free School Meals and uncertainty around the cost of food from the EU following Brexit. All of these things will impact the lives of people in Powys, in one way or another. 20p increase on school meals in a primary with a family of 4 children is £10.00 per day £50.00 per week if they have lunch each day of the week. This we know will be a struggle for large families. Therefore, there is significant likelihood for the decrease in school meals. If unaffordable to parents, they will need to provide packed lunches for their children, yes buying from local supermarkets, but possibly cheap unhealthy snacks.</p> | <p>Poor</p> | <p>Parents will want to see value for money with a price increase. The catering service will review and adapt the school meal menus accordingly, with a drive to attract the continued uptake of nutritious school meals that are compliant with the Healthy Eating in Maintained Schools Regulations (Wales) 2013.</p> | <p>Good</p> |

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| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Health and Care We will lead the way in effective, integrated rural health and care | <p>The proposal to increase school meal prices has the likely impact to drive down uptake without ongoing and sustained mitigation measures.</p> <p>It is a documented fact that a healthy hot school lunch aids the attainment levels in pupils for their afternoon lesson activities. The increase in meal prices will be unaffordable for some parents and families, who will look to provide packed lunches with potentially unhealthy drinks and snacks in some cases, but also possibly no lunch at all! This will introduce welfare and wellbeing concerns where this happens.</p> | <p>Poor</p> | <p>Impact on uptake based upon previous modest price changes, has not led to reduced uptake. Uptake has risen, alongside uptake of FSMs which the Service believe is related and correlates with the activity of the Service to meet with schools, school councils, parent evenings, and ad-hoc promotions and special events, this will continue.</p> <p>However this has been on previous increases of 5p. The service has never increased the meal prices by 20p, and is unprecedented in Powys and impact unknown.</p> | <p>Neutral</p> |
| Learning and skills We will strengthen learning and skills | <p>N/A</p> | <p>Choose an item.</p> | | <p>Choose an item.</p> |

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|--|--|---|--|--|
| Residents and Communities We will support our residents and communities | <p>An increase in school meals price is not a decision taken lightly. Close monitoring of global and supplier food prices is taken into account and any school meal prices are increased accordingly and if required. The catering team are conscious that parents demand value for money and take this into account when developing school menus.</p> <p>A price increase of 20p will be highly criticised by parents and carers and will want to see justification for the increase. Generally, and steadily over the past 5 years or so food prices from suppliers have increased. We are unsure what effect Brexit will have on particular fruit and veg that is imported from the EU, however the service suspect prices will increase.</p> | Poor | <p>Prior information to schools to communicate any changes in school meal prices is important this is done prior to the summer holidays, or prior to the proposed implementation so parents are informed well in advance. The future use of social media will aid us to also communicate this effectively.</p> | Poor |
| Source of Outline Evidence to support judgements | | | | |
| <ol style="list-style-type: none"> 1. School meal price increase Business Case 2018 2. Healthy Eating in Maintained Schools guidance | | | | |

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|---|---|--|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | The negative impact that a 20p increase could cause in terms of decreased uptake of school meals goes against the principles of the Future Generations Act. | Poor | | Choose an item. |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | As above | Poor | | Choose an item. |

| | | | | |
|--|--|-------------|---|-------------|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | <p>With the development of food offers in schools, the service are very conscious of the growing obesity concerns within the country. School catering teams meet regularly with high school Nutrition Action Groups (SNAG) to discuss with pupil's school meals and nutrition. The feedback from these groups help to develop the school menus. However, the team need to develop more appealing menu options in high schools, one that pupils will help to develop.</p> <p>The service has introduced a holiday scheme into 4 of primary schools in the summer (2018). Part funded by the WLGA. 'Food and Fun' is a school-based programme that provides free healthy meals, nutritional education and physical activity to children in areas of social deprivation during the summer holidays.</p> <p>The programme forms part of the WLGA's School Holiday Enrichment Programme (SHEP) and is jointly funded and supported by the council, Welsh Government and other partner agencies including the health board.</p> <p>It aims to tackle holiday hunger and improve children's health and well-being, as well as address social isolation and a lack of routine by providing a safe, happy place for children to go to during the holiday.</p> <p>This programme is funded by the Welsh Government for this year also (2019) so we will look to develop the programme. It has positively benefited all those parents/pupils who have participated in the</p> | <p>Poor</p> | <p>Parents will want to see value for money with a price increase. The catering service will review and adapt the school meal menus accordingly, with a drive to attract the continued uptake of nutritious school meals that are compliant with the Healthy Eating in Maintained Schools Regulations (Wales) 2013.</p> | <p>Good</p> |
|--|--|-------------|---|-------------|

| | | | | |
|--|--|-----------------|--|-----------------|
| | <p>programme in the 2 years it has been running in Powys.</p> <p>With this good work that is being carried out by the catering teams and partners, the service must continue the momentum and work to do the best to help reduce childhood obesity in the county. With an increase in school meal price there will no doubt be a decrease in uptake. However more of a concern would be the cheap unhealthy alternative snacks that could be provided to some pupils, were parents struggle. This of course will have the opposite effect in the challenge to fight childhood obesity.</p> | | | |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>We need to be open and honest about the reasons a price increase is needed and appropriate communication with Parents, schools, governors and customers will be advantageous for everyone.</p> | Neutral | | Choose an item. |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> | No Impact | Choose an item. | | Choose an item. |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p> | No Impact | Choose an item. | | Choose an item. |
| <p>Opportunities to promote the Welsh language</p> | No Impact | Choose an item. | | Choose an item. |
| <p>Welsh Language impact on staff</p> | No Impact | Choose an item. | | Choose an item. |

