

**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.**

|  |                                     |                 |            |                  |                    |  |  |  |  |  |
|--|-------------------------------------|-----------------|------------|------------------|--------------------|--|--|--|--|--|
| Service Area   | HTR                                 | Head of Service | Matt Perry | Portfolio Holder | Cllr Heulwen Hulme |  |  |  |  |  |
| Proposal   | Review of Fleet Maintenance Service |                 |            |                  |                    |  |  |  |  |  |
| <b>Outline Summary / Description of Proposal</b>   |                                     |                 |            |                  |                    |  |  |  |  |  |
| In recognition of projected reducing fleet numbers (subject to other savings proposals) and the managed fleet renewal process, further efficiency can be gained from reduced maintenance and repairs.  |                                     |                 |            |                  |                    |  |  |  |  |  |
| This review will need to compare in-house service options (1 or 2 workshops), combined in-house and external provision (1 workshop with external support for certain locations) and fully external provision (single or multiple supplier). In-house provision will require capital investment.  |                                     |                 |            |                  |                    |  |  |  |  |  |
| In addition to and preceding the full review, efficiencies can be gained following the introduction of a changed working pattern in 2019/20, along with the benefits of reduced repairs associated with the successful progression of the fleet replacement programme. This will enable a reduction of labour resource required, starting from 2020/21 with an anticipated reduction of 2 fte posts. |                                     |                 |            |                  |                    |  |  |  |  |  |
| Commissioning - Soft market testing will be needed to gauge level of interest from external suppliers. This will help the service evaluate the various options available.  |                                     |                 |            |                  |                    |  |  |  |  |  |
| At this point we cannot determine possible savings that may be available through this process, but it is considered that procurement/transfer or any capital investment in-house could be achieved for 2022/23.  |                                     |                 |            |                  |                    |  |  |  |  |  |

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

| Version | Author | Job Title | Date |
|---------|--------|-----------|------|
|         |        |           |      |
|         |        |           |      |
|         |        |           |      |

2. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £       | £       | £       | £100k   | £       | £     |

3. Consultation requirements

| Consultation Requirement | Consultation deadline/or justification for no consultation |
|--------------------------|--|
| Choose an item.          |  |

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 and Corporate Parenting?)  
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

|                     |                          |  |                          |  |                          |
|---------------------|--------------------------|--|--------------------------|--|--------------------------|
| Adult Services      | <input type="checkbox"/> | Education                              | <input type="checkbox"/> | Legal and Democratic Services            | <input type="checkbox"/> |
| Children's Services | <input type="checkbox"/> | Finance                                | <input type="checkbox"/> | Property, Planning and Public Protection | <input type="checkbox"/> |
| Commissioning       | <input type="checkbox"/> | Highways, Transportation and Recycling | <input type="checkbox"/> | Transformation and Communications        | <input type="checkbox"/> |
| Digital Services    | <input type="checkbox"/> | Housing and Community Development      | <input type="checkbox"/> | Workforce and OD                         | <input type="checkbox"/> |

**Data Protection Impact Assessment**

Will the proposal involve processing the personal details of individuals? Yes  No

Is Powys County Council the data controller? Yes  No

If you have answered yes to either of the above you will be required to complete, as a minimum, the screening questions on the data protection impact assessment.

For further advice please contact the Data Compliance Team.

4a Geographical Locations

| <b>What geographical area(s) will be impacted by the proposal? (Chose all those applicable)</b> |                          |                        |                          |                          |                          |
|---|--------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Powys   | <input type="checkbox"/> | Brecon                 | <input type="checkbox"/> | Llandrindod and Rhayader | <input type="checkbox"/> |
|   |                          | Builth and Llanwrtyd   | <input type="checkbox"/> | Llanfair Caereinion      | <input type="checkbox"/> |
| North   | <input type="checkbox"/> | Crickhowell            | <input type="checkbox"/> | Llanfyllin               | <input type="checkbox"/> |
| Mid   | <input type="checkbox"/> | Hay and Talgarth       | <input type="checkbox"/> | Llanidloes               | <input type="checkbox"/> |
| South   | <input type="checkbox"/> | Kington and Presteigne | <input type="checkbox"/> | Machynlleth              | <input type="checkbox"/> |
|   |                          |                        |                          | Newtown                  | <input type="checkbox"/> |
|   |                          |                        |                          | Welshpool and Montgomery | <input type="checkbox"/> |
|   |                          |                        |                          | Ystradgynlais            | <input type="checkbox"/> |

