

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		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).							

1. 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

DRAFT

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.			

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		Choose an item.		Choose an item.

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 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.</p> <p>The review recommendations support the co-location of services, enabling them to be joined-up and to provide integrated support to service users.</p> <p>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.</p>	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?

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 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.	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).	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.	Good		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 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.	Good		Choose an item.

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.
--------------------------------	-----------	---------	--	-----------------

DRAFT

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.

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		

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:
--	----------------------------------

Whilst there is possibly high impact on those staff currently located in Neaedd 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

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

DRAFT