

## MEDIUM RISK IMPACT ASSESSMENTS

- 1819-01 – Right sizing high cost placements/packages and bring some people back into community living
- 1819-02 – Learning Disabilities Supported Tenancies
- 1819-04 – Business Support Savings 2018/19
- 1819-06 – Reduce Supporting People budget
- 1819-10 – ICT Savings 2018/19 – System Rationalisation
- 1819-11 – ICT Budget Absorbing £70k of new costs
- 1819-23 – Cease Funding Tourist Information Centres
- 1819-26 – Heart of Wales Property Services Ltd
- 1819-29 – Failure to achieve MTFS target of £35k in respect of the commercial portfolio
- 1819-30 – Transfer of the operation of public conveniences
- 1819-31 – Raise age of admission
- 1819-36 - ALN

# 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>	Adults	<b>Head of Service</b>	Dylan Owen/Jennifer Jeffreys	<b>Strategic Director</b>	Phil Evans	<b>Portfolio Holder</b>	Cllr Stephen Hayes
<b>Proposal</b>	1819-01 Right sizing high cost placements / packages and bring some people back into community living						
<b>Outline Summary / Description of Proposal</b>							
Right sizing high cost placements for Learning Disabilities and bringing some service users back into community living. Clients will be moved, when assessed as appropriate to meet their ongoing needs from high cost packages into a more appropriate care setting that delivers value for money and will enhance and promote independence in line with the Social Services and Well-being (Wales) Act. The client will still receive adequate care in a more cost effective environment. Deliver £350k savings in 2017/18 and £150k savings in 2018/19.							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£150,000	£0	£0	£0	£0	£150,000

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
No consultation required (please provide justification)	Contract Management Activity between PCC and Provider	No

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

Version	Author	Job Title	Date
Version 2	Sue O'Grady	Senior Manager – MH & Disabilities	21/11/2017

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### 4. Impact on Other Service Areas

<b>Does the proposal have potential to impact on another service area? (Including implication for Health &amp; Safety and Corporate Parenting)</b> <b>PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</b>	
None	
<b>Service Area informed:</b>	<b>Contact Officer liaised with:</b>
<b>Mitigation</b>	

### 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		Unknown		Unknown
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care		Unknown		Choose an item.
<b>Learning and skills</b> We will strengthen learning and skills	There will need to be comprehensive co-productive approaches with service users/families/advocates to ensure that they fully understand the pathway and support available to them.	Good		Good
<b>Residents and Communities</b> We will support our residents and communities	More people will be supported at home to maintain or regain independence with different forms of technology in a supported living framework.	Good		Good

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### Source of Outline Evidence to support judgements

Priority and Impacts evidenced by Joint Commissioning Strategy: Adults with a learning Disability

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	No impact	Neutral		Neutral
<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).	No impact	Neutral		Neutral
<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.	People will be supported to regain or maintain independence and therefore become more resilient and self-reliant in terms of meeting their personal outcomes.	Good		Good
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	No impact	Neutral		Neutral

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Well-being Goal	How does proposal contribute to this goal?	<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>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.	No impact	Neutral		Neutral
<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.				
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	No impact	Neutral		Neutral
<i>Opportunities to promote the Welsh language</i>	No impact	Neutral		Neutral
<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
<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>	People will be supported to regain or maintain independence.	Good		Good
<b>Disability</b>	People will be supported to regain or maintain independence in a progressive way.	Good		Good
<b>Gender reassignment</b>	No impact	Neutral		Neutral
<b>Marriage or civil partnership</b>	No impact	Neutral		Neutral
<b>Race</b>	No impact	Neutral		Neutral
<b>Religion or belief</b>	No impact	Neutral		Neutral
<b>Sex</b>	No impact	Neutral		Neutral
<b>Sexual Orientation</b>	No impact	Neutral		Neutral
<b>Pregnancy and Maternity</b>	No impact	Neutral		Neutral

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### Source of Outline Evidence to support judgements

Evidenced in key priorities in Joint Commissioning Strategy :Adults with a Learning Disability

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.	This objective will satisfy the direction of travel for people with disabilities to be supported in the community to promote and enhance independence and provide sustainable provision in the future.	Good		Good
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Collaborative working will be key to the delivery of this, through integration and working with providers and other third sector partners.	Good		Good
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	Liaison with users and families is already underway as part of the return to home project and will be achieved through the individual care plan review processes.	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.	Current project is being delivered through the Learning Disabilities thematic board as part of the 'return to home' project.	Good		Good
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	No impact	Neutral		Neutral

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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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	Individuals with a learning disability in accommodation with 24 hour paid support. Parent/carers will be part of the ongoing work to identify any proposed changes to the current package of care/future service provision	Neutral		Choose an item.
<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.	Safeguarding continues to be at the forefront of all decisions made to ensure that people are safe within their own homes.	Neutral		Neutral
<b>Impact on Powys County Council Workforce</b>	No impact	Neutral	No impact	Neutral
<b>Source of Outline Evidence to support judgements</b>				
There will be no direct change to unpaid carers or to the requirements of the safeguarding of individuals with a learning disability, the Council's Statutory duty will continue to be met.				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Medium	Medium
<b>Mitigation</b>		

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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
Choice – service users / carers may not want to move or change the service they have	High	To work with the individual/parents/advocates in evaluating the choices available	Medium
Capacity – may not be suitable alternative options available for the service users and speed at which we could repatriate service users in the appropriate accommodation	Medium	Increase market access	Medium
Reviewing the assessment – we may find that many are actually at the right level and services cannot be changed	Medium	None	Medium
Provider not prepared to negotiate rates	High	Re-negotiation/notice of contract	High
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		X	

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

Action	Target Date	Outcome	Decisions made
Renegotiation of contracts	March 2019		
Return to home project Phase 1	March 2019		
<b>Portfolio Holder decision required</b>	No	<b>Date required</b>	
<b>Cabinet decision required</b>	No	<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
Within service												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
The process of returning suitable individuals to Powys to live closer to families and their communities is seen as a positive step forward in order to support individuals with complex needs. Promoting independence and progression is in line with the delivery of the Social Services and Well-being (Wales) Act 2014.	

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

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

Peopletoo Financial Improvement Plan, Budget sustainability paper developed by HOS and 'return to home' project documentation.

14. On-going monitoring arrangements?

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

Supervision of Social Care staff, panel and budget holder accountability, Operational SMT through to ASC financial monitoring mechanisms.

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

Quarterly as part of the SIP process

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Sue O'Grady		21/11/2017
Head of Service:	Dylan Owen/Jennifer Jeffreys		
Strategic Director:	Phil Evans		
Portfolio Holder:	ClIr Stephen Hayes		

16. Governance

<b>Decision to be made by</b>	Portfolio Holder	<b>Date required</b>	Ongoing business as usual and Project in train
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**FORM ENDS**

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<b>Proposal</b>	1819-02 Learning Disabilities Supported Tenancies						
<b>Outline Summary / Description of Proposal</b>							
<p>Learning Disabilities Supported Tenancies have been allocated level of efficiency savings as part of the corporate budget recovery plan. This document is to assess the potential impact of these savings on the services and the service users.</p> <p>The services were remodelled and retendered in 2014 and 5 year contracts were awarded. The retender project saved £714 k at that time. With these contracts in place and also with consideration of the challenges providers face due to the National Living Wage there will be limited scope for contract price negotiation to achieve savings. Therefore the new savings targets will have to be achieved by service reductions. At the current time there are a number of initiatives started to deliver savings in the supported tenancies. These will be incorporated into one central project to ensure that savings are delivered on time and according the budget recovery plan. The current initiatives include use of assistive technology, review and management of vacancies and the development of longer term Market Position Statements and forward planning for future needs. The project will also assess and utilise the potential for unpaid support, shared support with peers and equitable service delivery across all services.</p> <p>Required savings are as follows: -</p> <ul style="list-style-type: none"> <li>2017/18 £150k</li> <li>2018/19 £200k</li> <li>2019/20 £150k</li> </ul>							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£200,000	£150,000	£	£	£	£350,000

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
No consultation required (please provide justification)		No

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

Version	Author	Job Title	Date
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Version 2	Sue O'Grady	Senior Manager – MH & Disabilities	21/11/2017

4. Impact on Other Service Areas

<p><b>Does the proposal have potential to impact on another service area? (Including implication for Health &amp; Safety and Corporate Parenting)</b>  <b>PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</b></p>			
None			
<b>Service Area informed:</b>		<b>Contact Officer liaised with:</b>	
<b>Mitigation</b>			

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

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Council Priority	How does the proposal impact on this priority?	<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>The Economy</b> <b>We will develop a vibrant economy</b>	<p>Aims/priorities from the Joint Commissioning Strategy: Adults with a Learning Disability that were achieved as part of the previous remodel and retender on these contracts are relevant to the savings targets now to be achieved and will continue to inform the ongoing savings project.</p> <p>Review our existing contracts and ensure that there is sufficient flexibility within the contracts to give people choices and options in the way that they are supported.</p> <p>We also work with providers currently to understand the local economic issues facing the market.</p>	Neutral	<p>Proactive sharing of information to manage and minimise any negative public views that changes may create.</p> <p>Working with local providers to develop Market position statement for forward planning of possible opportunities for business development in the county.</p> <p>Include consultation with health colleagues and applications for health support and funding where applicable.</p>	Good
<b>Health and Care</b> <b>We will lead the way in effective, integrated rural health and care</b>	<p>Review our existing contracts and ensure that there is sufficient flexibility within the contracts to give people choices and options in the way that they are supported.</p> <p>We also work with providers currently to understand the local economic issues facing the market</p>	Neutral		Choose an item.
<b>Learning and skills</b> <b>We will strengthen learning and skills</b>	<p>Review our existing contracts and ensure that there is sufficient flexibility within the contracts to give people choices and options in the way that they are supported. This will include the use of assistive technology.</p> <p>There is a risk that some service users will experience a level of reduction in the daily opportunities that they have to be supported to access community activities on a 1:1 basis. The project will look at opportunities for people to access unpaid support such as community befriending schemes and shared support opportunities with peers.</p>	Neutral	<p>Work with service users and social workers to review assessments and ensure right sizing of care packages.</p> <p>Work with providers to maximise flexibility across contracts to minimise impacts.</p> <p>Establishment of a project team with sufficient knowledge of LD and experience of supported tenancy contract management.</p> <p>Proactive sharing of information to manage and minimise any negative public views that changes may create.</p>	Good

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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
<p><b>Residents and Communities</b>  <b>We will support our residents and communities</b></p>	<p>The outcomes for these services align with the Adult social care programme brief:</p> <ul style="list-style-type: none"> <li>• People with a learning disability receive services that meet their needs to enable them to maximise their independence and live in the community of their choice.</li> <li>• People with a learning disability have improved health and wellbeing</li> <li>• To ensure that the council is commissioning services which represent value for money</li> </ul> <p>The project to deliver required savings from the services will take into account that these objectives are paramount to the delivery of the services and will aim to deliver savings whilst keeping negative impact on service user to a minimum.</p>	<p>Neutral</p>	<p>Proactive sharing of information to manage and minimise any negative public views that changes may create. Work with service users and social workers to review assessments and ensure right sizing of care packages. Work with providers to maximise flexibility across contracts to minimise impacts</p> <p>Establishment of a project team with sufficient knowledge of LD and experience of supported tenancy contract management include consultation with health colleagues and applications for health support and funding where applicable.</p>	<p>Good</p>

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### Source of Outline Evidence to support judgements

Budget recovery plan, SSWB Act, The One Powys Plan, Market position statement (in development) Joint Commissioning Strategy: Adults with learning Disability Powys Future Generations Act, Stakeholder consultations Joint Commissioning Strategy: Adults with learning Disability Powys, Council standard tendering procedure and terms and conditions.

