

# Impact Assessment

## Transformation and Communications Service Restructure



06/01/2022

Reference: 6385-7152-3842-3616

Impact Assessments (IA) are a process of assessing how our proposals and decisions might impact upon different types of people and communities and developing proposals in line with relevant legislation.

**This is a legal requirement, and ensures the Council considers key legislation, including Equalities, Welsh language, Future Generations, Socio-economic Duty and Risk when developing proposals.**

**It will also help the Council make the best possible decisions for the people of Powys.**

# 1. Proposal Information

<b>Author name</b>	Emma Palmer, Head of Transformation and Communications
<b>Head of service</b>	Emma Palmer, Head of Transformation and Communications
<b>Portfolio holder</b>	Beverley Baynham, portfolio holder for Portfolio Holder for Corporate Governance and Regulatory Services
<b>Proposal title</b>	Transformation and Communications Service Restructure
<b>Description of proposal</b>	<p>The Transformation and Communications (TAC) Team shares the financial challenges faces by Powys County Council and the proposal aims to manage this in a measured way. There are two areas identified for making savings: 1) Strategic Planning, Policy and Performance and 2) Travel Expenses.</p> <p>Reasons identified below:</p> <ol style="list-style-type: none"><li>1) The service has restructured enabling the deletion of one Grade 10 Post.</li><li>2) The service has a minor travel allocation and with remote working set to continue through designated all roles in TAC as flexible workers this funding can be reduced.</li></ol>

## 2. Savings and Consultation requirements

### Profile of savings delivery

2021-22	2022-23	2023-24	2024-25	2025-26	2026+	Total savings
£0	£51,000	£0	£0	£0	£0	£51,000

### Further information

Grade 10 - £50,000

Travel - £1,000

## Consultation requirements

<b>Consultation required?</b>	No
<b>Justification</b>	With new ways of working we are no longer travelling as much and as the service will continue to work flexibly we are able to half the remaining travel budget.&nbsp; We have also deleted a Grade 10 as part of a restructure within the overall service.

## 3. Impact on other service areas, geographical areas and data protection

### 3a. Impact on other service areas

- Digital Services
- Childrens Services
- Adult Services
- Housing and Community Development
- Highways Transport & Recycling
- Finance (Section 151)
- Legal & Democratic Services
- Commissioning (Children & Adults)
- Workforce & Organisation Development
- Property Planning and Public Protection
- Education
- Schools (Primary Secondary and Special)
- other

### 3b. Impact on geographical locations

The entire county

### 3c. Data protection impact assessment

Will the proposal involve processing the personal details of individuals?	No
Is Powys County Council the data controller?	No
Further information	

## 4. Impact on Vision 2025

### 4a. The economy

Impact	The service will continue to provide support to services who lead on the planning and report of this Well-being objective, but there will also be an expectation for more self-serve from services where possible.
Impact rating	Poor
Mitigation	Continued digitisation/automation of Integrated Business Planning and Reporting Tools to reduce reliance on manual processing.
Mitigated impact rating	Neutral

### 4b. Health and care

Impact	The proposal provides continuation of a dedicated resource to support services who lead on the planning and reporting of this well-being objective.
Impact rating	Very good
Mitigation	Not specified

### 4c. Learning and skills

<b>Impact</b>	The Service will continue to provide support to services who lead on the planning and reporting of this Well-being objective, but there will also be an expectation for more 'self-serve' from services where possible.
<b>Impact rating</b>	Poor
<b>Mitigation</b>	Continued digitisation/automation of Integrated Business Planning and Reporting Tools to reduce reliance on manual processing etc.
<b>Mitigated impact rating</b>	Good

#### 4d. Residents and communities

<b>Impact</b>	The Service will continue to provide support to services who lead on the planning and reporting of this Well-being objective, but there will also be an expectation for more 'self-serve' from services where possible.
<b>Impact rating</b>	Poor
<b>Mitigation</b>	Continued digitisation/automation of Integrated Business Planning and Reporting Tools to reduce reliance on manual processing etc.
<b>Mitigated impact rating</b>	Good

#### 4e. Evidence

The restructure has already taken place, business case is available should the need arise.