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| | | | | |
|--|-----------|-----------------|--|-----------------|
| <i>People are encouraged to do sport, art and recreation.</i> | No Impact | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Disability</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Gender reassignment</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Race</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Sex</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | No Impact | Choose an item. | | Choose an item. |

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Source of Outline Evidence to support judgements

1. Welsh Government Healthy Eating in Schools (Nutritional Standards & Requirements (Wales) Regulations 2013
2. Evaluation Report from the School Holiday Enrichment Programme (2016)
3. Consultation Document – Welsh Obesity Strategy (Not Published)

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|---|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| <i>Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Collaboration: Working with others in a collaborative way to find shared sustainable solutions.</i> | The increase in meal price will put people off using the school meal service, however developing menus and offers in schools to the wants and needs of customers is key to sustaining the service. | Poor | It is important that the service continue to work with schools/pupils/customers and suppliers to develop school meals and menus that are healthy, nutritious and offer value for money. | Good |
| <i>Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.</i> | Prior clear communication is given when planning to change school meal prices to schools and parents. | Poor | | Choose an item. |
| <i>Prevention: Understanding the root causes of issues to prevent them from occurring.</i> | No Impact | Choose an item. | | Choose an item. |
| <i>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i> | With school meals menu development the service encourage schools to support healthy eating and involve the catering teams in nutritional activities with school councils and SNAG groups also with support from PtHB dieticians. | Good | Continue to promote these activities and relationships with schools to encourage school meal uptake and an understanding of healthy lifestyles. | Good |

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| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | The summer SHEP programme benefits families who struggle to feed and entertain their children during the 6 weeks' summer holiday by providing free hot nutritious meals and various activities. However, during term time these free meals are not provided unless there is an eligible free meal entitlement. The Service currently operate a cashless payment system for parents to pay for school meals and other activities. The service has a duty of care to parents/carers not to accrue debt, however the service also has a policy to always feed a child in Primary schools. Unfortunately, there are some that take advantage of this and don't pay for their childrens meals. Increasing the school meal price will potentially increase the debt level also. | Poor | We use the cashless system to monitor debt and notify parents/carers when they are in debt but also contact them to support them to pay. | Neutral |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | No Impact | Neutral | | Neutral |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | With an increase in school meals price, some families will struggle to provide money for lunch for their children. Although the service will always feed primary school pupils, it is with parents that never pay or provide a limited or no packed lunch for that are potentially venerable of neglect. Parents, guardians eligible for Free School Meals are encouraged to sign up for this. | Poor | We will work with schools and other agencies to assist families in whatever way we can. | Good |
| Impact on Powys County Council Workforce | As many of the workforce of PCC are parents any increase in school meal price will also affect them financially also. | Poor | | Choose an item. |
| Source of Outline Evidence to support judgements | | | | |

| Principle | How does the proposal impact on this principle? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|-----------|---|---|--|--|
|-----------|---|---|--|--|

1. Future Generations Act (2015) Guidance

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Medium | Low | Medium |

Mitigation

1. School meal price increase of 5 pence in High Schools and Primaries was implemented back in September 2018.
2. See uptake tables/charts for paid & free school meals for 2018:

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|--|----------------------|
| The proposal to increase school meal prices by 20p per meal has the impact to drive down uptake. | Medium | Catering Teams to continue to promote schools meals, refresh of menus with schools support and buy in. | Low |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | X | |

10. Indicative timetable for actions to deliver change proposal, if approved

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| Action | Target Date | Outcome | Decisions made |
|--|-------------|--|---------------------------|
| Savings target to be met from Catering service by end of next FY | 2019/20 | The £230k saving target generated from additional income of increased school meal price. | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | ASAP |
| Cabinet decision required | Yes | Date required | 21 st Feb 2019 |
| Council decision required | Yes | Date required | 21 st Feb 2019 |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Although the school meal price increase will on paper make the required savings. It will face undoubted public criticism, with the public wanting value for money. There will inevitably be a decrease in school meal uptake where families will not be able to afford to pay for meals particularly those with multiple school aged children. 20p is the largest increase we have ever proposed in one go. This increase if implemented will have to begin in 01 April 2019. | |

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13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

The catering service budget reduction business case (14 Aug 2018)

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Monthly management meetings to discuss progress and regular meetings with finance business partners to ensure targets are on track.

Please state when this Impact Assessment will be reviewed.