5. How does your proposal impact on Vision 2025?

**Cyngor Sir Powys County Council**  
**Impact Assessment (IA)**  
*The integrated approach to support effective decision making*



| Council's Well-being Objective  | How does the proposal impact on this Well-being Objective? | IMPACT<br>Please select from drop down box below | What will be done to better contribute to a more positive impact or to mitigate any negative impacts? | IMPACT AFTER MITIGATION<br>Please select from drop down box below |
|---|--|--|---|---|
| <b>The Economy</b><br><b>We will develop a vibrant economy</b>  | No Impact  | Neutral  |   | Choose an item.   |
| <b>Health and Care</b><br><b>We will lead the way in providing effective, integrated health and care in a rural environment</b> | No Impact  | Neutral  |   | Choose an item.   |
| <b>Learning and skills</b><br><b>We will strengthen learning and skills</b>   | No Impact  | Neutral  |   | Choose an item.   |
| <b>Residents and Communities</b><br><b>We will support our residents and communities</b>  | No Impact  | Neutral  |   | Choose an item.   |

**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? | IMPACT<br>Please select from drop down box below | What will be done to better contribute to a more positive impact or to mitigate any negative impacts? | IMPACT<br>AFTER<br>MITIGATION<br>Please select from drop down box below |
|---|--|--|---|---|
| <b>A prosperous Wales:</b><br>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  |   | Choose an item.   |
| <b>A resilient Wales:</b><br>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  |   | Choose an item.   |

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| Well-being Goal   | How does proposal contribute to this goal? | IMPACT<br>Please select from drop down box below | What will be done to better contribute to a more positive impact or to mitigate any negative impacts? | IMPACT AFTER MITIGATION<br>Please select from drop down box below |
|---|--|--|---|---|
| <b>A healthier Wales:</b><br>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.<br><b>Public Health (Wales) Act, 2017:</b><br>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.  |  | Neutral  |   | Choose an item.   |
| <b>A Wales of cohesive communities:</b><br>Attractive, viable, safe and well-connected Communities.   |  | Neutral  |   | Choose an item.   |
| <b>A globally responsible Wales:</b><br>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.<br><b>Human Rights - is about being proactive (see guidance)</b><br><b>UN Convention on the Rights of the Child:</b><br>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. |  | Neutral  |   | Choose an item.   |
| <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.<br><i>Incorporating requirements under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards</i>  |  |  |   |   |
| <b>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</b>  |  | Neutral  |   | Choose an item.   |

| Well-being Goal  | How does proposal contribute to this goal? | <b>IMPACT</b><br>Please select from drop down box below | What will be done to better contribute to a more positive impact or to mitigate any negative impacts? | <b>IMPACT AFTER MITIGATION</b><br>Please select from drop down box below |
|--|--|---|---|--|
| <i>Opportunities to promote the Welsh language</i>   |  | Neutral   |   | Choose an item.  |
| <i>People are encouraged to do sport, art and recreation.</i>  |  | Neutral   |   | Choose an item.  |
| <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).<br><i>Incorporating requirements under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Social Economic duty (2020).</i> |  |   |   |  |
| <i>Age</i>   |  | Neutral   |   | Choose an item.  |
| <i>Disability</i>  |  | Neutral   |   | Choose an item.  |
| <i>Gender reassignment</i>   |  | Neutral   |   | Choose an item.  |
| <i>Marriage or civil partnership</i>   |  | Neutral   |   | Choose an item.  |
| <i>Race</i>  |  | Neutral   |   | Choose an item.  |
| <i>Religion or belief</i>  |  | Neutral   |   | Choose an item.  |
| <i>Sex</i>   |  | Neutral   |   | Choose an item.  |
| <i>Sexual Orientation</i>  |  | Neutral   |   | Choose an item.  |
| <i>Pregnancy and Maternity</i>   |  | Neutral   |   | Choose an item.  |
| <i>Socio-economic duty</i>   |  | Neutral   |   | Choose an item.  |