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	Specific outcomes of the project will include: Ensure that we are getting value for money along with efficient and effective use of our resources in meeting eligible needs on an ongoing basis Review our existing contracts and ensure that there is sufficient flexibility within the contracts to give people choices and options in the way that they are supported. This will include the use of assistive technology	Neutral	Working with local providers to develop Market position statement for forward planning of possible opportunities for business development in the county.	Good
<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).	All contracts which are created as a result of new development opportunities in the County will require providers do operate in a eco-friendly manner as standard requirement of any contract with the council	Neutral		Neutral

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<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>This project will align to the requirements of the Act by working with individuals to ensure proportionate assessment and care planning for peoples support and accommodation needs throughout the project and also by looking at the broader issues of people’s wellbeing, support and early intervention and prevention. Through this project people will have influence and control over what they need, making decisions about their support in the future as an equal partner.</p>	<p>Good</p>	<p>Proactive sharing of information to manage and minimise any negative public views that changes may create.  Work with service users and social workers to review assessments and ensure right sizing of care packages.  Work with providers to maximise flexibility across contracts to minimise impacts  Establishment of a project team with sufficient knowledge of LD and experience of supported tenancy contract management  Progression model of assessment is an option for all clients affected by this project  include consultation with health colleagues and applications for health support and funding where applicable</p>	<p>Good</p>
<p><b>A Wales of cohesive communities:</b>  Attractive, viable, safe and well-connected Communities.</p>	<p>The outcomes for this project align with the Adult social care programme brief:  People with a learning disability receive services that meet their needs to enable them to maximise their independence and live in the community of their choice.</p>	<p>Good</p>	<p>Information to manage and minimise any negative public views that changes may create.  Work with service users and social workers to review assessments and ensure right sizing of care packages.  Work with providers to maximise flexibility across contracts to minimise impacts.  Establishment of a project team with sufficient knowledge of LD and experience of supported tenancy contract management  Progression model of assessment is an option for all clients affected by this project.  include consultation with health colleagues and applications for health support and funding where applicable</p>	<p>Good</p>

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<p><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.</p>	<p>No impact</p>	<p>Neutral</p>		<p>Neutral</p>
<p><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.</p>				
<p><b>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</b></p>	<p>94% of tenants prefer to be addressed in English, and 2% prefer Welsh. The rest did not record a preference.</p> <p>According to the 2011 census, 19% of people living in Wales can speak Welsh. The highest percentage of these being of school age. Within the supported tenancies 2% are recorded as able to speak Welsh with a further 4% not indicating a choice. This may be reflective of the fact that people with a learning disability may not be able to gain skills in two languages or may not communicate verbally at all. It is therefore not anticipated that the proposed project will have a disproportionate impact on clients who prefer to speak Welsh or use Welsh as their first language.</p>	<p>Neutral</p>	<p>The councils standard terms and conditions require providers to support individuals in the language of their choice</p>	<p>Neutral</p>
<p><b>Opportunities to promote the Welsh language</b></p>	<p>As above</p>	<p>Neutral</p>	<p>As above</p>	<p>Neutral</p>
<p><b>Welsh Language impact on staff</b></p>	<p>No impact</p>	<p>Neutral</p>	<p>No impact</p>	<p>Neutral</p>
<p><b>People are encouraged to do sport, art and recreation.</b></p>	<p>People with a learning disability receive services that meet their needs to enable them to maximise their independence and live in the community of their choice.</p>	<p>Neutral</p>		<p>Neutral</p>
<p><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).</p>				
<p><b>Age</b></p>	<p>Through this project people will have influence and control over what they need, making decisions about their support in the future as an equal partner.</p>	<p>Neutral</p>	<p>Assessments will be undertaken in partnership with clients and their families to ensure that peoples desired progression through life is fully understood.</p>	<p>Neutral</p>

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<b>Disability</b>	<p>All clients (100%) have a disability due to the specific purpose of the service. This is significantly higher than the national average (11.9%)The statistics published by Daffodil show that 2.45 of the population in Wales have a learning disability, and on average between men and women 14% have a limiting physical disability Services are allocated to people according to their eligible need.</p> <p>As such the service is designed to meet the requirements for people with a learning disability and is not preferential in any other way.</p>	Neutral		Neutral
<b>Gender reassignment</b>	No impact	Neutral		Neutral
<b>Marriage or civil partnership</b>	No impact	Neutral		Neutral
<b>Race</b>	<p>No impact – the national household census 2011 indicates a black and minority ethnic group percentage in general households as 3% so there is a slightly lower representation within the supported tenancies. This is however reflective of local population in the area.</p>	Neutral		Neutral
<b>Religion or belief</b>	<p>Within the contract for the supported tenancies there is a requirement for providers to ensure that they meet the needs of individuals. Through the service specification providers are required to work with the service users and their chose and professional representatives to ascertain their choices, preferences and needs. The tender process was based on contracting to Individual Placement Agreements so that the contract can be altered at any time in line with the assessed needs of the service users. This includes the requirement to support them in all of their life choices, including their choice of religion.</p> <p>It is not anticipated that people of any specific religion will be disproportionately affected by the project as each change and impact will be designed around specific individual choice and need.</p>	Neutral		Neutral

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*The integrated approach to support effective decision making*



<b>Sex</b>	52% of the tenants are female, 48% are male. This compares to 2011 census data that record 59% of the national household population as male. Within census figures on daffodil for 2011 The percentage of adults who reported being limited a lot by a physical disability increased with age, and was overall slightly more common for women (17%) than men (15%).	Neutral		Neutral
<b>Sexual Orientation</b>	No impact	Neutral		Neutral
<b>Pregnancy and Maternity</b>	No impact	Neutral		Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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### Source of Outline Evidence to support judgements

Applies to all characteristics:  
 Profiling of service users, providing a breakdown of who uses the service by the protected characteristics.  
 Service user satisfaction rates  
 Qualitative data (analysed against the protected characteristics) which provides evidence about current services users experience accessing the service.  
 Qualitative data gathered from those that are not currently using the service.  
 Assessment process  
 PID  
 Joint Commissioning Strategy: Adults with learning Disability Powys  
 SSWB Act  
 Census information (Daffodil)  
 Alder advice progression model and assessments.  
 Joint Commissioning Strategy: Adults with learning Disability  
 Joint Commissioning Strategy: Adults with learning Disability Powys  
 The One Plan Powys  
 Future Generations Act  
 Stakeholder consultations  
 Council standard tendering procedure and terms and conditions

7. How does your proposal impact on the council's other key guiding principles?

Principle	How does the proposal impact on this principle?	<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>Sustainable Development Principle (5 ways of working)</b>				

# Cyngor Sir Powys County Council

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Principle	How does the proposal impact on this principle?	<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><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.</p>	<p>The savings requirements will leave less capacity in the services than was previously available. Services will need to work with service users in the future to manage expectation and to maximise opportunities for unpaid support and universal services.</p>	<p>Good</p>	<p>Information to manage and minimise any negative public views that changes may create.                      Work with service users and social workers to review assessments and ensure right sizing of care packages.                      Work with providers to maximise flexibility across contracts to minimise impacts.                      Establishment of a project team with sufficient knowledge of LD and experience of supported tenancy contract management.                      Progression model of assessment is an option for all clients affected by this project.                      Include consultation with health colleagues and applications for health support and funding where applicable.</p>	<p>Good</p>
<p><b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.</p>	<p>Aims/priorities from the Learning Disability joint commissioning strategy that were achieved as part of the previous remodel and retender on these contracts are relevant to the savings targets now to be achieved and will continue to inform the ongoing savings project:                      Review our existing contracts and ensure that there is sufficient flexibility within the contracts to give people choices and options in the way that they are supported.                      We also work with providers currently to understand the local economic issues facing the market.</p>	<p>Good</p>		<p>Very Good</p>
<p><b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.</p>	<p>Through this project people will have influence and control over what they need, making decisions about where they live in the future as an equal partner.</p>	<p>Good</p>		<p>Good</p>

**Cyngor Sir Powys County Council**  
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Principle	How does the proposal impact on this principle?	<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><b>Prevention:</b> <i>Understanding the root causes of issues to prevent them from occurring.</i></p>	<p>To improve community resilience and enablement through choice, self-direction and control people with learning disabilities have over decisions that affect their lives in line with The Social Services and Wellbeing Act 2014.</p> <p>The project will help to ensure people have opportunities for unpaid support and community opportunities.</p>	<p>Good</p>		<p>Good</p>
<p><b>Integration:</b> <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i></p>	<p>The project is aimed at making efficiency savings and work will be done to minimise any negative impact on individuals however the service will continue to operate on the following basis.</p> <p>People with learning disabilities should have the same opportunities, be treated with dignity and respect and be supported to make decisions and take responsibility for the way they choose to live.</p> <p>People with a learning disability often have further health needs, such as a physical disability, visual or hearing problem which also need to be supported.</p> <p>People with a Learning Disability receive services that meet their needs to enable them to maximise their independence and live in the community of their choice.</p> <p>People with a Learning Disability have improved health and well-being</p>	<p>Good</p>	<p>One plan objective for people with learning disabilities: People with Learning Disabilities lead meaningful and valued lives within their own communities.</p> <p>Within Social Services we are committed to: High quality efficient and effective services that are purposeful and focus on impact and outcomes. Engaging with the citizen by building social capacity both in the individual and community.</p> <p>Develop effective and efficient care pathways from universal services through to acute provision, through managing demand for the whole population.</p> <p>Equity of access – ensuring that the resource requirement and true service cost is fully understood.</p> <p>Partnership and collaboration which are essential with key partners.</p> <p>Understanding the “market” i.e. the range of agencies that can provide quality services in a sparsely populated county and the impact of this on how we price our services.</p>	<p>Good</p>

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

The integrated approach to support effective decision making



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.	The efficiency savings on this project represent less than 10% of the overall budget across the next 3 years and will not place any service user at risk of poverty.	Neutral		Neutral
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	Unpaid carers/parent would be consulted as part of the ongoing assessment and review process of an individual which is the current practice. The services provide paid care on a 24 hour basis.	Neutral		Choose an item.
<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.	The contractual requirements on providers to comply with all safeguarding procedures will not be affected by this project. Robust assessments and monitoring all services check that people are getting the right quality of service to meet their needs and that they are being supported to be safe in their communities.	Good	Adult Protection within Powys is currently monitored and managed through the Adult Protection Committee that has instigated a number of projects with third sector agencies to work with service users and members of the community to develop specific Keeping Safe courses.	Good
<b>Impact on Powys County Council Workforce</b>	No impact	Neutral		Neutral
<b>Source of Outline Evidence to support judgements</b>				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Medium	Medium
<b>Mitigation</b>		

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Sharing of appropriate levels of information with public. Councillors and cabinet to inform and reassure. All assessments to take place with full involvement of stakeholders and any reductions will be considered against negative impacts on individuals.

