

# 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.**

<b>Service Area</b>	Registration	<b>Head of Service</b>	Clive Pinney	<b>Director</b>	Mark Evans	<b>Portfolio Holder</b>	Cllr. James Evans
<b>Proposal</b>	Closure of Builth, Knighton, Llanidloes and Hay-on-Wye registration offices						
<b>Outline Summary / Description of Proposal</b>							
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.							

1. 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.

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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**

No

### 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><u>IMPACT</u></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><u>IMPACT AFTER MITIGATION</u></b> Please select from drop down box below
<b>The Economy</b> <b>We will develop a vibrant economy</b>	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
<b>Health and Care</b> <b>We will lead the way in effective, integrated rural health and care</b>		Neutral		Neutral
<b>Learning and skills</b> <b>We will strengthen learning and skills</b>		Neutral		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
<p><b>Residents and Communities</b>  <b>We will support our residents and communities</b></p>	<p>Informants may have to travel slightly further to access registration services.</p>	<p>Neutral</p>	<p>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.</p> <p>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.</p> <p>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).</p>	<p>Good</p>

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?	<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
<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.		Neutral		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).		Neutral		Neutral

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<p><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.</p> <p><b>Public Health (Wales) Act, 2017:</b> 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><b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.</p>		Neutral		Neutral
<p><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.</p> <p><b>Human Rights - is about being proactive (see guidance)</b></p> <p><b>UN Convention on the Rights of the Child:</b> 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><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.</p>				
<p><b>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</b></p>		Neutral		Neutral
<p><b>Opportunities to promote the Welsh language</b></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
<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>		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

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?	<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.		Neutral		Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.		Neutral		Neutral
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.		Neutral		Neutral
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.		Neutral		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.		Neutral		Neutral
<b>Preventing Poverty:</b> 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?	<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		Neutral		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.		Neutral		Neutral
<b>Impact on Powys County Council Workforce</b>	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
<b>Source of Outline Evidence to support judgements</b>				
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
<b>Mitigation</b>		
Under-utilisation of these offices demonstrates the low impact closure would have on these communities		

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**

**FORM ENDS**