April 2019

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------------|-----------|------------|
| Impact Assessment Lead: | Jason Rawbone | | 12/02/2019 |
| Head of Service: | Stuart Mackintosh | | |
| Strategic Director: | Ian Budd | | |
| Portfolio Holder: | Cllr Phyl Davies | | |

16. Governance

| Decision to be made by | Date required |
|------------------------|---------------|
| Cabinet | |

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|------------------------------------|------------------------|-------------|---------------------------|----------|-------------------------|-------------|
| Service Area | TRADING STANDARDS | Head of Service | KEN YORSTON | Strategic Director | N. BRINN | Portfolio Holder | JAMES EVANS |
| Proposal | PROCEEDS OF CRIME INCREASED INCOME | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| The proposal is related to proceeds of crime | | | | | | | |
| It involves | | | | | | | |
| - Increased POCA income of £70K | | | | | | | |

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Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £--- | £70K | £0 | £0 | £0 | £0 |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | n/a | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|-------------|-------------------|--------------|
| 1 | CLIVE JONES | PROFESSIONAL LEAD | 11 JUNE 2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

A reduced capability will have an effect on all regulatory functions across the council that use POCA. This could be from Planning to Environmental health to corporate fraud

Service Area informed: PLANNING **Contact Officer liaised with:** GWILYM DAVIES
Mitigation

Key work is scoping work and proposal to have other officers trained to do basic pre account information will mitigate the risk

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How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|---|---|--|
| The Economy We will develop a vibrant economy | Taking money off criminals and reinvesting in community will benefit the Powys community | Very Good | Media on all actions will improve profile | Very Good |
| Health and Care We will lead the way in effective, integrated rural health and care | Returning monies to victims via compensation improves health of citizens who are affected by crime | Good | Need to publicise these effects to ensure support to all victims and example the cons | Good |
| Learning and skills We will strengthen learning and skills | N/a | Unknown | n/a | Unknown |
| Residents and Communities We will support our residents and communities | Communities will benefit from reinvestment in crime and disorder strategies | Good | Consult on crime and disorder opportunities with communities via CSP | Very Good |

Source of Outline Evidence to support judgements

<http://www.legislation.gov.uk/ukpga/2002/29/notes/contents>

6. How does your proposal impact on the Welsh Government's well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Reinvesting money from criminals back into communities in reinvestment | Good | Explaining that the shadow economy is reduced will benefit Powys consumers and businesses | Very Good |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | n/a | Unknown | n/a | Unknown |
| A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Returning monies to victims will lower the effect of crime and act as | Good | Ensuring clear guidelines on what PCA can achieve with timetable | Very Good |
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Safe communities exist by dealing with criminal activity through prosecution and POCA work | Good | Communication strategies will enhance this | Very Good |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | POCA work will go wider from Wales | Good | | Very Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | n/a | Unknown | | Unknown |
| <i>Opportunities to promote the Welsh language</i> | N/a | Unknown | | Unknown |
| <i>Welsh Language impact on staff</i> | n/a | Unknown | | Unknown |
| <i>People are encouraged to do sport, art and recreation.</i> | n/a | Unknown | | Unknown |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Unknown | | Unknown |
| <i>Disability</i> | | Unknown | | Unknown |
| <i>Gender reassignment</i> | | Unknown | | Unknown |
| <i>Marriage or civil partnership</i> | | Unknown | | Unknown |
| <i>Race</i> | | Unknown | | Unknown |
| <i>Religion or belief</i> | | Unknown | | Unknown |
| <i>Sex</i> | | Unknown | | Unknown |
| <i>Sexual Orientation</i> | | Unknown | | Unknown |
| <i>Pregnancy and Maternity</i> | | Unknown | | Unknown |

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Impact Assessment (IA)

The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

<http://www.legislation.gov.uk/ukpga/2002/29/notes/contents>

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | POCA work is now embedded in our work and existing capability will provide sustainability | Good | Longer term planning | Very Good |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | We deliver POCA for at least 2 other local authorities and also for internal sections | Good | Increase agencies that we conduct POCA for | Very Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Reporting will go via the Powys Community Safety Partnership and this will include on decisions on reinvestment of funds via incentivization | Good | Ongoing feedback on performance on projects | Very Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Part of ongoing Profile work is to understand the deterrent effect of POCA work | Good | Ongoing | Good |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Part of Strategic Assessment of wider work across wales | Good | Build onto business planning | Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Providing compensation back to victims will assist with income | Good | Media plan produced | Good |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | n/a | Unknown | | Unknown |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | POCA work links into work on vulnerable persons | Good | Ensure take viable POCA cases where victims involved to obtain compensation | Very Good |
| Impact on Powys County Council Workforce | Opportunities for officer development as financial investigation officers | Good | Offer financial investigation opportunities | Good |
| Source of Outline Evidence to support judgements | | | | |
| http://www.legislation.gov.uk/ukpga/2002/29/notes/contents | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| Low | Medium | Low |
| Mitigation | | |
| | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|----------------------------|----------------------|
| Do not achieve income target due from cases | High | Plan support and calendars | Medium |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | High risk | | |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-------------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| High risk | |

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13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Quarterly assessment of target figures

Please state when this Impact Assessment will be reviewed.

March 2020

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------|-----------|------|
| Impact Assessment Lead: | CLIVE JONES | | |
| Head of Service: | KEN YORSTON | | |
| Strategic Director: | N BRINN | | |
| Portfolio Holder: | JAMES EVANS | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

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| | | | | | | | |
|--|---|------------------------|-------------|---------------------------|----------|-------------------------|-------------|
| Service Area | TRADING STANDARDS | Head of Service | KEN YORSTON | Strategic Director | N. BRINN | Portfolio Holder | JAMES EVANS |
| Proposal | REDUCTION OF 1.4 FTE IN ENFORCEMENT OFFICERS (TS 2) | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| The proposal is to reduce the operational staff in trading standards by 7% ,namely 1.4FTE. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|--------|
| £--- | £58.7K | £0 | £0 | £0 | £58.7K |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-----------------------|---------------------|
| No consultation required (please provide justification) | none | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|-------------|-------------------|--------------|
| 1 | CLIVE JONES | PROFESSIONAL LEAD | 11 JUNE 2018 |
| | | | |
| | | | |