Early communication with all disability teams of new savings targets in order to facilitate support for change and careful management of impacts.

# Cyngor Sir Powys County Council

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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
Public Resistance and / or political resistance to perceived levels of service reduction.	Low		Low
Risk that savings won't be delivered	High	<b>Ongoing dialogue, communication and renegotiation with providers</b>	Medium
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		X	

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

Action	Target Date	Outcome	Decisions made
Within ASC ongoing Business			
<b>Portfolio Holder decision required</b>	Choose an item.	<b>Date required</b>	
<b>Cabinet decision required</b>	Choose an item.	<b>Date required</b>	
<b>Council decision required</b>	Choose an item.	<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
Within service												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
<p>The project will deliver savings in accordance with the requirements of the budget recovery plan and officers will work to ensure as minimal an impact as possible on service users through the following: assistive technology, review and management of vacancies, development of longer term Market Position Statements, unpaid support, and shared support with peers and equitable service delivery across all services. Whilst all effort will be made to minimise negative impact it is possible that some service users in tenancies with high levels of service for community access and 1:1 support provision that exceeds statutory requirements will experience a reduction in service.</p>	

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

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

Within the Powys change plan we set out the values guiding our work. This project is very much linked to those values via the following:

- Accessibility- ensuring that people with learning disabilities have full access to their communities by commissioning community based support.
- Openness- Procuring the services that we are commission through the sell 2 wales portal with a clear decision making process that is robust and objective.
- Respect- Commissioning services that specify that we expect our service users to be supported in ways that show them respect and protect their dignity
- Focus- Commissioning services that are demonstrably concentrated on gaining a good quality service for a fair price.
- Engagement- Through engagement with service users, parents, carers and advocates shaping the tender process to ensure we are addressing the issues that are important to our customers and that they have the opportunity to share their views and be listened to.
- Learning- Commissioning services on a cycle which allows us to learn from our customers experiences and improve the system every time that we do it.

14. On-going monitoring arrangements?

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

Learning disability supported tenancies have robust monitoring processes in place. They receive monitoring visits from the monitoring office for Disability services which are both announced and unannounced. The providers are also required to submit quarterly returns to the Contracts and commissioning unit and they also attend quarterly contract monitoring meetings and provider forums. Through these processes impact on service users will be monitored continuously.

Adult social care commissioning team also have a 'concern with provider' process through which any professional involved with the service (care managers / health professionals and advocates for example) can report any concerns they have with the service or any impacts on the service users that they support. Concerns are addressed individually and also reported to the Joint Interagency Monitoring Panel (JIMP) which monitors issues of concern and can take formal action.

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

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Sue O'Grady		21/11/2017
Head of Service:	Dylan Owen/Jennifer Jeffreys		
Strategic Director:	Phil Evans		
Portfolio Holder:	Stephen Hayes		

16. Governance

<b>Decision to be made by</b>	Portfolio Holder	<b>Date required</b>	Ongoing ASC Business
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# FORM ENDS

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 6 years.**

<b>Service Area</b>	Business Services	<b>Head of Service</b>	David Morris	<b>Strategic Director</b>	Mark Evans	<b>Portfolio Holder</b>	Cllr Aled Davies
<b>Proposal</b>	1819-04 - Business Support Savings 2018/19						
<b>Outline Summary / Description of Proposal</b>							
<p>Business Support have since 2014/15 saved £1.7 million through staff and third party spend reductions and business process improvement. These reductions whilst achievable have meant Business Support are now at a point where further significant reductions will result in detriment to its ability to provide its existing services and support and potentially place 'core' functions at risk.</p> <p>For 2018/19 Business Services are targeted with £200k.</p> <p>To date £200k savings have been identified from Business Support and the impact on business support of realising the £200k is shown below.</p>							

1. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
Business Support £200k	£nil	£nil	£nil	£nil	£200k

2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	Potentially	No

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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
V1	Anne Marie Davies	Professional Lead – Business Support	10/11/2017

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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**

If Business Support make £200k savings:

100k savings would have less potential to impact on other service areas as:  
 £50k – DBS conversion of posts from baseline budget to income funded  
 £18k – HR Admin return to service efficiency agreed but delayed to 2018/19  
 £32k – Non-staffing savings

The further £100k (4 x Administrators) would impact on various service areas/customers as follows:

- Front line services would see a reduction in support and this would potentially impact on their service delivery.
- The demand in updating and maintaining transactional processes would be potentially impacted therefore compromising reporting and information deadlines and accurate information.
- Invoice processing performance standards would be potentially compromised.
- Progress on Transformational Projects which are critical to 'release benefits' would be compromised as resource supporting this would potentially be required to support operational delivery.
- Commercial activity (DBS) could be hampered by the 'knock on impact' of cuts in the function.

<b>Service Area informed:</b>	£100k – DBS Unit and HR informed  £100k staffing - Specific Service Areas not yet aware of potential savings	<b>Contact Officer liaised with:</b>	N/a
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**Mitigation**

£100k staffing savings for Business Support for 2018/19 may need to be reconsidered/deferred.

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

Council Priority	How does the proposal impact on this priority?	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
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# Cyngor Sir Powys County Council

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Council Priority	How does the proposal impact on this priority?	<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>The Economy</b> We will develop a vibrant economy	Business Support will not have the capacity to support change initiatives above business as usual services	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	Business Support will not have the capacity to support change initiatives above business as usual services	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral
<b>Learning and skills</b> We will strengthen learning and skills	Business Support will not have the capacity to support change initiatives above business as usual services	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral
<b>Residents and Communities</b> We will support our residents and communities	Unknown	Unknown		Unknown

Source of Outline Evidence to support judgements
Business Services service analysis of budget cuts

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

Well-being Goal	How does proposal contribute to this goal?	<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

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<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>Business Support will not have the capacity to support change initiatives above business as usual services</p>	<p>Poor</p>	<p>Reconsider/defer the £100k staffing savings target for 2018/19</p>	<p>Neutral</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>Reduced resilience and business continuity.</p>	<p>Poor</p>	<p>Reconsider/defer the £100k staffing savings target for 2018/19</p>	<p>Neutral</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>N/a</p>	<p>Neutral</p>		<p>Neutral</p>
<p><b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.</p>	<p>N/a</p>	<p>Neutral</p>		<p>Neutral</p>
<p><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.</p>	<p>N/a</p>	<p>Neutral</p>		<p>Neutral</p>
<p><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.</p>				
<p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p>	<p>No impact</p>	<p>Neutral</p>		<p>Neutral</p>

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<i>Opportunities to promote the Welsh language</i>	No impact	Neutral		Neutral
<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
<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).				
<i>Age</i>		Neutral		Neutral
<i>Disability</i>		Neutral		Neutral
<i>Gender reassignment</i>		Neutral		Neutral
<i>Marriage or civil partnership</i>		Neutral		Neutral
<i>Race</i>		Neutral		Neutral
<i>Religion or belief</i>		Neutral		Neutral
<i>Sex</i>		Neutral		Neutral
<i>Sexual Orientation</i>		Neutral		Neutral
<i>Pregnancy and Maternity</i>		Neutral		Neutral
<b>Source of Outline Evidence to support judgements</b>				
Business Services analysis of budget cuts				

7. How does your proposal impact on the council's other key guiding principles?

<b>Principle</b>	<b>How does the proposal impact on this principle?</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>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		Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Business Support will not have the capacity to support change initiatives above business as usual services	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral

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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>Involvement (including Communication and Engagement):</b> <i>Involving a diversity of the population in the decisions that affect them.</i>		Neutral		Neutral
<b>Prevention:</b> <i>Understanding the root causes of issues to prevent them from occurring.</i>	Reduced resilience and business continuity.	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral
<b>Integration:</b> <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i>	Business support will not have the capacity to support change initiatives above business as usual services	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.		Neutral		Neutral
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account		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.	Business Support will not have the capacity to support change initiatives above business as usual services	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral
<b>Impact on Powys County Council Workforce</b>	Reduced resilience and business continuity. Service Areas/customers may be required to undertake their own business support tasks with little or no direct support and limited advice	Poor	Reconsider/defer the £100k staffing savings target for 2018/19	Neutral

**Source of Outline Evidence to support judgements**

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## Impact Assessment (IA)

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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
Business Service analysis of budget cuts				

8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Medium	Medium
Mitigation		
Reconsider/defer the £100k staffing savings target for 2018/19		

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
Business Support may not have the capacity to support some business as usual tasks and will not have the capacity to support change initiatives, new systems/processes above business as usual services	High	Reconsider/defer the £100k staffing savings target for 2018/19	Low
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
Reduce DBS baseline budget	01/4/2018	Reduced staffing baseline budget	None
Reduce supplies and services budgets	01/4/2018	Reduced "4 code" baseline budgets	None

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Review and reduce core staffing (4 x Administrators)	01/4/2019	Reduced support staff	None
<b>Portfolio Holder decision required</b>	Yes	<b>Date required</b>	
<b>Cabinet decision required</b>	No	<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

### 12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
<p>If Business Support make £200k savings:</p> <p>100k savings would have less potential to impact on other service areas as predominantly non-staffing savings.</p> <p>The further £100k (4 x Administrators) would impact on various service areas/customers as follows:</p> <ul style="list-style-type: none"> <li>• Front line services would see a reduction in support and this would potentially impact on their service delivery.</li> <li>• The demand in updating and maintaining transactional processes would be potentially impacted therefore compromising reporting and information deadlines and accurate information.</li> <li>• Invoice processing performance standards would be potentially compromised.</li> <li>• Progress on Transformational Projects which are critical to 'release benefits' would be compromised as resource supporting this would potentially be required to support operational delivery.</li> <li>• Commercial activity (DBS) could be hampered by the 'knock on impact' of cuts in the function.</li> </ul>	

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

What additional evidence and data has informed the development of your proposal?
Business Services Performance data Business Services SIP performance Business Services Budgetary analysis

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**Impact Assessment (IA)**

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14. On-going monitoring arrangements?

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

Budget monitoring already in place

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

April 2018

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Anne-Marie Davies		
Head of Service:	David Morris		
Director:	Mark Evans		
Portfolio Holder:	CLr Aled Davies		

16. Governance

<b>Decision to be made by</b>	Portfolio Holder	<b>Date required</b>	01/4/2018
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**FORM ENDS**

# Cyngor Sir Powys County Council

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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.

