

# 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.**

<b>Service Area</b>	Property, Planning and Public Protection	<b>Head of Service</b>	Ken Yorston	<b>Strategic Director</b>	Nigel Brinn	<b>Portfolio Holder</b>	Cllr James Evans Cllr Martin Weale
<b>Proposal</b>	Restructure administration support in PPPP						
<b>Outline Summary / Description of Proposal</b>							
<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>							

### 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.			
<b>Service Area informed:</b>	Customer Services	<b>Contact Officer liaised with:</b>	Kelly Watts
Mitigation			
None			

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

Council Priority	How does the proposal impact on this priority?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>The Economy</b> We will develop a vibrant economy	N/A	Neutral		Choose an item.
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	N/A	Neutral		Choose an item.
<b>Learning and skills</b> We will strengthen learning and skills	N/A	Neutral		Choose an item.
<b>Residents and Communities</b> 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?

Well-being Goal	How does proposal contribute to this goal?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>A prosperous Wales:</b> 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.
<b>A resilient Wales:</b> 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.
<b>A healthier Wales:</b> 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.
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.		Neutral		Neutral

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Well-being Goal	How does proposal contribute to this goal?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>A globally responsible Wales:</b> 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.
<b>A Wales of vibrant culture and thriving Welsh language:</b> 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.
<b>A more equal Wales:</b> 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?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>Sustainable Development Principle (5 ways of working)</b>				
<b>Long Term:</b> 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.
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	N/A	Neutral		Choose an item.
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	N/A	Neutral		Neutral
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	N/A	Neutral		Choose an item.
<b>Integration:</b> 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.
<b>Preventing Poverty:</b> 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?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	N/A	Neutral		Choose an item.
<b>Safeguarding:</b> 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.
<b>Impact on Powys County Council Workforce</b>	Reduction	Poor	None possible	Poor
<b>Source of Outline Evidence to support judgements</b>				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Low	Medium
<b>Mitigation</b>		

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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

Action	Target Date	Outcome	Decisions made
Reduce the budget by £48k	1 <sup>st</sup> 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?**

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N/A

14. On-going monitoring arrangements?

<b>What arrangements will be put in place to monitor the impact over time?</b>
Management reviews of workloads
<b>Please state when this Impact Assessment will be reviewed.</b>
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:	Clr James Evans, Martin Weale		

16. Governance

<b>Decision to be made by</b>	Choose an item.	<b>Date required</b>	
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**FORM ENDS**