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4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

There will be an Impact to other internal and external services. Reduced ability to do enquiries out of authority and take Section 9 statements. Reduced ability to support other regulatory sections within the council.

| | | | |
|-------------------------------|-------------------------|--------------------------------------|--------------|
| Service Area informed: | All regulatory services | Contact Officer liaised with: | All services |
|-------------------------------|-------------------------|--------------------------------------|--------------|

Mitigation

None possible – reduced service

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| The Economy We will develop a vibrant economy | Will mean that support for legitimate trade reduced and this will affect growth and profiles | Very poor | Bring back capacity with other officers | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | Support for vulnerable will be reduced as support visits cannot be made | Very poor | Possible involvement of voluntary sector | Poor |
| Learning and skills We will strengthen learning and skills | n/a | unknown | n/a | unknown |
| Residents and Communities We will support our residents and communities | Support will be reduced but there will need to be clarity on what delivery is possible | Very poor | Profile on delivery/use voluntary sector | unknown |

Source of Outline Evidence to support judgements

Trading Standards Data

<https://www.tradingstandards.uk/news-policy/the-value-of-trading-standards>

The document from our professional institute shows the value of trading standards work

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| <p>A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> | Reduction in growth potential as business not supported | Very Poor | Advertise reduced service | Poor |
| <p>A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p> | Reduction in growth potential as business not supported | Very Poor | Advertise reduced service | Poor |
| <p>A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> | Reduction in growth potential as business not supported | Very Poor | Advertise reduced service | Poor |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | Reduction in safety work and increased potential for organised criminality | Very Poor | Advertise reduced service | Poor |

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| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|--|--|---|
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above | Very Poor | As above | Choose an item. |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | n/a | Unknown | n/a | Neutral |
| <i>Opportunities to promote the Welsh language</i> | n/a | Unknown | n/a | Neutral |
| <i>Welsh Language impact on staff</i> | n/a | Unknown | n/a | Neutral |
| <i>People are encouraged to do sport, art and recreation.</i> | n/a | Unknown | n/a | Neutral |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Unknown | | Choose an item. |
| <i>Disability</i> | | Unknown | | Choose an item. |
| <i>Gender reassignment</i> | | Unknown | | Choose an item. |
| <i>Marriage or civil partnership</i> | | Unknown | | Choose an item. |
| <i>Race</i> | | Unknown | | Choose an item. |
| <i>Religion or belief</i> | | Unknown | | Choose an item. |
| <i>Sex</i> | | Unknown | | Choose an item. |
| <i>Sexual Orientation</i> | | Unknown | | Choose an item. |
| <i>Pregnancy and Maternity</i> | | Unknown | | Choose an item. |

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The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

TS data

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Reduced capacity will impact on community profile within Powys | Very Poor | | Very Good |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | This will increase with reduced officers | Good | Profile work | Good |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Essential to explain the role of the service to stakeholders and we do this through victim statements and feedback and we will consult on changes | Good | Explain reduced services | Very Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Part of all work and may need to have increased emphasis here with reduced capacity to enforce | Very Poor | Explanation of new policy on enforcement | Poor |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | Potential | Good | Opportunities | Very Good |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Less impact due to less resource – tackling rogue traders / getting compensation for victims | Very Poor | Look for referral to Police / other agencies | Poor |

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The integrated approach to support effective decision making



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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | n/a | Unknown | n/a | Unknown |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | Reduced capability on safeguarding and Care Act responsibilities | Very Poor | Increase working with Social Services to mitigate | Poor |
| Impact on Powys County Council Workforce | Reduction in 1.4 FTE will have effect on remaining staff | Very Poor | Define roles clearly | Poor |
| Source of Outline Evidence to support judgements | | | | |
| https://www.tradingstandards.uk/news-policy/the-value-of-trading-standards | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| High | High | High |
| Mitigation | | |
| Clear explanation of new reduced services | | |

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Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------------------------------|----------------------|
| Reduction in high risk visit duties | High | Intelligence led | High |
| Reduction in investigations | High | Prioritization | Medium |
| Reduction in Scams work with victims | High | Priority led to ones with most harm | Medium |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | YES | | Low |

10. Indicative timetable for actions to deliver change proposal, if approved

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-------------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | No | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| Reduction in 1.4 FTE in Enforcement Officers in Trading Standards which will impact on statutory duties | |

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?

<https://www.tradingstandards.uk/news-policy/the-value-of-trading-standards>

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

2 monthly management meetings review

Please state when this Impact Assessment will be reviewed.

March 2020

15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------|-----------|------|
| Impact Assessment Lead: | CLIVE JONES | | |
| Head of Service: | KEN YORSTON | | |
| Strategic Director: | N BRINN | | |
| Portfolio Holder: | JAMES EVANS | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

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This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

| | | | | | | | |
|--|--|------------------------|-------------|---------------------------|---------|-------------------------|-------------|
| Service Area | Trading Standards | Head of Service | Ken Yorston | Strategic Director | N Brinn | Portfolio Holder | James Evans |
| Proposal | TS3 – Reduction in Emergency Planning capability | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Reduction in 1 FTE of an Officer from a team of 3.5 FTE involved in Emergency Planning | | | | | | | |

Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|---------|
| £ | £22,000 | £0 | £0 | £0 | £22,000 |

Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|---|-------------------------------|---------------------|
| No consultation required (please provide justification) | Inform local resilience forum | No |

