

# 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>	PPPP	<b>Head of Service</b>	Ken Yorston	<b>Strategic Director</b>	Nigel Brinn	<b>Portfolio Holder</b>	Cllr Martin Weale
<b>Proposal</b>	PP02 – Concede 1 x FTE Planning policy Administrative Officer Post (Grade 5)						
<b>Outline Summary / Description of Proposal</b>							
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 <sup>st</sup> 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

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### 4. Impact on Other Service Areas

<b>Does the proposal have potential to impact on another service area? (Including implication for Health &amp; Safety and Corporate Parenting)</b>			
<b>PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</b>			
Administrative support to support the Planning policy service will be sought from elsewhere within Planning, Property and Public Protection.			
<b>Service Area informed:</b>	N/A	<b>Contact Officer liaised with:</b>	N/A
<b>Mitigation</b>			
N/A			

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

<b>Council Priority</b>	<b>How does the proposal impact on this priority?</b>	<b>IMPACT</b> Please select from drop down box below	<b>What will be done to better contribute to positive or mitigate any negative impacts?</b>	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>The Economy</b> We will develop a vibrant economy	Negligible impact	Neutral	No additional mitigation proposed	Neutral
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	Negligible impact	Neutral	No additional mitigation proposed	Neutral
<b>Learning and skills</b> We will strengthen learning and skills	Negligible impact	Neutral	No additional mitigation proposed	Neutral
<b>Residents and Communities</b> 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
<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.	Negligible impact	Neutral	No additional mitigation proposed	Neutral
<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).	Negligible impact	Neutral	No additional mitigation proposed	Neutral
<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.	Negligible impact	Neutral	No additional mitigation proposed	Neutral
<b>A Wales of cohesive communities:</b> 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
<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.	Negligible impact	Neutral	No additional mitigation proposed	Neutral
<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>	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
<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>	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
<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.	Unlikely to directly impact on this principle	Neutral	No additional mitigation proposed	Neutral
<b>Collaboration:</b> 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
<b>Involvement (including Communication and Engagement):</b> 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
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	Unlikely to directly impact on this principle	Neutral	No additional mitigation proposed	Neutral
<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.	Unlikely to directly impact on this principle	Neutral	No additional mitigation proposed	Neutral
<b>Preventing Poverty:</b> 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?	<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	Unlikely to directly impact on this principle	Neutral	No additional mitigation proposed	Neutral
<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.	Unlikely to directly impact on this principle	Neutral	No additional mitigation proposed	Neutral
<b>Impact on Powys County Council Workforce</b>	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
<b>Source of Outline Evidence to support judgements</b>				
Officer assessment of impacts provided.				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Low	Low	Low
<b>Mitigation</b>		
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
Service may require additional administrative support, especially during 'busy' periods.	Low	Plan for and communicate support needs.	Low
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
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

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

<b>Decision to be made by</b>	Cabinet	<b>Date required</b>	30/6/18
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**FORM ENDS**