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<b>Service Area</b>	Housing	<b>Head of Service</b>	Simon Inkson	<b>Strategic Director</b>	Paul Griffiths	<b>Portfolio Holder</b>	Cllr Jonathan Wilkinson
<b>Proposal</b>	1819-06 Reduce Supporting People budget						
<b>Outline Summary / Description of Proposal</b>							
This IA assesses the impact of decreasing the allocation from the Housing General Fund (GF) to Supporting People (SP) staffing/establishment by £42k which is the equivalent of a Supporting People Development Officer post and replacing the work in the team with a supporting people grant funded project “What Matters”							
The Housing General Fund (GF) should pay for a range of non-landlord housing functions which are statutory and regulatory obligations for the Council. The GF budget is currently £799k and the MTFs shows the requirement to achieve £80k savings in 2018/19. The service propose achieving the remainder of the savings by:							
<ul style="list-style-type: none"> <li>increasing the Private Sector Housing Team (PSH) income by £30k per annum from an increased allocation of capital.</li> <li>to reduce other GF budgets particular the Gypsy and Traveller management and maintenance site budgets by £8k.</li> </ul>							
These proposed savings are assessed separately.							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£42k	£	£	£	£	£42k

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	25/01/2018	Yes

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

Version	Author	Job Title	Date
1	Dafydd Evans	Service Manager Housing Solutions	26 <sup>th</sup> October 2017
2	Henk Jan Kuipers	Service Improvement Officer	16-11-2017
3	Greg Thomas	Business Continuity and Risk Management Officer	20 <sup>th</sup> November 2017

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



### 4. Impact on Other Service Areas

<p><b>Does the proposal have potential to impact on another service area? (Including implication for Health &amp; Safety and Corporate Parenting)</b>  <b>PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</b></p>	
<p>The savings to the Supporting People staffing/establishment could impact on other services which impact/affect homelessness services, learning disability services, older persons support services, support to children and families and other support services in Powys. The team may not have the capacity to commission and monitor services effectively.</p>	
<p><b>Service Area informed:</b></p>	<p><b>Contact Officer liaised with:</b></p>
<p><b>Mitigation</b></p> <p>The introduction of a “what matters” project funded from grant will enable the innovative work of the team to continue and savings achieved from working in a different way will continue.</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	No impact expected	Unknown		Choose an item.
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	The reduced staffing/establishment could impact on the supporting people grant funded projects in Powys, as there will be less Supporting People Programme Grant funds for frontline service in Powys. However the purpose of the project is to bring about better join up of services and do what matters for people.	Good	The introduction of a “what matters” project funded from grant will enable the innovative work of the team to continue and savings achieved from working in a different way will continue. They work could also be extended. The implementation of the What Matters grant funded project will enable the work of the SP team to continue for as long as grant is available.	Good

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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
<b>Learning and skills</b> <b>We will strengthen learning and skills</b>	The reduced staffing/establishment could impact on the supporting people grant funded projects in Powys, as there will be less Supporting People Programme Grant funds for frontline service in Powys. However the purpose of the project is to bring about better join up of services and do what matters for people.	Poor	The introduction of a “what matters” project funded from grant will enable the innovative work of the team to continue and savings achieved from working in a different way will continue. They work could also be extended. The implementation of the What Matters grant funded project will enable the work of the SP team to continue for as long as grant is available.	Neutral
<b>Residents and Communities</b> <b>We will support our residents and communities</b>	The reduced staffing/establishment could impact on the supporting people grant funded projects in Powys, as there will be less Supporting People Programme Grant funds for frontline service in Powys. However the purpose of the project is to bring about better join up of services and do what matters for people.	Poor	The introduction of a “what matters” project funded from grant will enable the innovative work of the team to continue and savings achieved from working in a different way will continue. They work could also be extended. The implementation of the What Matters grant funded project will enable the work of the SP team to continue for as long as grant is available.	Neutral

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## Impact Assessment (IA)

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### Source of Outline Evidence to support judgements

The Supporting People team have previously seen a reduction of 25% in establishment/staffing and the three remaining members of staff have been able to implement innovative ways of working which have achieved significant savings. The establishment of the What Matters project funded from grant will enable the work of the team to continue for as long as grant is available.

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
<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.	Supporting People innovative working has resulted in efficiencies in support provision across Powys despite reduced grant funding. The What Matters project could result in greater efficiencies and job opportunities in the supported housing sector.	Good	Ensure that the What Matters project is compliant with supporting people grant conditions.	Good
<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).	No impact expected	Unknown		Choose an item.
<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.	Reduced capacity to administer/review Supporting People grant which prevents issues escalating could adversely affect a number of health conditions	Poor	What Matters project funded from grant will ensure that the innovative work of the team continues for as long as grant is available	Neutral
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	No impact expected	Unknown		Choose an item.

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Well-being Goal	How does proposal contribute to this goal?	<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>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.	No impact expected	Unknown		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.				
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	No impact expected	Unknown		Choose an item.
<i>Opportunities to promote the Welsh language</i>	No impact expected	Unknown		Choose an item.
<i>Welsh Language impact on staff</i>	No impact expected	Unknown		Choose an item.
<i>People are encouraged to do sport, art and recreation.</i>	Some supported housing provision if affected does promote healthy lifestyle/exercise	Neutral	The What Matters grant funded initiative may actually result in greater allocation of resources to more efficient ways of working.	Neutral
<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).				
<i>Age</i>	Supported Housing services provide support to older people	Neutral	What Matters project will ensure initiatives continue.	Neutral
<i>Disability</i>	Supporting people grant funds supported services for disabled persons	Neutral	What Matters project will ensure service continue.	Neutral
<i>Gender reassignment</i>	No impact expected	Unknown		Choose an item.
<i>Marriage or civil partnership</i>	No impact expected	Unknown		Choose an item.
<i>Race</i>	No impact expected	Unknown		Choose an item.
<i>Religion or belief</i>	No impact expected	Unknown		Choose an item.
<i>Sex</i>	No impact expected	Unknown		Choose an item.
<i>Sexual Orientation</i>	No impact expected	Unknown		Choose an item.
<i>Pregnancy and Maternity</i>	No impact expected	Unknown		Choose an item.

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## Impact Assessment (IA)

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### 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?	<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>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.	Supporting people grant is dependent on national policy and allocation of budget which means the What matters project cannot be guaranteed long term	Poor	The efficiencies achieved from the What Matters project will achieve savings and efficiencies and it is unlikely that there will no supporting people grant in the future.	Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Supporting people grant is allocated to commission services provided by support providers the what matters project could increase co-operation between the Council and support providers	Neutral		Choose an item.
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	No impact expected	Unknown		Choose an item.
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	The What Matters project will result in more preventative work being delivered for less.	Good		Choose an item.
<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.	No impact expected	Unknown		Choose an item.

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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.	The What Matters project will benefit the prevention services funded by supporting people.	Good		Choose an item.
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No impact expected	Unknown		Choose an item.
<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 expected	Unknown		Choose an item.
<b>Impact on Powys County Council Workforce</b>	Reduction in the establishment funded from GF in Supporting people equates to one supporting people development officer	Very Poor	The introduction of What Matters project will result in posts being retained but funded from grant which is not guaranteed.	Neutral
<b>Source of Outline Evidence to support judgements</b>				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Medium	Medium
<b>Mitigation</b>		
The reduction in funding of a Supporting People Development Officer Post is mitigated by using grant to support a new What Matters Project, including a What Matters Officer.		

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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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
Supporting People Project Board approval of What matters project	Low	Engagement with members of the SPPB ensuring the What Matters project will be compliant with grant conditions and prevents homelessness and addresses the HSCWB aims.	Low
Reduction is substantive funding of a supporting people development officer post	High	Funding replaced by supporting people grant	Medium
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		x	

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

Action	Target Date	Outcome	Decisions made
<b>Portfolio Holder decision required</b>	No	<b>Date required</b>	
<b>Cabinet decision required</b>	Yes	<b>Date required</b>	22/2/2018
<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
No requirements.												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
<p>The £42k savings to the Supporting People staffing/establishment would impact on supporting vulnerable people to sustain their tenancies. It would also impact other services which impact/affect homelessness services, learning disability services, older persons support services, support to children and families and other support services in Powys. The team may not have the capacity to commission and monitor services effectively.</p> <p>The grant funded What Matters Project and Officer will mitigate the negative consequences. If grant funding would cease to exist, the situation need to be reassessed.</p>	

**Cyngor Sir Powys County Council**  
**Impact Assessment (IA)**

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

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

Bid for additional funds to address increased homelessness in Powys.

14. On-going monitoring arrangements?

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

The progress of the What Matters project will be monitored.  
Workload and operational issues will be monitored through IPR conversations and by the Supporting People Project Board.

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

If grant funding would cease to be available, the situation need to be reassessed.

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Dafydd Evans		
Head of Service:	Simon Inkson		
Strategic Director:	Paul Griffiths		
Portfolio Holder:	CLlr Jonathan Wilkinson		

16. Governance

<b>Decision to be made by</b>	Cabinet	<b>Date required</b>	22/2/2018
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**FORM ENDS**

# 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 6 years.**

<b>Service Area</b>	ICT and Programmes	<b>Head of Service</b>	Andrew Durant	<b>Strategic Director</b>	Mark Evans	<b>Portfolio Holder</b>	Cllr James Evans
<b>Proposal</b>	1819-10 - ICT savings 2018/19 – System Rationalisation £50k of total target of £319k						
<b>Outline Summary / Description of Proposal</b>							
ICT and programmes are modernising ICT by implementation of modern cloud based joined up systems e.g. skype for business, share point, Office 365 and ensuring core systems integrate to these systems reducing the need for manual interfaces. By progressing this ICT are rationalising its back office systems taking advantage of these modern systems where possible or ensuring any back office system is cloud based and integrated to these systems by design. In Oct 2015 Powys County Council had 170 separate systems. This was reduced to 134 in April 2017 and it is anticipated further reductions through 2018/19. Target of 119 in 2018/2019.							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£50k	£TBC	£nil	£nil	£nil	£50k

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	Any residual users of these systems will be consulted with and supported to use corporate alternatives	No

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

Version	Author	Job Title	Date
V1	Andrew Durant	Head of ICT and Programmes	30/10/2017

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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			
TBC			
Service Area informed:	n/a	Contact Officer liaised with:	n/a
Mitigation			

### 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	No impact	Neutral	No impact	Neutral
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	No impact	Neutral	No impact	Neutral
<b>Learning and skills</b> We will strengthen learning and skills	No impact	Neutral	No impact	Neutral
<b>Residents and Communities</b> We will support our residents and communities	No impact	Neutral	No impact	Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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### Source of Outline Evidence to support judgements

ICT joint strategy

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	More Efficient use of resources	Good	none	Good
<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).	Improved resilience and business continuity	Good	none	Good
<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.	N/A	Neutral	none	Neutral
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	Joined up ICT systems is an enabler for sharing	Good	none	Good

