

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	Housing & Community Development	Head of Service	Nina Davies	Strategic Director	Nigel Brinn	Portfolio Holder	Cllr Phyl Davies
Proposal	Budget Savings Proposal for Cleaning Service for FY 2019/2020						
Outline Summary / Description of Proposal							
Proposal to deliver revenue savings from the Cleaning service for FY 2019/20 by implementing the proposals below:							
<ul style="list-style-type: none"> Increasing income by expanding business opportunities: explore providing a handyman service for minor repairs and maintenance, communal garden clearance/maintenance for general public/housing service. This will be work outside of the HOWPS contract or work subcontracted from HOWPS. A number of internal services have requested reviews of current cleaning schedules in order to make efficiencies. Property services have asked to review cleaning in a number of corporate buildings to save up to £150k on their cleaning costs. Requests will be reviewed along with staffing. This could further affect negatively upon the Service. Introduce a service brand and use social media to expand communication to the residents and public we serve, with potential networking opportunities with greater income potential. 							

1. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£	£39,281	£29,000	£45,000	£35,000	£148,281

2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	Before end of 19/20 FY	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	17 September 2018

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V2	Jason Rawbone	Professional Lead Catering & Cleaning	15 February 2019
V3	Jason Rawbone	Professional Lead Catering & Cleaning	2 August 2019

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"> The reductions in cleaning other services have requested will result in reduced hours and possible redundancies of the cleaning staff. Consequently, corporate building users may notice a difference in the cleaning standard due to reduced cleaning frequency within our corporate buildings. 			
Service Area informed:	Property Services	Contact Officer liaised with:	Neil Clutton
Mitigation			
Cleaning service will meet with Neil Clutton from Property Services to establish standard/frequency of cleaning/caretaking to provide the efficiencies.			

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
The Economy We will develop a vibrant economy	Potential for staff reductions in cleaning hours and redundancies within corporate buildings, which would affect all cleaning staff and caretaking staff and potentially building users. A minimum cleaning standard must be maintained.	Poor	Staff will be offered redeployment into available positions within the Council.	Neutral
Health and Care We will lead the way in effective, integrated rural health and care	N/A	Choose an item.		Choose an item.

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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
Learning and skills We will strengthen learning and skills	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 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 support from our communication team.	Good
Residents and Communities We will support our residents and communities	Expanding on the services provided by our cleaning service, working with the Housing service and HOWPS to provide handyman services/garden work to support local PCC housing tenants.	Good	Better communication with local tenants through our partners to promote the services available.	Good

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?	<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>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.</p>	<p>By expanding the services provided we are keeping local people employed providing services benefiting local residents. Reducing carbon footprint by using local resources and not outsourcing/contracting works keeping the Powys pound in Powys.</p>	Good		Choose an item.
<p>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).</p>	<p>As above</p>	Good		Unknown
<p>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.</p>	<p>Providing our extended cleaning services to local tenants and local residents that may be less able will help to support their well-being, knowing they can rely on a friendly reliable service.</p>	Good	<p>Better communication with local tenants through our partners to promote the services available.</p>	Good
<p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p>	<p>By making best use of social media to connect and communicate with Partners and local residents will be advantageous for everyone.</p>	Good	<p>Better communication with local tenants through our partners to promote the services available.</p>	Good

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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.	With the proposal to expand the cleaning services to provide a “handyman” service, our team will make best use of resources to ensure the least impact on the environment and improve social and economic well-being.	Good	Services provided will be monitored to ensure they are being carried out responsibly and efficiently.	Good
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>	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		Unknown
<i>Opportunities to promote the Welsh language</i>	As Above	Good		Unknown
<i>Welsh Language impact on staff</i>	No Impact	Neutral		Neutral
<i>People are encouraged to do sport, art and recreation.</i>	No Impact	Neutral		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>	No Impact	Neutral		Neutral
<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

Source of Outline Evidence to support judgements

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
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.	No Impact	Neutral		Neutral
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	Developing our cleaning services and collaborating with partners and key stakeholders is essential for sustainability in providing services to local residents.	Good	Using social media and continued collaboration with partners will ensure our service capabilities and identify long term need.	Good
Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.	Clear communication with our partners to promote our service and the range of work streams it is capable of.	Good	As above	Good
Prevention: Understanding the root causes of issues to prevent them from occurring.	No Impact	Neutral		Neutral
Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	Continue working with partners to further develop services to improve well-being for local communities.	Good		Neutral
Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.	We will offer staff in redundancy situations, redeployment wherever possible.	Neutral		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	No Impact	Neutral		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.	No Impact	Neutral		Neutral
Impact on Powys County Council Workforce	With the request from Property services to reduce their cleaning budget, there will be some redundancies and reduction to staff hours from the cleaning staff within our corporate buildings. Also there will be reduced cleaning in corporate buildings which building users may notice, however hygiene areas (toilets) will be cleaned daily.	Poor	Staff will be offered redundancy/redeployment into available positions within the Council.	Neutral
Source of Outline Evidence to support judgements				

8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Low	Low
Mitigation		
<ol style="list-style-type: none"> 1. Further collaboration with other internal PCC services to provide needed services. 2. 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	Medium	Redeployment will be offered	Low
Reduction of cleaning service by other services, will reduce cleaning frequency/caretakers in corporate buildings	Medium	Corporate Property Services need to be clear on the standards required/acceptable	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	

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

Action	Target Date	Outcome	Decisions made
Savings target to be met from Cleaning service by end of next FY	2019/20	Saving target in 2019/20 is 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
N/A												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
A reduction in the cleaning of corporate buildings will reduce the staff within all council buildings to provide a minimal service, however toilet areas will be cleaned daily. There will be a reduction in main buildings caretaking and only adhoc call outs for window cleaning and carpet cleaning.	

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?

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.

Nov 2019

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Jason Rawbone		
Head of Service:	Nina Davies		
Strategic Director:	Nigel Brinn		
Portfolio Holder:	Clr Phyl Davies		

16. Governance

Decision to be made by	Date required
Cabinet	

FORM ENDS