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|---------|-------------------|--------------|
| 1 | C Jones | Professional Lead | 19 June 2018 |
| | | | |
| | | | |

Cyngor Sir Powys County Council

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4. Impact on Other Service Areas

| | |
|--|----|
| Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting) | |
| PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY | |
| Likely effect across all of Powys internal terms and across the LRF (Local Resilience forum) which covers Dyfed Powys area | |
| Service Area informed: | no |
| Contact Officer liaised with: | |
| Mitigation | |
| Look at greater resilience across Dyfed Powys via CRF | |

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5. How does your proposal impact on the council's strategic vision?

| Council Priority | How does the proposal impact on this priority? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| The Economy We will develop a vibrant economy | Likely impact on managing civil contingencies and support in critical incidents | Very Poor | Mitigate with Business Continuity (BC) role coming over to support team | Poor |
| Health and Care We will lead the way in effective, integrated rural health and care | Impact on Powys residents could occur with major incidents with less capacity | Very Poor | As above | Poor |
| Learning and skills We will strengthen learning and skills | n/a | Unknown | | Unknown |
| Residents and Communities We will support our residents and communities | Reduction resilience to respond to incidents | Very Poor | Mitigation with support role from BC | Poor |

Source of Outline Evidence to support judgements

The importance of this work is shown below-

<https://www.gov.uk/guidance/local-resilience-forums-contact-details>

<https://www.gov.uk/guidance/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others>

<http://intranet.powys.gov.uk/index.php?id=3977&L=0>

6. How does your proposal impact on the Welsh Government’s well-being goals?

Page 1019

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | Risk from incidents threatens the prosperity of Powys and therefore preparation and management supporting responders is crucial and reduced capacity affects risk as well as clean up situations and responses. | Very Poor | Add Business Continuity to team/r | Poor |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | Same effect as above | Very Poor | Add Business Continuity to team | Poor |
| A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood. | Same effect as above | Very Poor | As above | Poor |

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| | | | | |
|---|--|-----------|----------|-----------------|
| A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities. | Communities need detailed risk planning to remain safe and this provides less resilience | Very Poor | As above | Poor |
| A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being. | As above | Poor | As above | Good |
| A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. | | | | |
| <i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Opportunities to promote the Welsh language</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Welsh Language impact on staff</i> | n/a | Unknown | n/a | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | n/a | Unknown | n/a | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Disability</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Gender reassignment</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Marriage or civil partnership</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Race</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Religion or belief</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Sex</i> | n/a | Unknown | n/a | Choose an item. |
| <i>Sexual Orientation</i> | n/a | Unknown | n/a | Choose an item. |

Cyngor Sir Powys County Council
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| | | | | |
|--------------------------------|-----|---------|-----|-----------------|
| <i>Pregnancy and Maternity</i> | n/a | Unknown | n/a | Choose an item. |
|--------------------------------|-----|---------|-----|-----------------|

Cyngor Sir Powys County Council

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Source of Outline Evidence to support judgements

<https://www.gov.uk/guidance/local-resilience-forums-contact-details>

<https://www.gov.uk/guidance/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others>

<http://intranet.powys.gov.uk/index.php?id=3977&L=0>

7. How does your proposal impact on the council's other key guiding principles?

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|--|--|--|---|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | Reduced resilience | Very Poor | Resilience through LRF | Poor |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | Potential to seek delivery across dyfed Powys area | Very Poor | Increased working at LRF / DP area | Poor |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | Feedback from incidents | Poor | Increased link up with communications of partners | Good |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | Part of EP planning which will clearly be affected | Poor | As above | Good |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | LRF | Poor | Further LRF work | Good |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | Some involvement | Poor | Communities Link up | Good |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | n/a | Unknown | n/a | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | n/a | Unknown | n/a | Choose an item. |
| Impact on Powys County Council Workforce | Reduction in structure / net effect on other staff | Poor | Build Regional capacity | Good |
| Source of Outline Evidence to support judgements | | | | |
| | | | | |

8. Achievability of proposal?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|---|----------------------------------|---------------|
| High | High | High |
| Mitigation | | |
| Greater resilience / bringing in capacity with Business Continuity and LRF role | | |

Cyngor Sir Powys County Council

Impact Assessment (IA)

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9. What are the risks to service delivery or the council following implementation of this proposal?

| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|--|----------------------|-------------------------|----------------------|
| Response slower | Very High | Add Business Continuity | High |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | Yes | | |

10. Indicative timetable for actions to deliver change proposal, if approved

Page 1024

| Action | Target Date | Outcome | Decisions made |
|------------------------------------|-----------------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Yes | Date required | |
| Council decision required | Choose an item. | Date required | |

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

| Support Requirements | 2018-19 | | | | 2019-20 | | | | 2020-21 | | | |
|----------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| High Risk | |

13. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| |

<https://www.gov.uk/guidance/local-resilience-forums-contact-details>
<https://www.gov.uk/guidance/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others>
<http://intranet.powys.gov.uk/index.php?id=3977&L=0>

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?

Yearly via scrutiny

Please state when this Impact Assessment will be reviewed.