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Well-being Goal	How does proposal contribute to this goal?	<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>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.	No impact	Neutral	none	Neutral
<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.				
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	All new system procurements will be compliant with Welsh language requirements	Good	none	Good
<i>Opportunities to promote the Welsh language</i>	No impact	Neutral	none	Neutral
<i>Welsh Language impact on staff</i>	No impact	Neutral	none	Neutral
<i>People are encouraged to do sport, art and recreation.</i>	No impact	Neutral	none	Neutral
<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).				
<i>Age</i>	No impact	Neutral	none	Neutral
<i>Disability</i>	No impact	Neutral	None	Neutral
<i>Gender reassignment</i>	No impact	Neutral	None	Neutral
<i>Marriage or civil partnership</i>	No impact	Neutral	None	Neutral
<i>Race</i>	No impact	Neutral	None	Neutral
<i>Religion or belief</i>	No impact	Neutral	None	Neutral
<i>Sex</i>	No impact	Neutral	None	Neutral
<i>Sexual Orientation</i>	No impact	Neutral	None	Neutral
<i>Pregnancy and Maternity</i>	No impact	Neutral	None	Neutral

# Cyngor Sir Powys County Council

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### Source of Outline Evidence to support judgements

ICT procurement standards

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	None	Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Joined up systems is an enabler to share electronically across the public sector	Good	None	Good
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	No impact	Neutral	None	Neutral
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	No impact	Neutral	None	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.	Joined up systems is an enabler to share electronically across the public sector	Good	None	Good
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	No impact	Neutral	none	Neutral

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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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No impact	Neutral	None	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	None	Neutral
<b>Impact on Powys County Council Workforce</b>	Improved information management	Good	none	Good
<b>Source of Outline Evidence to support judgements</b>				
Draft Joint ICT strategy				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Low	Low
<b>Mitigation</b>		
none		

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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
Service area reluctance to share systems and to use corporate systems rather than bespoke service systems	Medium	Discuss and demonstrate corporate and shared system capability	Low
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		X	

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

Action	Target Date	Outcome	Decisions made
Confirm 2018/19 system rationalisation plan	01/4/2017	Reduced contract costs	ICT Governance
Implement plan	31/3/2019	Reduced support and contract costs for de-supported systems	ICT Governance
<b>Portfolio Holder decision required</b>	Yes	<b>Date required</b>	01/4/2018
<b>Cabinet decision required</b>	No	<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
None												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
System rationalisation will have a positive impact, joined up systems is an enabler to share more information electronically across the organisation.	

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

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

Joint ICT strategy

14. On-going monitoring arrangements?

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

Budget monitoring already in place

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

April 2018

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Ellen Sullivan		
Head of Service:	Andrew Durant		
Strategic Director:	Mark Evans		
Portfolio Holder:	CLlr James Evans		

16. Governance

<b>Decision to be made by</b>	Portfolio Holder	<b>Date required</b>	01/4/2018
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**FORM ENDS**

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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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 6 years.**

<b>Service Area</b>	ICT and Programmes	<b>Head of Service</b>	Andrew Durant	<b>Strategic Director</b>	Mark Evans	<b>Portfolio Holder</b>	Cllr James Evans
<b>Proposal</b>	1819-11 ICT budget absorbing £70k of new costs 2018/19						
<b>Outline Summary / Description of Proposal</b>							
ICT and programmes are modernising ICT by implementation of modern cloud based joined up systems e.g. skype for business, share point, Office 365 and ensuring core systems integrate to these systems reducing the need for manual interfaces. By progressing this ICT are rationalising its back office systems taking advantage of these modern systems where possible or ensuring any back office system is cloud based and integrated to these systems by design. As part of the integrated Hub ICT have procured and installed a new cloud based CRM system. Whilst the cost of implementation of the system was budgeted for part of the on-going support and maintenance was subject to a growth bid for 2018/19. Through the Budget process the £70k growth is to be absorbed by ICT and CS							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£70k	£TBC	£nil	£nil	£nil	£70k

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
No consultation required (please provide justification)	This will be met from Vacancy management and contract review	No

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

Version	Author	Job Title	Date
V1	Andrew Durant	Head of ICT and Programmes	4/1/2018

# Cyngor Sir Powys County Council

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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			
No			
Service Area informed:	n/a	Contact Officer liaised with:	n/a
Mitigation			

### 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	No impact	Neutral	No impact	Neutral
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	No impact	Neutral	No impact	Neutral
<b>Learning and skills</b> We will strengthen learning and skills	No impact	Neutral	No impact	Neutral
<b>Residents and Communities</b> We will support our residents and communities	No impact	Neutral	No impact	Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



### Source of Outline Evidence to support judgements

ICT joint strategy

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	More Efficient use of resources	Good	none	Good
<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).	N/a	Good	none	Good
<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.	N/A	Neutral	none	Neutral
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	Joined up ICT systems is an enabler for sharing	Good	none	Good

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

The integrated approach to support effective decision making



Well-being Goal	How does proposal contribute to this goal?	<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>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.	No impact	Neutral	none	Neutral
<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.				
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	All new system procurements will be compliant with Welsh language requirements	Good	none	Good
<i>Opportunities to promote the Welsh language</i>	No impact	Neutral	none	Neutral
<i>Welsh Language impact on staff</i>	No impact	Neutral	none	Neutral
<i>People are encouraged to do sport, art and recreation.</i>	No impact	Neutral	none	Neutral
<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).				
<i>Age</i>	No impact	Neutral	none	Neutral
<i>Disability</i>	No impact	Neutral	None	Neutral
<i>Gender reassignment</i>	No impact	Neutral	None	Neutral
<i>Marriage or civil partnership</i>	No impact	Neutral	None	Neutral
<i>Race</i>	No impact	Neutral	None	Neutral
<i>Religion or belief</i>	No impact	Neutral	None	Neutral
<i>Sex</i>	No impact	Neutral	None	Neutral
<i>Sexual Orientation</i>	No impact	Neutral	None	Neutral
<i>Pregnancy and Maternity</i>	No impact	Neutral	None	Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

The integrated approach to support effective decision making



### Source of Outline Evidence to support judgements

ICT procurement standards

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	None	Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Joined up systems is an enabler to share electronically across the public sector	Good	None	Good
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	No impact	Neutral	None	Neutral
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	No impact	Neutral	None	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.	Joined up systems is an enabler to share electronically across the public sector	Good	None	Good
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	No impact	Neutral	none	Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

The integrated approach to support effective decision making



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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No impact	Neutral	None	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	None	Neutral
<b>Impact on Powys County Council Workforce</b>	Improved information management	Good	none	Good
<b>Source of Outline Evidence to support judgements</b>				
Draft Joint ICT strategy				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Low	Low
<b>Mitigation</b>		
none		

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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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
Service area reluctance to share systems and to use corporate systems rather than bespoke service systems	Medium	Discuss and demonstrate corporate and shared system capability	Low
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		X	

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

Action	Target Date	Outcome	Decisions made
Confirm 2018/19 system rationalisation plan	01/4/2017	Reduced contract costs	ICT Governance
Implement plan	31/3/2019	Reduced support and contract costs for de-supported systems	ICT Governance
<b>Portfolio Holder decision required</b>	Yes	<b>Date required</b>	01/4/2018
<b>Cabinet decision required</b>	No	<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
None												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
No impact	

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

**Cyngor Sir Powys County Council**  
**Impact Assessment (IA)**

*The integrated approach to support effective decision making*



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

Joint ICT strategy

14. On-going monitoring arrangements?

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

Budget monitoring already in place

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

April 2018

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Ellen Sullivan		
Head of Service:	Andrew Durant		
Strategic Director:	Mark Evans		
Portfolio Holder:	CLlr James Evans		

16. Governance

<b>Decision to be made by</b>	Portfolio Holder	<b>Date required</b>	01/4/2018
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**FORM ENDS**

# 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 6 years.**

<b>Service Area</b>	Regeneration	<b>Head of Service</b>	Lisa Griffiths/Ken Yorston	<b>Strategic Director</b>	Paul Griffiths	<b>Portfolio Holder</b>	Cllr Martin Weale
<b>Proposal</b>	1819-23 - Cease Funding Tourist Information Centres						
<b>Outline Summary / Description of Proposal</b>							
<p>The proposal would deliver a £100,000 saving from 2018/19 by removing financial support for tourist information centres (TICs). This would involve the closure of Brecon TIC with the redundancy of three members of staff (saving £53,250) and ceasing funding to six community operated TICs across the county (saving £46,750). In addition, this will enable the building that the Brecon TIC is currently located in to be let commercially thus bringing in a commercial rental of revenue funding. A Tourist Information Point will be provided at Brecon library as a temporary measure until permanent provision is made available at Y Gaer, the new Brecon Cultural Hub, when the building is completed and opens to the public.</p> <p>Removing financial support for face to face tourist information services from a number of towns might result in the closure of services provided by independent tourism associations if the local Town and Community Council's in those locations choose not make provision for this service.</p> <p>The proposal to close Brecon TIC and end financial support for community operated TICs has been triggered by the Service Area's need to make significant financial savings and has been part of the MTFs for the past 3 years. Tourism is a non-statutory service and driven by changes in the pattern and methods by which visitors gather information. Visitor surveys have evidenced declining visitor numbers to TICs throughout Powys and across the UK over recent years and visitor information is increasing accessed via the internet, specifically on specialist sites such as Mid Wales my Way, the Brecon Beacons National Park, National Trust, Trip Advisor, Airbnb etc.,</p>							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£100,000	£	£	£	£	£100,000

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	Formal consultation underway. Completion 25th November 2017	Yes

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



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

Version	Author	Job Title	Date
V1	Gareth Jones	Professional Lead Regeneration	15/11/17

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			
Property Team due to closure of service from Council premises and commercial leasing of the building.			
Leisure & Recreation Service regarding provision of tourism information point at the Brecon Library and then into the new cultural hub.			
<b>Service Area informed:</b>	<ul style="list-style-type: none"> <li>i. Property</li> <li>ii. Leisure &amp; Recreation</li> </ul>	<b>Contact Officer liaised with:</b>	<ul style="list-style-type: none"> <li>i. Natasha Morgan</li> <li>ii. Lucy Bevan</li> </ul>
Mitigation			
<ul style="list-style-type: none"> <li>i. Brecon TIC to be advertised for commercial lease</li> <li>ii. Tourist information point incorporated into proposals for the Brecon Library and the cultural hub</li> </ul>			

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

**Cyngor Sir Powys County Council**  
**Impact Assessment (IA)**

*The integrated approach to support effective decision making*



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> <b>We will develop a vibrant economy</b>	Tourism is an important sector within the Powys economy which is supported by the provision of visitor information. Over recent years there has been a growing trend toward visitor information being accessed digitally via websites and social media. This along with increasing budget pressures has resulted in the closure of many TICs across the UK.	Poor	A Tourist information point will be provided temporarily from Brecon library and permanently from the new Brecon Cultural Hub when the building opens. Tourist and visitor information is provided online via numerous websites including the Council's Mid Wales My way web site and social media accounts.	Poor
<b>Health and Care</b> <b>We will lead the way in effective, integrated rural health and care</b>	No impact/unknown	Neutral		Neutral
<b>Learning and skills</b> <b>We will strengthen learning and skills</b>	No impact/unknown	Neutral		Neutral
<b>Residents and Communities</b> <b>We will support our residents and communities</b>	The proposal will reduce the provision of TIC services in local communities and the financial support given to tourism associations to deliver these services on a voluntary basis. It is their members who profit from tourism and so will be in a position to fund marketing.	Poor	The Council will continue to work with destination partnerships and communities across the county to support tourism and the visitor economy. Resources will be focused to take advantage of changing trends in technology and digital information sources.	Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



