

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	Legal and Democratic Services	Head of Service	Clive Pinney	Strategic Director	N/A	Portfolio Holder	Cllr Graham Breeze
Proposal							
Outline Summary / Description of Proposal							
<ol style="list-style-type: none"> 1. Complete restructure of the Scrutiny, Democratic and Member services team involving reducing the team from 8 to 6 and regrading the scrutiny officer JD's (proposed saving £179,084) 2. Do not recruit to vacant Trainee Solicitor post (proposed saving £ 28,223) 3. Do not recruit to vacant 0.5 FTE Education / Employment Solicitor post (proposed saving £ 26,769) 4. Redundancies in Registration Service (proposed saving £ 22,949) 5. Regrade from Grade 14 to Grade 12 – Solicitor (proposed saving £ 11, 196) 6. Reduce Members Travel from £88000 to £78000 (proposed saving £ 10,000) 7. Reduce Members Printing from £16940 to £13000 (proposed saving £3,940) 							

1. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£N/A	£N/A	£282,161	£	£	£282,161

2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	Jan 20	Yes

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

Version	Author	Job Title	Date
1	Clive Pinney	Head of Legal and Democratic Services	Jan 20

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N/A

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	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Health and Care We will lead the way in effective, integrated rural health and care	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Learning and skills We will strengthen learning and skills	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Residents and Communities We will support our residents and communities	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.

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Source of Outline Evidence to support judgements

Application of common sense and professional judgement

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
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.	No direct impact as Service assists the Council as a whole in delivery of its priorities apart from proposal 6 which should reduced carbon footprint if number of miles travelled reduced.	Good		Choose an item.
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).	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
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.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.

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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.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral		Choose an item.
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>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Opportunities to promote the Welsh language</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Welsh Language impact on staff</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>People are encouraged to do sport, art and recreation.</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
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 direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Disability</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Gender reassignment</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Marriage or civil partnership</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Race</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Religion or belief</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Sex</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.

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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
<i>Sexual Orientation</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
<i>Pregnancy and Maternity</i>	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.

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Source of Outline Evidence to support judgements

Application of common sense and professional judgement

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 direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Prevention: Understanding the root causes of issues to prevent them from occurring.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.	No direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.

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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 direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
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 direct impact as Service assists the Council as a whole in delivery of its priorities	Neutral	N/A	Choose an item.
Impact on Powys County Council Workforce	Reduction in the number of current staff by voluntary /compulsory redundancies and review of Job descriptions grades could result in loss of experienced staff with increased workload on remaining staff.	Neutral	New ways of working and reassessment of the activities undertaken by the Service will ensure continued support for Scrutiny, Members and Cabinet. The recruitment of 1 new admin post (I possibly and apprentice) will mitigate the impact of staff reductions and ensure that more senior officers devote their full time to substantive duties rather than undertaking admin tasks.	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	Medium	Medium
Mitigation		
The main risk is to proposal 1 for restructure of the restructure of the Scrutiny, Democratic and Member services team. New ways of working and reassessment of the activities undertaken by the Service will ensure continued support for Scrutiny, Members and Cabinet. The recruitment of 1 new admin post (I possibly and apprentice) will mitigate the impact of staff reductions and ensure that more senior officers devote their full time to substantive duties rather than undertaking admin tasks.		

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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
<p><u>Proposal 1 (Restructure)</u></p> <p>A reduction in staff with experience could result in reduced capacity to undertake all the activities and support currently undertaken.</p>	Medium	By amalgamating the 3 sections, the experienced staff will remain and they will, be able to bring the staff up to speed by training and support	Medium
Possible reduced capacity to undertake an increased level of Scrutiny	Medium	A complete review of activities and working methods will ensure that an appropriate level of support will be available to scrutiny committees and audit.	Medium
A possible change in staff may result in Members feeling unsupported	Medium	Combining the 3 sections and A complete review of activities and working methods will ensure that an appropriate level of support will be available to Members	Low
Potential criticism by external regulators if support provided for scrutiny committees reduced	Medium	A complete review of activities and working methods will ensure that an appropriate level of support will be available to scrutiny committees and audit.	Medium
<p><u>Proposal 4 (Reduction on Registration Service)</u></p> <p>Potential impact on service to customers of the Registration Service</p>	Low	The remaining staff will be able to accommodate all customer needs	Low

<p><u>Proposal 6 (reduction in Members Travel)</u></p> <p>Members failing to co-operate by refusing to carshare and/or better use of skype etc</p>	<p>Medium</p>	<p>Additional training and use of electronic systems such as Skype to promote use and develop confidence in using such systems. More being arranged using Skype to embed this as the usual way of working e.g. any working groups being automatically Skype meetings. Need to ensure robustness of systems.</p>	<p>Medium</p>
<p><u>Proposal 7 (reduction in Members printing)</u></p> <p>Members may refuse to co-operate in using the technology (where appropriate) to avoid printing costs and revert to requiring printed materials</p>	<p>Low</p>	<p>Agendas now sent out electronically using Modern. There are only limited requests for paper copies where there are specific requirements by Members or for specific reports on Cabinet.</p>	<p>Low</p>
<p>Overall judgement (to be included in project risk register)</p>			
<p>Very High Risk</p>	<p>High Risk</p>	<p>Medium Risk</p>	<p>Low Risk</p>
		<p>X</p>	

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

Action	Target Date	Outcome	Decisions made
All Proposals	01.04 2020	Savings achieved	County Council
<p>Portfolio Holder decision required</p>	<p>Choose an item.</p>	<p>Date required</p>	
<p>Cabinet decision required</p>	<p>Choose an item.</p>	<p>Date required</p>	
<p>Council decision required</p>	<p>Yes</p>	<p>Date required</p>	<p>February 2020</p>

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

	2018-19				2019-20				2020-21			
Support Requirements	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

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12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:	
<p>Whilst the impact of the proposal might initially be regarded as significant, if the process is managed properly and the transition undertaken carefully then the long term impact should be low even if there is a reduction of activities undertaken by a reduced number of staff long term, which will include new, less experienced staff who require time to gain experience.</p>		

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?
<p>Head of Service will need to monitor the transition and review progress and deliverability of the reduced activity level within the staffing levels available and make adjustments where necessary.</p>
Please state when this Impact Assessment will be reviewed.

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Clive Pinney		
Head of Service:	Clive Pinney		12.1.20
Portfolio Holder:	Cllr Graham Breeze		

16. Governance

Decision to be made by	Portfolio Holder	Date required	1 st April 2020
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FORM ENDS