March 2020

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15. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-------------|-----------|--------------|
| Impact Assessment Lead: | CLIVE JONES | | 19 June 2018 |
| Head of Service: | KEN YORSTON | | |
| Strategic Director: | NIGEL BRINN | | |
| Portfolio Holder: | JAMES EVANS | | |

16. Governance

| Decision to be made by | Choose an item. | Date required |
|------------------------|-----------------|---------------|
| | | |

FORM ENDS

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

| | | | | | | | |
|--|---|------------------------|-------------|-----------------|-------------|-------------------------|------------------|
| Service Area | Property, Planning and Public Protection | Head of Service | Ken Yorston | Director | Nigel Brinn | Portfolio Holder | Cllr James Evans |
| Proposal | Enforcement of Minimum Unit Pricing for Alcohol | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| The Welsh Government are shortly to follow the Scottish Parliament and introduce Minimum Unit of Pricing for alcohol. The enforcement of this legislation which is being introduced under the Public Health Wales Act will fall to the Trading Standards service and it is understood that funding will be made available to deliver the function. | | | | | | | |

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1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

| Version | Author | Job Title | Date |
|---------|-------------|----------------------|----------|
| 1 | Ken Yorston | Interim Head of PPPP | 12.11.18 |
| | | | |
| | | | |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| | £ 40K | | | | |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|---|--|
| No consultation required (please provide justification) | All of the evidence exists within Welsh Government research and consultation |

4. Impact on Other Service Areas

| Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY |
|---|
| None |

5. How does your proposal impact on the council's strategic vision?

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| Council Priority | How does the proposal impact on this priority? | <u>IMPACT</u> Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | <u>IMPACT AFTER MITIGATION</u> Please select from drop down box below |
|---|--|---|--|--|
| The Economy We will develop a vibrant economy | | Choose an item. | | Choose an item. |
| Health and Care We will lead the way in effective, integrated rural health and care | Significant health improvement measure | Good | N/a | Neutral |
| Learning and skills We will strengthen learning and skills | | Choose an item. | | Choose an item. |
| Residents and Communities We will support our residents and communities | Significant health improvement measure | Good | N/a | Neutral |

Source of Outline Evidence to support judgements

All of the evidence exists within Welsh Government research and consultation

6. How does your proposal impact on the Welsh Government’s well-being goals?

| Well-being Goal | How does proposal contribute to this goal? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|--|---|---|--|
| A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. | All of the evidence exists within Welsh Government research and consultation | Good | N/a | Neutral |
| A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). | All of the evidence exists within Welsh Government research and consultation | Good | N/a | Neutral |

Cyngor Sir Powys County Council

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The integrated approach to support effective decision making



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| | | | | |
|--|--|-----------------|-----|-----------------|
| <p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p> | All of the evidence exists within Welsh Government research and consultation | Good | N/a | Neutral |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | All of the evidence exists within Welsh Government research and consultation | Good | N/a | Neutral |
| <p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p> | All of the evidence exists within Welsh Government research and consultation | Good | N/a | Neutral |
| <p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p> | | | | |
| <p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p> | | Choose an item. | | Choose an item. |
| <p>Opportunities to promote the Welsh language</p> | | Choose an item. | | Choose an item. |

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Impact Assessment (IA)

The integrated approach to support effective decision making



| | | | | |
|--|--|-----------------|--|-----------------|
| <i>Welsh Language impact on staff</i> | | Choose an item. | | Choose an item. |
| <i>People are encouraged to do sport, art and recreation.</i> | | Choose an item. | | Choose an item. |
| A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). | | | | |
| <i>Age</i> | | Choose an item. | | Choose an item. |
| <i>Disability</i> | | Choose an item. | | Choose an item. |
| <i>Gender reassignment</i> | | Choose an item. | | Choose an item. |
| <i>Marriage or civil partnership</i> | | Choose an item. | | Choose an item. |
| <i>Race</i> | | Choose an item. | | Choose an item. |
| <i>Religion or belief</i> | | Choose an item. | | Choose an item. |
| <i>Sex</i> | | Choose an item. | | Choose an item. |
| <i>Sexual Orientation</i> | | Choose an item. | | Choose an item. |
| <i>Pregnancy and Maternity</i> | | Choose an item. | | Choose an item. |

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| Source of Outline Evidence to support judgements |
|--|
| |

7. How does your proposal impact on the council's other key guiding principles?

| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|--|---|---|--|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | | Choose an item. | | Choose an item. |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | | Choose an item. | | Choose an item. |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | | Choose an item. | | Choose an item. |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | | Choose an item. | | Choose an item. |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | | Choose an item. | | Choose an item. |
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | | Choose an item. | | Choose an item. |

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| Principle | How does the proposal impact on this principle? | IMPACT Please select from drop down box below | What will be done to better contribute to positive or mitigate any negative impacts? | IMPACT AFTER MITIGATION Please select from drop down box below |
|---|---|---|--|--|
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | | Choose an item. | | Choose an item. |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | | Choose an item. | | Choose an item. |
| Impact on Powys County Council Workforce | | Choose an item. | | Choose an item. |

Source of Outline Evidence to support judgements

8. What is the impact of this proposal on our communities?

| Severity of Impact on Communities | Scale of impact | Overall Impact |
|-----------------------------------|-----------------|----------------|
| Low | Medium | Medium |
| Mitigation | | |
| N/a | | |

Cyngor Sir Powys County Council

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The integrated approach to support effective decision making



9. How likely are you to successfully implement the proposed change?

| Impact on Service / Council | Risk to delivery of the proposal | Inherent Risk |
|-----------------------------|----------------------------------|---------------|
| High | Low | Low |
| Mitigation | | |
| N/a | | |

