

# 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>	Leisure & Recreation	<b>Head of Service</b>	Stuart MacKintosh	<b>Strategic Director</b>	Ian Budd	<b>Portfolio Holder</b>	Cllr Phyll Davies
<b>Proposal</b>	Budget Savings Proposal for Catering Service for FY 2019/2020						
<b>Outline Summary / Description of Proposal</b>							
<p>Proposal to deliver revenue savings from the Catering service for FY 2019/20 by implementing the proposals below:</p> <ul style="list-style-type: none"> <li>• Closing the corporate restaurant in Neuadd Brycheiniog, Brecon.</li> <li>• Do not renew contract for vending machines across the Council when contract expires in 2018.</li> <li>• Introducing more attractive offers in High Schools.</li> <li>• Increasing school meal price in Primary and High Schools.</li> <li>• Modernise approach and menu for catering in Restaurant in County Hall.</li> <li>• Introduce a service 'brand' and use social media.</li> </ul>							

### 1. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£	£230,000	£	£	£	£230,000

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	By end of 2018	Yes

### 3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Version	Author	Job Title	Date
V1	Jason Rawbone	Professional Lead Catering & Cleaning	3 September 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			
<ul style="list-style-type: none"> <li>The proposal to close the restaurant at Neuadd Brycheiniog will impact on staff using the service within the building and the meals provided to Arosfa day centre.</li> <li>The introduction of an increased school meal price will impact on parents who pay for their children to have school meals.</li> <li>Modernising County Hall restaurant will affect customers and staff who use the facility, with reduced hot meal service and providing a coffee shop style offer.</li> </ul>			
<b>Service Area informed:</b>	Social Care Team/Council Staff/Schools & Parents	<b>Contact Officer liaised with:</b>	Miar Preece
Mitigation			
<p>Catering service will meet with Miar Preece from the Social Care Team to discuss Arosfa day centre meals provision. Schools and parents have been informed of the school meal price increase prior to the summer holiday 2018. Council staff will be informed of future developments within the County Hall restaurant.</p>			

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

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
<b>The Economy</b> We will develop a vibrant economy	With the closure of the Neuadd Brycheiniog restaurant will result in 3 staff redundancies and no canteen facilities for office staff.	Poor	Staff will be offered redeployment into available positions within the Council.	Neutral
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	<p>The proposal to increase school meal prices has the impact to drive down uptake without ongoing and sustained mitigation measures.</p> <p>The review of staff canteens is an internal PCC matter and would not impact on non-Council citizens.</p>	Neutral	Impact on uptake based upon previous price changes, has not led to reduced uptake. Uptake has risen, alongside uptake of FSMs which the Service believe is related and correlates with the activity of the Service to meet with schools, school councils, parent evenings, and ad-hoc promotions and special events, this will continue.	Good

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<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>Learning and skills</b> <b>We will strengthen learning and skills</b>	The proposal to introduce a brand and use social media will enhance and contribute to effective communication with the public and customers. Internal staff will develop to use social media to the service's best effect.	Good	Careful and controlled monitoring of social media posts in line with the corporate social media policy, with the support from our communication team.	Good
<b>Residents and Communities</b> <b>We will support our residents and communities</b>	An increase in school meals is not a decision taken lightly. Close monitoring of global and supplier food prices are taken into account and any school meal prices are increased accordingly and if required. The catering team are conscious that parents demand value for money and we take this into account when developing our school menus.	Neutral	Prior information to schools to communicate any changes in school meal prices is important this is done prior to the summer holidays, so parents are informed well in advance. The future use of social media will aid us to also communicate this effectively.	Good

**Source of Outline Evidence to support judgements**

1. School meal price increase Business Case 2018

6. How does your proposal impact on the Welsh Government’s well-being goals?

<b>Well-being Goal</b>	<b>How does proposal contribute to this goal?</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
<p><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.</p>	<p>With the proposal to develop food offers in high schools and the County Hall restaurant we are very eager to educate and contribute to global environmental issues such as recycling and use of single use plastics and to develop initiatives with our schools and suppliers to support and educate how best we can all help to make our environment better.</p>	<p>Good</p>	<p>Work is developing to start initiatives with our local supplier Radnor Hills to support schools to best recycle plastic drinks bottles that are supplied to our high school kitchens. Also the restaurant in county hall no longer uses plastic cutlery and we only use compostable plates, cups etc. for our corporate functions.</p>	<p>Good</p>
<p><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).</p>	<p>As above</p>	<p>Good</p>		<p>Good</p>

