

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)							

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

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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 (subject to workload management measures being undertaken).	
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	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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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?	<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.	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	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		

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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

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	
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FORM ENDS