### Source of Outline Evidence to support judgements

Visit Wales visitor surveys, STEAM reports, PCC tourism data

### 6. How does your proposal impact on the Welsh Assembly'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
<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.	Tourism is an important sector within the Powys economy which is supported by the provision of visitor information. Over recent years there has been a growing trend toward visitor information being accessed digitally via websites and social media. This along with increasing budget pressures has resulted in the closure of many TICs across the UK.	Poor	A Tourist information point will be provided temporarily from Brecon library and permanently from the new Brecon Cultural Hub when the building opens. Tourist and visitor information is provided online via numerous websites including the Council's Mid Wales My way web site and social media accounts.	Poor
<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).	No impact/unknown	Neutral		Neutral
<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.	No impact/unknown	Neutral		Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



Well-being Goal	How does proposal contribute to this goal?	<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>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	The proposal will reduce the provision of TIC services in local communities and the financial support given to tourism associations to deliver these services on a voluntary basis. It is their members who profit from tourism and so will be in a position to fund marketing.	Poor	The Council will continue to work with destination partnerships and communities across the county to support tourism and the visitor economy. Resources will be focused to take advantage of changing trends in technology and digital information sources.	Neutral
<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.	No impact/unknown	Neutral		Neutral
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	No impact/unknown	Neutral		Neutral
<i>Opportunities to promote the Welsh language</i>	No impact/unknown	Neutral		Neutral
<i>Welsh Language impact on staff</i>	No impact/unknown	Neutral		Neutral
<i>People are encouraged to do sport, art and recreation.</i>	No impact/unknown	Neutral		Neutral
<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).				
<i>Age</i>	No impact/unknown	Neutral		Neutral
<i>Disability</i>	No impact/unknown	Neutral		Neutral
<i>Gender reassignment</i>	No impact/unknown	Neutral		Neutral
<i>Marriage or civil partnership</i>	No impact/unknown	Neutral		Neutral
<i>Race</i>	No impact/unknown	Neutral		Neutral
<i>Religion or belief</i>	No impact/unknown	Neutral		Neutral
<i>Sex</i>	No impact/unknown	Neutral		Neutral
<i>Sexual Orientation</i>	No impact/unknown	Neutral		Neutral
<i>Pregnancy and Maternity</i>	No impact/unknown	Neutral		Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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### 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
<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/unknown	Neutral		Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	No impact/unknown	Neutral		Neutral
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	No impact/unknown	Neutral		Neutral
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	No impact/unknown	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.	No impact/unknown	Neutral		Neutral
<b>Preventing Poverty:</b>				
Prevention, including helping people into work and mitigating the impact of poverty.	No impact/unknown	Neutral		Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

The integrated approach to support effective decision making



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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No impact/unknown	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/unknown	Neutral		Neutral
<b>Impact on Powys County Council Workforce</b>	The closure of Brecon TIC will result in three TIC staff being made redundant.	Poor	Staff will have the potential to be considered for alternative posts through the Council's redeployment process.	Neutral
<b>Source of Outline Evidence to support judgements</b>				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Low	Low	Low
<b>Mitigation</b>		
This has been fully planned for and using the Council's Management of Change Policy, it should be fully achievable within the proposed timeframe.		

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



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
Vacant council building	Low	The vacant property will be marketed for a commercial lease	Low
Political implications/resistance to proposals	Medium	Non identified	Medium
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
Very High Risk	High Risk	Medium Risk	Low Risk
		Medium Risk	

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

Action	Target Date	Outcome	Decisions made
Proposed closure of Brecon TIC	31 <sup>st</sup> January 2018 with service moving to Brecon Library. TIC staff finish 31/3/2018		MTFS
Cease funding to independent tourism associations for TICs	31 <sup>st</sup> March 2018		MTFS
<b>Portfolio Holder decision required</b>	No	<b>Date required</b>	
<b>Cabinet decision required</b>	No	<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:
The closure of Brecon TIC and ceasing financial contributions to community operated TICs would result in a combined financial saving of £100,000pa and provide an opportunity for income generation through the commercial let of the former TIC building. The proposal is a response to changing trends in how visitors access tourist information which is increasingly via websites and other digital media and can be mitigated through the provision of unstaffed tourist information points.	

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

**Cyngor Sir Powys County Council**  
**Impact Assessment (IA)**

*The integrated approach to support effective decision making*



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

N/A

14. On-going monitoring arrangements?

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

Monitoring of Mid Wales My Way web site and social media usage.  
Visitor monitoring and survey data

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

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Gareth Jones		
Head of Service:	Lisa Griffiths/Ken Yorston		
Strategic Director:	Paul Griffiths		
Portfolio Holder:	CLlr Martin Weale		

16. Governance

<b>Decision to be made by</b>	Council	<b>Date required</b>	MTFS already made 2017/18
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**FORM ENDS**

# 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 6 years.**

<b>Service Area</b>	Regeneration, Property & Commissioning	<b>Head of Service</b>	Ken Yorston	<b>Strategic Director</b>	Paul Griffiths	<b>Portfolio Holder</b>	Cllr Phyl Davies Cllr Jonathan Wilkinson
<b>Proposal</b>	1819-26 - Heart of Wales Property Services Ltd						
<b>Outline Summary / Description of Proposal</b>							
Heart of Wales Property Services Ltd (HOWPS) commenced trading in July 2017, as a jointly owned company to deliver a range of property services. HOWPS will aim to improve service delivery, increase income generation by trading more widely than the Council. It is not now envisaged to transfer the asset management team.							

1. Profile of savings delivery (if applicable) **Please note, this is estimated additional income to the Council rather than Savings,**

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£50,000	£100,000	£100,000	£100,000	£100,000	£450,000

2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
No consultation required (please provide justification)	No consultation required as the project has already been set up and consultation has previously been conducted.	No

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

Version	Author	Job Title	Date
HOWPS	Angela Protheroe	Client Liaison Officer	20/11/2017

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



### 4. Impact on Other Service Areas

<b>Does the proposal have potential to impact on another service area? (Including implication for Health &amp; Safety and Corporate Parenting)</b> <b>PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</b>	
None	
<b>Service Area informed:</b>	<b>Contact Officer liaised with:</b>
<b>Mitigation</b>	

### 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	It is envisaged that HOWPS will develop the local supply chain and will subcontract to local SME's where possible.	Good	PCC is monitoring performance of HOWPS against its commitment to do this, which is a contractual obligation.	Good
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	No Impact	Neutral		Neutral
<b>Learning and skills</b> We will strengthen learning and skills	HOWPS will be expected to develop and upskill the local workforce by providing or facilitating training opportunities.	Good	PCC is monitoring performance of HOWPS against its commitment to do this, which is a contractual obligation.	Good
<b>Residents and Communities</b> We will support our residents and communities	No Impact	Neutral		Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



### Source of Outline Evidence to support judgements

Services contract with HOWPS.  
KPI set and the minutes of the Contract Management Forum and Board Meetings.

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	The contractual arrangements with HOWPS will ensure that it operates in a way that uses resources efficiently and provides learning and employment opportunities to develop the workforce.	Good	Requirement for Continual Improvement on all aspects of HOWPS operation, which will be monitored by PCC.	Good
<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).	The contractual arrangements with HOWPS will ensure that it operates in a way that respects the environment.	Neutral	Monitoring by PCC.	Neutral
<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.	No Impact.	Neutral	No Impact.	Neutral
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	The contractual arrangements with HOWPS will ensure that it achieves some community benefits as part of its operation.	Good	Monitoring against commitment.	Good

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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Well-being Goal	How does proposal contribute to this goal?	<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>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.	No Impact.	Neutral	No Impact.	Neutral
<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.				
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	The contractual arrangements within HOWPS will ensure all communication with the public and service users is produced/available in both Welsh and English	Neutral	No further action needed	Neutral
<i>Opportunities to promote the Welsh language</i>	No Impact	Neutral	No further action needed	Neutral
<i>Welsh Language impact on staff</i>	No Impact	Neutral	No further action needed	Neutral
<i>People are encouraged to do sport, art and recreation.</i>	No Impact	Neutral	No further action needed	Neutral
<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).				
<i>Age</i>	No Impact	Neutral	No further action needed	Neutral
<i>Disability</i>	No Impact	Neutral	No further action needed	Neutral
<i>Gender reassignment</i>	No Impact	Neutral	No further action needed	Neutral
<i>Marriage or civil partnership</i>	No Impact	Neutral	No further action needed	Neutral
<i>Race</i>	No Impact	Neutral	No further action needed	Neutral
<i>Religion or belief</i>	No Impact	Neutral	No further action needed	Neutral
<i>Sex</i>	No Impact	Neutral	No further action needed	Neutral
<i>Sexual Orientation</i>	No Impact	Neutral	No further action needed	Neutral
<i>Pregnancy and Maternity</i>	No Impact	Neutral	No further action needed	Neutral

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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### Source of Outline Evidence to support judgements

Services contract with HOWPS.  
KPI set and the minutes of the Contract Management Forum and Board Meetings.

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> <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i>	HOWPS is set up for an initial period of ten years within the option to extend for a further five years. This will provide stability and enable longer term goals to be met.	Good	Full involvement of Board Members in shaping the strategy for HOWPS	Good
<b>Collaboration:</b> <i>Working with others in a collaborative way to find shared sustainable solutions.</i>	The HOWPS partner (KIER) will bring commercial acumen and improved systems which will enable services to be delivered to a higher standard.	Good	The next stage will be for HOWPS to work with other organisations who have expressed an interest in utilising HOWPS services to grow a sustainable business in Powys.	Good
<b>Involvement (including Communication and Engagement):</b> <i>Involving a diversity of the population in the decisions that affect them.</i>	HOWPS are contractually obliged to engage with Stakeholders to continually improve services, respond to suggestions and complaints in a positive manner.	Good	Involvement with HOWPS Board members and structured liaison between PCC and HOWPS at operational level will ensure appropriate engagement and involvement of stakeholders takes place.	Good
<b>Prevention:</b> <i>Understanding the root causes of issues to prevent them from occurring.</i>	The expertise and systems being contributed by HOWPS partner (KIER) will prevent standards deteriorating. Some areas require considerable investment in terms of ICT	Good	No further action proposed.	Good
<b>Integration:</b> <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i>	The HOWPS partner (KIER) will provide back office function currently carried out in PCC. This has impacted on some PCC central support services.	Poor	Not known yet, PCC will need to examine resource requirements going forward.	Poor

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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.	The commitment to develop and upskill the workforce will provide employment opportunities which may mitigate the impact of poverty in some extent.	Good	Monitoring against commitment.	Good
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No Impact	Neutral	No further action needed	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	No further action needed	Neutral
<b>Impact on Powys County Council Workforce</b>	A number of PCC staff have been T.U.P.E transferred to HOWPS, although their terms and conditions of employment have certain protection.	Poor	No further action needed.	Neutral
<b>Source of Outline Evidence to support judgements</b>				
Services contract with HOWPS. KPI set and the minutes of the Contract Management Forum and Board Meetings.				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Low	Low	Low
<b>Mitigation</b>		
N/A		

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## Impact Assessment (IA)

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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
Relationship with HOWPS may break down and service standards decline, with increasing rather than decreasing costs.	Medium	Robust contractual arrangements with break clause at five years.	Low
HOWPS wishes to operate in a way that conflicts with PCC objectives	Medium	Reserved matters in Shareholders Agreement preclude HOWPS from making certain decisions without express approval of PCC.	Low
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		X	

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

Action	Target Date	Outcome	Decisions made
The project has already been set up and there are no actions to deliver change proposals at the moment.			
<b>Portfolio Holder decision required</b>	No	<b>Date required</b>	
<b>Cabinet decision required</b>	No	<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
2 officers @ approx. 70%												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
HOWPS presents opportunities for PCC to meet some of its objectives whilst responding to budgetary requirements and improving service standards.	