<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>With the development of food offers in our High Schools, we are very conscious of the growing obesity concerns within our country. Our school catering teams meet regularly with high school Nutrition Action Groups (SNAG) to discuss with pupil’s school meals and nutrition. The feedback from these groups help us to develop the school menus. However, we need to develop better more appealing menu options in our high schools, one that pupils will help to develop.</p> <p>In Powys we have introduced a holiday scheme into 4 of our primary schools this summer (2018). Part funded by the WLGA. ‘Food and Fun’ is a school-based programme that provides free healthy meals, nutritional education and physical activity to children in areas of social deprivation during the summer holidays.</p> <p>The programme forms part of the WLGA’s School Holiday Enrichment Programme (SHEP) and is jointly funded and supported by the council, Welsh Government and other partner agencies including the health board.</p> <p>It aims to tackle holiday hunger and improve children’s health and well-being, as well as address social isolation and a lack of routine by providing a safe, happy place for children to go to during the holiday.</p> <p>This programme is funded by the Welsh Government for next year also (2019) so we will look to develop the programme to include high school aged pupils next year. It has positively benefited all those</p>	<p>Very Good</p>		<p>Very Good</p>
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	parents/pupils who have participated in the programme in the 2 years it has been running in Powys.			
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	By making best use of social media to connect and communicate with Parents, schools, customers will be advantageous for everyone.	Good		Good
<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.	With the proposal to develop food offers in high schools and the County Hall restaurant we are very eager to educate and contribute to global environmental issues such as recycling and use of single use plastics and to develop initiatives with our schools and suppliers to support and educate how best we can all help to make our environment better.	Good	Work is developing to start initiatives with our local supplier Radnor Hills to support schools to best recycle plastic drinks bottles that are supplied to our high school kitchens. Also the restaurant in county hall no longer uses plastic cutlery and we only use compostable plates, cups etc. for our corporate functions.	Good
<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.				
<b>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</b>	By using social media, we will follow corporate policy and interact and respond where possible to questions and post in the Welsh language. We will use the councils translation services and /or Welsh speaking staff members.	Good		Good
<b>Opportunities to promote the Welsh language</b>	As Above	Good		Good
<b>Welsh Language impact on staff</b>	No Impact	Neutral		Neutral
<b>People are encouraged to do sport, art and recreation.</b>	With the development of healthy school meals and the introduction of the summer SHEP programme we do encourage that staff that are involved in coordinating should be at least one or more Welsh speakers and also there are a number of supporting third party agencies who are Welsh speaking and hold bi lingual activities.	Good		Good
<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).				
<b>Age</b>	No Impact	Neutral		Neutral

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<i>Disability</i>	No Impact	Neutral		Neutral
<i>Gender reassignment</i>	No Impact	Neutral		Neutral
<i>Marriage or civil partnership</i>	No Impact	Neutral		Neutral
<i>Race</i>	No Impact	Neutral		Neutral
<i>Religion or belief</i>	No Impact	Neutral		Neutral
<i>Sex</i>	No Impact	Neutral		Neutral
<i>Sexual Orientation</i>	No Impact	Neutral		Neutral
<i>Pregnancy and Maternity</i>	No Impact	Neutral		Neutral

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### Source of Outline Evidence to support judgements

1. Welsh Government Guidance for Healthy Eating in Maintained Schools (Wales)
2. Evaluation Report from the School Holiday Enrichment Programme (2016)

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.	No Impact	Neutral		Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Developing our menus and offers in schools and our corporate restaurant to the wants and needs of our customers is key to sustaining the service.	Good	It is important that we continue to work with our schools/pupils/customers and suppliers to develop school meals and canteen menus that are healthy, nutritious and offer value for money.	Good
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	Consultation with staff when closing the Neuadd Brycheiniog restaurant will be undertaken as well as informing office staff of the proposal.  Prior communication is given when planning to change school meal prices to schools and parents.	Neutral		Neutral
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	No Impact	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.	With our school meals menu development we do encourage schools to support healthy eating and involve our teams in nutritional activities with school councils and SNAG groups also with support from PTHB dieticians.	Good	Continue to promote these activities and relationships with schools to encourage school meal uptake and an understanding of healthy lifestyles.	Good



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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>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	We will offer staff in redundancy situations, redeployment wherever possible.  Our summer SHEP programme benefits families who struggle to feed and entertain their children during the 6 weeks summer holiday by providing free hot nutritious meals and various activities.	Good		Good
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No Impact	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.	No Impact	Neutral		Neutral
<b>Impact on Powys County Council Workforce</b>	With the closure of the Neuadd Brycheiniog restaurant will result in 3 staff redundancies and no canteen facilities for office staff.	Poor	Staff will be offered redeployment into available positions within the Council. Office staff will have to bring in their own lunch or walk to town for lunch	Neutral
<b>Source of Outline Evidence to support judgements</b>				
1. Evaluation Report from the School Holiday Enrichment Programme (2016)				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Low	Low

**Mitigation**

1. Planned consultation and communication around the closure of Neuadd Brycheiniog Restaurant.
2. Further proactive development into High school menus and offers is starting with new offers in October, uptake will be monitored.
3. School meal price increase of 5 pence in High Schools and Primaries has been implemented from September 2018.
4. Further development of county hall restaurant and monitoring of uptake/sales.
5. Establish social media presence to market service and communicate with wider customer audience.

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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
Loss of jobs and employment opportunities	Low	Redeployment will be offered	Low
The proposal to increase school meal prices has the impact to drive down uptake.	Low	Catering Teams promoting schools meals to parents with schools support	Low
County Hall Restaurant not making full cost recovery	Low	Continual monitoring and promoting of the restaurant	Low
<b>Overall judgement (to be included in project risk register)</b>			
Very High Risk	High Risk	Medium Risk	Low Risk
			X

10. Indicative timetable for actions to deliver change proposal, if approved

Action	Target Date	Outcome	Decisions made
Savings target to be met from Catering service by end of next FY	2019/20		
<b>Portfolio Holder decision required</b>	No	<b>Date required</b>	
<b>Cabinet decision required</b>	Yes	<b>Date required</b>	
<b>Council decision required</b>	No	<b>Date required</b>	

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:

13. Is there additional evidence to support the Impact Assessment (IA)?

**What additional evidence and data has informed the development of your proposal?**

The catering service budget reduction business case (14 Aug 2018)



Catering Budget  
 Reductions 2019-20:

14. On-going monitoring arrangements?

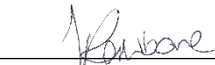

**What arrangements will be put in place to monitor the impact over time?**

Monthly management meetings to discuss progress and regular meetings with finance business partners to ensure targets are on track.

**Please state when this Impact Assessment will be reviewed.**

February 2019

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Jason Rawbone		07/09/2018
Head of Service:	Stuart Mackintosh		
Strategic Director:	Ian Budd		
Portfolio Holder:	CLlr Phyl Davies		

16. Governance

Decision to be made by	Date required
Cabinet	

**FORM ENDS**