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| Risk Identified | Inherent Risk Rating | Mitigation | Residual Risk Rating |
|---|----------------------|-------------|----------------------|
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| | Choose an item. | | Choose an item. |
| Overall judgement (to be included in project risk register) | | | |
| Very High Risk | High Risk | Medium Risk | Low Risk |
| | | | v |

10. Overall Summary and Judgement of this Impact Assessment?

| Outline Assessment (to be inserted in cabinet report) | Cabinet Report Reference: |
|---|---------------------------|
| | |

11. Is there additional evidence to support the Impact Assessment (IA)?

| What additional evidence and data has informed the development of your proposal? |
|--|
| All of the evidence exists within Welsh Government research and consultation |

12. On-going monitoring arrangements?

| What arrangements will be put in place to monitor the impact over time? |
|---|
| None |
| Please state when this Impact Assessment will be reviewed. |
| 2022 |

Cyngor Sir Powys County Council
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The integrated approach to support effective decision making



13. Sign Off

| Position | Name | Signature | Date |
|-------------------------|-----------------|-----------|------|
| Impact Assessment Lead: | Clive Jones | | |
| Head of Service: | Ken Yorston | | |
| Director: | Nigel Brinn | | |
| Portfolio Holder: | Clr James Evans | | |

14. Governance

| | | | |
|-------------------------------|------------------|----------------------|----------|
| Decision to be made by | Portfolio Holder | Date required | 14.11.18 |
|-------------------------------|------------------|----------------------|----------|

FORM ENDS

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4.1

CYNGOR SIR POWYS COUNTY COUNCIL

Powys County Council
21st February 2019

REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance

SUBJECT: Virement for North Powys Recycling Bulking Facility

REPORT FOR: Decision

1. Summary

- 1.1 This report is to recommend a capital virement for the North Powys Bulking Facility to be transferred from 2018/19 to 2019/20.
- 1.2 As a result of unavoidable delays to the original programme it will be necessary to roll £2,723,482.33 of the budget to 2019/20.
- 1.3 Furthermore, ongoing discussions are being held with the local community to ensure that the most suitable site for this facility is progressed.

2. Options Considered / Available

- 2.1 No alternative options are considered appropriate as a result of this report.

3. Preferred Choice and Reasons

- 3.1 None to consider.

4. Impact Assessment

- 4.1 Is an impact assessment required? Yes/No
- 4.2 If yes is it attached? Yes/No

5. Corporate Improvement Plan

- 5.1 To achieve the Corporate Improvement Plan (CIP) objectives the Council undertakes forward planning with its medium term financial strategy (MTFS) - this sets out the financial requirements to deliver the short and longer term council vision. These capital and revenue monitoring reports, are used to ensure the funding identified to deliver

the council priorities is spent appropriately and remains within a cash limited budget.

7. Local Member(s)

7.1 This report relates to all service areas across the whole County.

8. Other Front Line Services

8.1 This report relates to all service areas across the whole County.

9. Communications

This report has no specific communication considerations. Detailed finance reports are presented to Heads of Service, Cabinet and the Audit Committee. These reports are public and are part of a range of statutory and non-statutory financial information documents including the Statement of Accounts.

10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

10.1 This report has no specific impact on support services other than reporting on those service areas with capital programmes. Financial Services work closely with all service areas in monitoring financial performance on capital programmes against budgets.

The Capital and Financial Planning Accountant confirms this project is included in the Capital Programme.

11. Scrutiny

11.1 This report presents financial information which will help inform the future capital strategy and therefore has implications for any related organisation.

12. Statutory Officers

12.1 The Strategic Director, Resources (Section 151 Officer) notes the overall capital position.

The Monitoring Officer has no specific concerns with this report.

13. Members' Interests

13.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest, they should declare it at the start of the meeting and complete the relevant notification form.

| | |
|---|--|
| Recommendation: | Reason for Recommendation: |
| To approve the following virement set out in section 1. | To ensure appropriate virements are carried out that reflect the forecasted capital spend. |

| | |
|-------------------------------|----------|
| Relevant Policy (ies): | |
| Within Policy: | Y |
| Within Budget: | Y |

| | |
|----------------------------------|--|
| Relevant Local Member(s): | |
|----------------------------------|--|

| | |
|---|--------------------------------------|
| Person(s) To Implement Decision: | Jane Thomas |
| Date By When Decision To Be Implemented: | 21st February 2019 |

| | |
|-------------------------|----------------------------|
| Contact Officer: | Dawn Richards |
| Tel: | 01597 826342 |
| Email: | dawn.richards@powys.gov.uk |

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4.2

CYNGOR SIR POWYS COUNTY COUNCIL

Powys County Council
21st February 2019

REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance

SUBJECT: Virement for 21st Century School Projects

REPORT FOR: Decision

1. Summary

- 1.1 This virement relates to the Schools 21st Century School Projects.
- 1.2 The school projects while progressing well have slipped. The following projects will now be completed in future years and this virement recommends removing the budget from 18/19. These budgets do not need to be rolled forward because the 2019/20 Capital Programme includes these amounts.

| | |
|-----------------------|-------------|
| Brecon High School | -£2,393,803 |
| Gwernyfed High School | -£5,150,733 |
| Bro Hyddgen School | -£3,116,160 |

2 Options Considered / Available

- 2.1 No alternative options are considered appropriate as a result of this report.