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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

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

Services contract with HOWPS.  
KPI set and the minutes of the Contract Management Forum and Board Meetings.  
This is an update on an existing project that has been implemented.

14. On-going monitoring arrangements?

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

Services contract with HOWPS.  
KPI set and the minutes of the Contract Management Forum and Board Meetings.

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

November 2018

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Angela Protheroe		
Head of Service:	Ken Yorston		
Strategic Director:	Paul Griffiths		
Portfolio Holder:	CLr Phyl Davies CLr Jonathan Wilkinson		

16. Governance

Decision to be made by	Date required
Portfolio Holder	22/11/2017

**FORM ENDS**

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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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>	Commercial Property	<b>Head of Service</b>	Ken Yorston	<b>Strategic Director</b>	Paul Griffiths	<b>Portfolio Holder</b>	Cllr Phyl Davies
<b>Proposal</b>	1819-29 - Failure to achieve MTFS target of £35,000 in respect of the commercial portfolio						
<b>Outline Summary / Description of Proposal</b>							
Failure to achieve MTFS target of £35,000 in respect of the commercial portfolio							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£-35,000					£-35,000

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
No consultation required (please provide justification)	Pre-approved savings target	No

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

Version	Author	Job Title	Date
1	David Micah	Commercial Property Manager	20 November 2017

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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**

The proposal does have the potential to impact upon other service areas if the proposal cannot be delivered. However, the severity of any failure to meet the proposal is unknown (by property) as it is not stated which service area or areas is intended to benefit from this saving.

<b>Service Area informed:</b>	None	<b>Contact Officer liaised with:</b>	None
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**Mitigation**

The target was set at an early stage by a former Senior Manager who is no longer with the organisation, and was not intended to become a target. It was an estimation of where she expected the profitability of the commercial portfolio to be after leases were renewed on less onerous terms to the Council.

### 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	The Commercial Portfolio occupancy rate stood at 85% at the end of 2016/17, as a number of tenants vacated their units during the final quarter of the year. However, the units generated a trading surplus over expenditure of £132,000, and therefore contribute well to the development of a vibrant economy.	Neutral	The Commercial Property Team will continue to promote the estate, and aim to increase occupancy in future years, in doing so increasing the ability to deliver its savings target	Good
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	Not known	Neutral	Not known	Neutral
<b>Learning and skills</b> We will strengthen learning and skills	Not known	Neutral	Not known	Neutral
<b>Residents and Communities</b> We will support our residents and communities	Not known	Neutral	Not known	Neutral

Source of Outline Evidence to support judgements
Monthly AIA reporting, and previous year financial records

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	The commercial portfolio provides business opportunities to local entrepreneurs, and creates a trading profit. The delivery of a savings target enables the authority to meet higher service delivery costs elsewhere	Neutral	Enhanced marketing of vacant space, in order to increase commercial property occupancy rates, which will aid the delivery of the savings target	Good
<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).	The delivery of the savings target means the authority will not have to borrow to meet other known costs.	Good	No impact	Neutral
<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.	Unknown	Unknown	Unknown	Unknown
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	Unknown	Unknown	Unknown	Unknown

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## Impact Assessment (IA)

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Well-being Goal	How does proposal contribute to this goal?	<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>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.	Unknown	Unknown	Unknown	Unknown
<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.				
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	Unknown	Unknown	Unknown	Unknown
<i>Opportunities to promote the Welsh language</i>	Unknown	Unknown	Unknown	Unknown
<i>Welsh Language impact on staff</i>	Unknown	Unknown	Unknown	Unknown
<i>People are encouraged to do sport, art and recreation.</i>	Unknown	Unknown	Unknown	Unknown
<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).				
<i>Age</i>	Unknown	Unknown	Unknown	Unknown
<i>Disability</i>	Unknown	Unknown	Unknown	Unknown
<i>Gender reassignment</i>	Unknown	Unknown	Unknown	Unknown
<i>Marriage or civil partnership</i>	Unknown	Unknown	Unknown	Unknown
<i>Race</i>	Unknown	Unknown	Unknown	Unknown
<i>Religion or belief</i>	Unknown	Unknown	Unknown	Unknown
<i>Sex</i>	Unknown	Unknown	Unknown	Unknown
<i>Sexual Orientation</i>	Unknown	Unknown	Unknown	Unknown
<i>Pregnancy and Maternity</i>	Unknown	Unknown	Unknown	Unknown

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## Impact Assessment (IA)

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### Source of Outline Evidence to support judgements

Without knowing how or what the savings target is intended to deliver, it is not possible to indicate the effect of the proposal

7. How does your proposal impact on the council's other key guiding principles?

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>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.	Enables the Council to become more efficient	Good	Increasing occupancy across the portfolio to help ensure savings targets can be delivered	Good
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Unknown	Unknown	Unknown	Unknown
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	Unknown	Unknown	Unknown	Unknown
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	Unknown	Unknown	Unknown	Unknown
<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.	Unknown	Unknown	Unknown	Unknown
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	Unknown	Unknown	Unknown	Unknown

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## Impact Assessment (IA)

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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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	Unknown	Unknown	Unknown	Unknown
<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.	Unknown	Unknown	Unknown	Unknown
<b>Impact on Powys County Council Workforce</b>	Unknown	Unknown	Unknown	Unknown
<b>Source of Outline Evidence to support judgements</b>				
Without knowing how or what the savings target is intended to deliver, it is not possible to indicate the effect of the proposal				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Medium	Medium
<b>Mitigation</b>		
In order to achieve the proposal, it is necessary to increase and maintain occupancy levels across the portfolio. This is market driven, and whilst officers will do all they can to ensure occupancy is at a high level, tenants are relatively free to move as they wish		

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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
Transient nature of tenants leading to reduced rent roll	High	Increased marketing of vacant spaces	Medium
Out of date lease agreements	Medium	Ensure lease renewals are undertaken on time and new rentals agreed	Low
Savings targets not met	Medium	Maximise occupancy of all sites when possible	Medium
<b>Overall judgement (to be included in project risk register)</b>			
Very High Risk	High Risk	Medium Risk	Low Risk
		✓	

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

Action	Target Date	Outcome	Decisions made
Increased marketing of vacant spaces	Ongoing	Higher occupancy rates	
Timely lease renewals / rent reviews	Ongoing, according to lease agreements	More up to date rent roll	
Maximising occupancy	Ongoing	Increased rent roll, higher occupancy	
<b>Portfolio Holder decision required</b>	No	<b>Date required</b>	
<b>Cabinet decision required</b>	No	<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
None												

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
The savings target will continue to be challenging, as it is dependent upon high rates of occupancy in what is a transient sector of the market, as many tenants are trying to establish new businesses for the first time and there is a high rate of turnover	

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

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

**Cyngor Sir Powys County Council**  
**Impact Assessment (IA)**

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Actual letting information

14. On-going monitoring arrangements?

<b>What arrangements will be put in place to monitor the impact over time?</b>
Quarterly budget reviews with finance business partners
<b>Please state when this Impact Assessment will be reviewed.</b>
Quarterly

15. Sign Off

Position	Name	Signature	Date
<b>Impact Assessment Lead:</b>	David Micah		20 November 2017
<b>Head of Service:</b>	Ken Yorston		
<b>Strategic Director:</b>	Paul Griffiths		
<b>Portfolio Holder:</b>	Clr Phyl Davies		

16. Governance

Decision to be made by		Date required	
	Council		asap
	A decision needs to be made as to where the unachieved savings identified will be found from		

**FORM ENDS**

# Cyngor Sir Powys County Council

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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>	Highways, Transport and Recycling	<b>Head of Service</b>	Nigel Brinn	<b>Strategic Director</b>	Paul Griffiths	<b>Portfolio Holder</b>	Cllr. Liam Fitzpatrick
<b>Proposal</b>	1819-30 - Transfer operation of public conveniences.						
<b>Outline Summary / Description of Proposal</b>							

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This Impact Statement accompanies the project to transfer the operation of public conveniences to Town or Community Councils or local interest groups, or where no transfer can be completed to close the facilities and seek alternative provision through local businesses. The aim is to ensure a sustainable future for the provision of public conveniences across Powys which takes into account the efficiencies identified for the service in the Medium Term Financial Plan.

The objectives are to:

- Ensure a sustainable future for the provision of public conveniences
- Contribute to the delivery of the One Powys Plan
- Realise savings of £200,000.

There is growing pressure on budgets as the council has to deliver the budget reduction set out by Welsh Government. The council has therefore looked at ways to continue supporting the provision of services through other means and believes that Town/Community Councils can run some services at lower costs.

There are currently 63 publicly funded public conveniences in Powys:

- 4 wholly owned and funded by Welsh Government;
- 2 owned and operated by Powys County Council;
- 57 operated by Town and Community Councils or Community Groups currently with support from Powys County Council.

The decision has recently been made not to continue to offer a grant toward the operation of the public conveniences it is expected that the following savings will be made. The council will still have the commitment for the operation of the toilets at the transport interchanges which currently has a budget allocated to it of £55,000. A letter has been sent to operators, whose funding expires in March 2018, clarifying the situation and notifying of the decision not to renew grant arrangements as they finish.

There are currently 35 public conveniences being operated under a lease or licence agreement, the majority of which are full repairing agreements. The Tenant has the ability to determine the lease, or licence, at each anniversary of the Term, on giving the Landlord not less than 3 months' notice in writing.

4 CAT transfers are currently outstanding. Llanwrtyd, Newtown (Shortbridge Street and Back Lane) and Welshpool (Berriew Street).

There is potential for a large number of the facilities to transfer via a CAT to the current operator. As it stands at the moment, the majority of these have received their final guaranteed grant payment.

One thing that needs to be considered is what happens to those toilets that are handed back to the County Council once operators are informed of the decision not to renew its grant agreement. The HTR service do not have the budget to operate these toilets at a significantly increased cost to that of the current operator. It is therefore expected that these toilets will close and be declared surplus if no other operator wants to take over the building and run it as a public convenience facility. It is unclear where the budget to dispose of the structure will come from if this is the last resort for the building.