**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<br>Please select from drop down box below | What will be done to better contribute to a more positive impact or to mitigate any negative impacts? | IMPACT<br>AFTER<br>MITIGATION<br>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  |   | Choose an item.   |
| <b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.   | Proposal could provide added opportunity for working with others | Neutral  |   | Choose an item.   |
| <b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them including:<br><b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account                                   | Proposal could provide added opportunity for working with others | Neutral  |   | Choose an item.   |
| <b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring including:<br><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  |   | Choose an item.   |

| Principle  | How does the proposal impact on this principle? | IMPACT<br>Please select from drop down box below | What will be done to better contribute to a more positive impact or to mitigate any negative impacts? | IMPACT AFTER MITIGATION<br>Please select from drop down box below |
|--|---|--|---|---|
| <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  |   | Choose an item.   |
| <b>Powys County Council Workforce:</b><br>What Impact will this change have on the Workforce?  | There will be a reduction in employed staff     | Neutral  | Management of Change Process  | Neutral   |
| <b>Payroll:</b> How will this impact salary, any overtime/enhanced payments etc? Does this affect any particular group of employees? E.g. Male/Female dominated workforce. Does this proposal comply with the Councils Single Status Terms and Conditions? |   | Neutral  |   | Choose an item.   |
| <b>Welsh Language impact on staff</b>  |   | Poor   |   | Choose an item.   |
| <b>Apprenticeships:</b><br>Has consideration been given to whether this change impacts negatively, or positively on Apprenticeships within the service?  |   | Neutral  |   | Choose an item.   |
| <b>Source of Outline Evidence to support judgements</b>  |   |  |   |   |
|  |   |  |   |   |

8. What is the impact of this proposal on our communities?

| Communities | How does the proposal impact on residents and community? | <b>IMPACT</b><br>See impact definitions in guidance document | What will be done to better contribute to a more positive impact or to mitigate any negative impacts? | <b>IMPACT AFTER MITIGATION</b><br>See impact definitions in guidance document | Source of Outline Evidence to support judgement |
|-------------|--|--|---|---|---|
|             |  | Choose an item.  |   | Choose an item.   |   |

9. What are the risks to service delivery or the council following implementation of this proposal?

| Description of risks                                 |  |   |  |
|--|--|---|--|
| Risk Identified                                      | Inherent Risk Rating<br>Impact X Likelihood (See Risk Matrix in guidance document) | Mitigation  | Residual Risk Rating<br>Impact X Likelihood (See Risk Matrix in guidance document) |
| Unable to properly maintain owned fleet              | Low  |   |  |
| No cost reduction through other commissioning routes | Medium   | Look at all options, incl collaboration with others and other options |  |

10. Overall Summary and Judgement of this Impact Assessment?

|  |                                  |  |
|--|----------------------------------|--|
| <b>Outline Assessment (to be inserted in cabinet report)</b> | <b>Cabinet Report Reference:</b> |  |
| Low impact overall. Very low external impact.                |                                  |  |

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

|   |
|---|
| <b>What additional evidence and data has informed the development of your proposal?</b> |
|   |

12. On-going monitoring arrangements?

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

Please state when this Impact Assessment will be reviewed.

13. Sign Off

| Position                | Name               | Signature   | Date     |
|-------------------------|--------------------|---|----------|
| Impact Assessment Lead: | John Forsey        |   |          |
| Head of Service:        | Matt Perry         |  | 13/02/21 |
| Portfolio Holder:       | Cllr Heulwen Hulme |   |          |

14. Governance

Decision to be made by

Cabinet

Date required

FORM ENDS