## 5. Impact on well-being goals including Welsh language and equalities

### 5a. A prosperous Wales

<b>Impact</b>	The service aims to provide career pathways for staff and the proposal aims to provide opportunities to broaden the skill set of staff.
<b>Impact rating</b>	Neutral
<b>Mitigation</b>	Not specified

### 5b. A resilient Wales

<b>Impact</b>	None
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### 5c. A healthier Wales

<b>Impact</b>	Demand and expectations on staff may increase and could possibly impact on staff well-being.
<b>Impact rating</b>	Poor
<b>Mitigation</b>	Demand to be managed and prioritised according to staff capacity.
<b>Mitigated impact rating</b>	Good

### 5d. A Wales of cohesive communities

<b>Impact</b>	None
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### 5e. A globally responsible Wales

<b>Impact</b>	None
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### 5f. A Wales of vibrant culture and thriving Welsh language

#### Using Welsh

<b>Impact</b>	None
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#### Promoting Welsh

<b>Impact</b>	None
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#### Sports, Art & Recreation

<b>Impact</b>	None
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### 5g. A more equal Wales

#### Age

<b>Impact</b>	None
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## Disability

Impact

None

## Gender Reassignment

Impact

None

## Marriage or Civil Partnership

Impact

None

## Race

Impact

None

## Religion or Belief

Impact

None

## Sex

Impact

None

## Sexual Orientation

Impact

None

## Pregnancy and Maternity

Impact

None

## Socio-economic Duty

Impact

None

## 5h. Evidence

Full business case of restructure available if required.

## 6. Impact on key guiding principles & workforce

### 6a. Sustainable development principles

#### Long-term

<b>Impact</b>	The proposal also reflects the longer-term approach of services becoming more self-sufficient through digitised tools and automation of reporting etc.
<b>Impact rating</b>	Good
<b>Mitigation</b>	Not specified

#### Collaboration

<b>Impact</b>	The Service will continue to work closely with all other services to support them in becoming more self-sufficient with developing their plans and managing quarterly reporting etc, placing less reliance on the SPPP team for manual input..
<b>Impact rating</b>	Neutral
<b>Mitigation</b>	Not specified

#### Involvement (including Communication and Engagement)

<b>Impact</b>	Staff and key stakeholders were involved ahead of the restructure.
<b>Impact rating</b>	Neutral
<b>Mitigation</b>	Not specified

#### Prevention

<b>Impact</b>	None
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#### Integration

<b>Impact</b>	The whole ethos of the proposal is for roles within the SPPP Team to become more integrated, in order to provide a more holistic support approach to other services
<b>Impact rating</b>	Good



Mitigation	Not specified
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## 6b. Impact on the workforce

Impact	The remaining workforce will be required to undertake more work in the absence of one post and delays in digitalisation.
Impact rating	Poor
Mitigation	Will need to manage expectations to avoid burnout.
Mitigated impact rating	Good

## 6c. Impact on payroll

Impact	None
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## 6d. Welsh language impact on staff

Impact	None
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## 6e. Impact on apprenticeships

Impact	None
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## 6f. Evidence

Full business case available on request. IBP also maintained and available.

# 7. Likelihood and risks

## Risk 1

Description	Unable to meet expectations of the team and support other services to the same level as previously				
Likelihood score	3	Impact score	2	Risk rating	6.0
Mitigation	Clear and effective communication. Realignment of IBP dates to enable reduced capacity time to meet objectives.				

<b>Residual likelihood score</b>	2	<b>Residual impact score</b>	1	<b>Residual risk rating</b>	2.0
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## 8. Overall summary and judgement

### Outline assessment

Overall this impact assessment is focused on the delivery of savings of £51k which is achievable with minimum negative impact. However, it should be noted that there are an additional 11.4 FTE posts that are temporary funded. 5.2 FTE have received confirmation of funding from PCC Transformation fund. The remaining 6.2 posts are dependent on extension of grants/income from other sources and pose a risk to the organisation should this income not materialise. The risk is currently being managed with an opportunity to draw from specific reserves should the need arise.

#### Cabinet reference

## 9. Additional evidence

TAC Integrated Business Plan, Digital Strategy (Information Excellence Workstream),

## 10. Ongoing monitoring arrangements and governance

### Monitoring arrangements

The Head of Service will continually monitor the situation and report on a monthly basis.

<b>Review date</b>	22/12/2022
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