3. Preferred Choice and Reasons

- 3.1 None to consider.

4. Impact Assessment

- 4.1 Is an impact assessment required? Yes/No
- 4.2 If yes is it attached? Yes/No

5. Corporate Improvement Plan

- 5.1 To achieve the Corporate Improvement Plan (CIP) objectives the Council undertakes forward planning with its medium term financial strategy (MTFS) - this sets out the financial requirements to deliver the short and longer term council vision. These capital and revenue

monitoring reports, are used to ensure the funding identified to deliver the council priorities is spent appropriately and remains within a cash limited budget.

7. Local Member(s)

7.1 This report relates to all service areas across the whole County.

8. Other Front Line Services

8.1 This report relates to all service areas across the whole County.

9. Communications

This report has no specific communication considerations. Detailed finance reports are presented to Heads of Service, Cabinet and the Audit Committee. These reports are public and are part of a range of statutory and non-statutory financial information documents including the Statement of Accounts.

10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

10.1 This report has no specific impact on support services other than reporting on those service areas with capital programmes. Financial Services work closely with all service areas in monitoring financial performance on capital programmes against budgets.

The Capital and Financial Planning Accountant confirms this project is included in the Capital Programme.

11. Scrutiny

11.1 This report presents financial information which will help inform the future capital strategy and therefore has implications for any related organisation.

12. Statutory Officers

12.1 The Strategic Director, Resources (Section 151 Officer) notes the overall capital position.

The Monitoring Officer has no specific concerns with this report.

13. Members' Interests

13.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest, they should declare it at the start of the meeting and complete the relevant notification form.

| | |
|--|--|
| Recommendation: | Reason for Recommendation: |
| To approve the following virement set out in paragraph 1.1 | To ensure appropriate virements are carried out that reflect the forecasted capital spend. |

| | |
|-------------------------------|----------|
| Relevant Policy (ies): | |
| Within Policy: | Y |
| Within Budget: | Y |

| | |
|----------------------------------|--|
| Relevant Local Member(s): | |
|----------------------------------|--|

| | |
|---|--------------------------------------|
| Person(s) To Implement Decision: | Jane Thomas |
| Date By When Decision To Be Implemented: | 21st February 2019 |

| | |
|-------------------------|----------------------------|
| Contact Officer: | Dawn Richards |
| Tel: | 01597 826342 |
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4.3

CYNGOR SIR POWYS COUNTY COUNCIL

Powys County Council
21st February 2019

REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance

SUBJECT: Virement for Capitalisation Direction

REPORT FOR: Decision

1. Summary

1.1 This virement recommends using the powers given to the authority under the Local Government Act 2003 sections 16(2)(b) and 20 Treatment of Certain Costs as Capital Expenditure to create a Capitalisation Directions to use capital receipts, from the sale of land and building assets, to fund the identified costs of Service Reform and Transformation. The full details of the costs capitalised will be included in a Disclosure Note in the Statement of Accounts and will need to be approved by the Audit Committee, when approving the Statement of Accounts. The amount to be used in 2018/19 is £3.104m.

2. Options Considered / Available

2.1 No alternative options are considered appropriate as a result of this report.

3. Preferred Choice and Reasons

3.1 None to consider.

4. Impact Assessment

4.1 Is an impact assessment required? Yes/No

4.2 If yes is it attached? Yes/No

5. Corporate Improvement Plan

5.1 To achieve the Corporate Improvement Plan (CIP) objectives the Council undertakes forward planning with its medium term financial strategy (MTFS) - this sets out the financial requirements to deliver the short and longer term council vision. These capital and revenue monitoring reports, are used to ensure the funding identified to deliver

the council priorities is spent appropriately and remains within a cash limited budget.

7. Local Member(s)

7.1 This report relates to all service areas across the whole County.

8. Other Front Line Services

8.1 This report relates to all service areas across the whole County.

9. Communications

This report has no specific communication considerations. Detailed finance reports are presented to Heads of Service, Cabinet and the Audit Committee. These reports are public and are part of a range of statutory and non-statutory financial information documents including the Statement of Accounts.

10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

10.1 This report has no specific impact on support services other than reporting on those service areas with capital programmes. Financial Services work closely with all service areas in monitoring financial performance on capital programmes against budgets.

The Capital and Financial Planning Accountant confirms this project is included in the Capital Programme.

11. Scrutiny

11.1 This report presents financial information which will help inform the future capital strategy and therefore has implications for any related organisation.

12. Statutory Officers

12.1 The Strategic Director, Resources (Section 151 Officer) notes the overall capital position.

The Monitoring Officer has no specific concerns with this report.

13. Members' Interests

13.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest, they should declare it at the start of the meeting and complete the relevant notification form.

| | |
|--|--|
| Recommendation: | Reason for Recommendation: |
| To approve the following virement set out in paragraph 1.1 | To ensure appropriate virements are carried out that reflect the forecasted capital spend. |

| | | | |
|-------------------------------|----------|-----------------------|----------|
| Relevant Policy (ies): | | | |
| Within Policy: | Y | Within Budget: | Y |

| | |
|----------------------------------|--|
| Relevant Local Member(s): | |
|----------------------------------|--|

| | |
|---|--------------------------------------|
| Person(s) To Implement Decision: | Jane Thomas |
| Date By When Decision To Be Implemented: | 21st February 2019 |

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| Contact Officer: | Dawn Richards |
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