**Cyngor Sir Powys County Council**  
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1. Profile of savings delivery (if applicable)

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

2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Public consultation required	On-going discussions with potential new operators	Yes

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

Version	Author	Job Title	Date
2	Nichola Davies	HGSS Project Officer	28/11/17
3	Nichola Davies	HGSS Project Officer	02/01/18

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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			
Property Legal			
<b>Service Area informed:</b>	Yes	<b>Contact Officer liaised with:</b>	Yes
Mitigation			
Property and Legal will be required to assist HTR with the production and completion of the Licence, Lease and Freehold documents.			

### 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	No known impact	Unknown		Choose an item.
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	A lack of accessible and good public toilets can affect not only the quality of our town centres or villages, parks or bus stations, but it may also reduce the dignity and quality of people's lives.	Good	As Town & Community Council's take on these facilities, it is likely that standards will improve as local pride and vested interest takes over.	Good
<b>Learning and skills</b> We will strengthen learning and skills	No known impact	Unknown		Choose an item.

**Cyngor Sir Powys County Council**  
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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
<b>Residents and Communities</b> <b>We will support our residents and communities</b>	They are one of the basic facilities that residents and visitors alike depend on. Good quality provision instils confidence in public facilities as a whole, helps to inspire positive impressions, and contributes to many other important aspects of life. People expect accessible, clean, safe and well maintained toilets	Good	As Town & Community Council's take on these facilities, it is likely that standards will improve as local pride and vested interest takes over.	Good
<b>Source of Outline Evidence to support judgements</b>				
<p>There are examples of this within Powys where facilities have previously been taken over by communities.</p> <p>Via such award schemes as "Loo of the Year", evidence exists that local communities want to participate and achieve recognition for cleanliness and excellence.</p>				

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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>No known impact</p>	<p>Unknown</p>		<p>Choose an item.</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>No known impact</p>	<p>Unknown</p>		<p>Choose an item.</p>

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<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>A lack of accessible and good public toilets can affect not only the quality of our town centres or villages, parks or bus stations, but it may also reduce the dignity and quality of people's lives.</p> <p>They are one of the basic facilities that residents and visitors alike depend on. Good quality provision instils confidence in public facilities as a whole, helps to inspire positive impressions, and contributes to many other important aspects of life. People expect accessible, clean, safe and well maintained toilets</p>	<p>Good</p>	<p>As Town &amp; Community Council's take on these facilities, it is likely that standards will improve as local pride and vested interest takes over.</p>	<p>Good</p>
<p><b>A Wales of cohesive communities:</b>  Attractive, viable, safe and well-connected Communities.</p>	<p>No known impact</p>	<p>Unknown</p>		<p>Choose an item.</p>
<p><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.</p>	<p>Toilets are one of the basic facilities that residents and visitors alike depend on. Good quality provision instils confidence in public facilities as a whole, helps to inspire positive impressions, and contributes to many other important aspects of life. People expect accessible, clean, safe and well maintained toilets</p>	<p>Good</p>	<p>As Town &amp; Community Council's take on these facilities, it is likely that standards will improve as local pride and vested interest takes over.</p>	<p>Good</p>
<p><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.</p>				
<p><b>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</b></p>	<p>No known impact</p>	<p>Unknown</p>		<p>Choose an item.</p>

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<i>Opportunities to promote the Welsh language</i>	No known impact	Unknown		Choose an item.
<i>Welsh Language impact on staff</i>	No known impact	Unknown		Choose an item.
<i>People are encouraged to do sport, art and recreation.</i>	Walkers, cyclists and others who take part in sport and other activities may be encouraged to do so if there are public convenience facilities on the route of their activity	Good	Work with local groups to operate the toilets on behalf of the council.	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).				
<i>Age</i>	Baby changing; Young children with developing bladders etc. have more frequent requirements and less capability to manage control; Natural ageing increases likelihood of greater need or incontinence; As people age the likelihood of developing health issues where incontinence is a side effect increases; Powys has an ageing population;	Good	Work with local groups to operate the toilets on behalf of the council.	Good
<i>Disability</i>	Disabilities are often associated with continence problems or a greater frequency of toilet use; Access arrangements; Disabilities can require the use of mobility aids which require greater room within conveniences.	Good	Work with local groups to operate the toilets on behalf of the council.	Good

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<i>Gender reassignment</i>	Operations can often give rise to incontinence issues;	Good	Work with local groups to operate the toilets on behalf of the council.	Good
<i>Marriage or civil partnership</i>	No known impact	Unknown		Choose an item.
<i>Race</i>	No known impact	Unknown		Choose an item.
<i>Religion or belief</i>	No known impact	Unknown		Choose an item.
<i>Sex</i>	No known impact	Unknown		Choose an item.
<i>Sexual Orientation</i>	No known impact	Unknown		Choose an item.
<i>Pregnancy and Maternity</i>	General requirement for more frequent toilet use	Good	Work with local groups to operate the toilets on behalf of the council.	Good

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### Source of Outline Evidence to support judgements

The main complaints to Powys County Council have concerned; cleanliness, maintenance, opening hours, vandalism and closures of facilities.

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.	Facilities may close if a new operator is not found.	Good	Work with local groups to operate the toilets on behalf of the council.	Good
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Working with third party organisations to take over the operation of the conveniences.	Good	Work with <b>local groups</b> to operate the toilets on behalf of the council.	Good
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	Community engagement has taken place to gain residents views and to express the proposals of the County Council	Good	Work with local groups to operate the toilets on behalf of the council.	Good
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	N/a	Unknown		Choose an item.
<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.	Working with third party organisations to take over the operation of the conveniences.	Good	Work with local groups to operate the toilets on behalf of the council.	Good
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	Operators will be allowed to introduce charges if the wish to do so.	Good	Discuss the impact with new operators and request charges are kept to a minimum.	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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	Radar keys are available for people with a disability who require use of disabled toilet facilities.	Good	The council issue these keys for free.	Very Good
<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.	A lack of accessible and good public toilets can affect not only the quality of our town centres or villages, parks or bus stations, but it may also reduce the dignity and quality of people's lives.	Good	Work with local groups to operate the toilets on behalf of the council.	Good
<b>Impact on Powys County Council Workforce</b>	Council officers who travel as part of their working day require the use to public conveniences	Good	Work with local groups to operate the toilets on behalf of the council.	Good
<b>Source of Outline Evidence to support judgements</b>				
The main complaints to Powys County Council have concerned; cleanliness, maintenance, opening hours, vandalism and closures of facilities.				
Engagement with local communities				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Medium	Medium
<b>Mitigation</b>		
Work with local groups to operate the toilets on behalf of the council to ensure as many facilities are kept open as possible.		

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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
Closure of toilet facilities	High	Work with local groups to operate the toilets on behalf of the council.	Medium
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		/	

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

Action	Target Date	Outcome	Decisions made
<b>Portfolio Holder decision required</b>	Yes	<b>Date required</b>	Ongoing decision making
<b>Cabinet decision required</b>	Yes	<b>Date required</b>	Ongoing decision making
<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
Legal services	/	/	/	/	/	/	/	/	/	/	/	/
Property services	/	/	/	/	/	/	/	/	/	/	/	/

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:

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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?**

Closely working with new operators

MTFS savings target monitored

Monitor complaints/compliments from members of the public

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

November 2018

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Nichola Davies	N. Davies	29.11.17
Head of Service:	Nigel Brinn		
Strategic Director:	Paul Griffiths		
Portfolio Holder:	Clr. Liam Fitzpatrick		

16. Governance

**Decision to be made by**

Choose an item.

**Date required**

FORM ENDS

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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>	Schools	<b>Head of Service</b>	Gareth Jones	<b>Strategic Director</b>	Ian Budd	<b>Portfolio Holder</b>	Cllr Myfanwy Alexander
<b>Proposal</b>	1819-31 Raise age of admission						
<b>Outline Summary / Description of Proposal</b>							
Under the previous admissions policy children could start in a Primary School at the start of the term in which he/she had her fourth birthday, prior to this they could access two terms of authority funded pre-school 3 year old education provision.							
The statutory age of admission is at the start of the term following a child’s fifth birthday, with many authority’s admitting children at the start of the school year (September) following his/her fourth birthday.							
The policy changed the age of admission to schools in Powys, to be in line with the majority of our neighbouring authorities in both Wales and England, to the start of the school year following a child’s fourth birthday. This proposal has changed the start of school by between one and two terms and this loss of provision has been replaced by the increase and extension of the pre-school provision from 10 hours per week up to 12.5 hours per week and for up to five terms following the child’s third birthday. The change has been implemented from the start of the school year in September 2017.							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£550,000	£80,000	None in addition to previous years			

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Public and Staff consultation required	Already undertaken	Yes

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

Version	Author	Job Title	Date
V1	Gareth Jones	Senior Manager – Central Services	28 <sup>th</sup> October 2015
V2	Gareth Jones	Senior Manager – Central Services	7 <sup>th</sup> April 2016
V3	Gareth Jones	Senior Manager – Central Services	22 <sup>nd</sup> November 2016

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V4	Gareth Jones	Senior Manager – Central Services	16th December 2016
V5	Gareth Jones	Senior Manager – Central Services	12th December 2017
V6	Gareth Jones	Interim Head of Schools Service	7 <sup>th</sup> January 2018

### 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**

Yes, the proposed change is directly linked to the services provided through the CYPP. Officers from the CYPP and other third sector agencies have helped to formulate the proposal to date and will continue to be members of the appropriate work streams.

**Service Area informed:**

Change already Made in 17-18

**Contact Officer liaised with:**

**Mitigation**

### 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
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Council Priority	How does the proposal impact on this priority?	<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
<p><b>The Economy</b> We will develop a vibrant economy</p>	<p>The change to the age of admission has had a negative impact on the Primary Schools delegated budget by reducing funding by £2.8m which has resulted in up to 120 teaching and Learning Support staff redundancies. There will be a positive impact of the change on the economic viability of childcare and early years settings through the increased number of children accessing the provision and therefore providing an increased funding base for the setting.</p> <p>The change to the age of admissions into the Primary Schools will have limited impact on this area, although the delay in children accessing full time education will have an impact on the family's economic position as there will either be an extended period of childcare requirements and costs or a delay in the parents' ability to fully</p>	Neutral	<p>The authority will work will childcare providers to ensure the required places are available</p> <p>The authority is proposing to provide extended funded 3+ provision with a 25% increase in the number of funded hours. This represents nearly 60% of the hours children currently receive in full time school nursery provision. In addition the authority has a duty to ensure that the childcare demand can be met through childcare settings.</p>	Neutral
<p><b>Health and Care</b> We will lead the way in effective, integrated rural health and care</p>		Choose an item.		Choose an item.
<p><b>Learning and skills</b> We will strengthen learning and skills</p>	<p>The delay of up to 3 terms in a child's admission to full time primary education will potentially have an impact on the outcomes for these children.</p> <p>Both Schools and Early Years Settings are inspected under the ESTYN common inspection framework and deliver in accordance to the Foundation phase curriculum.</p> <p>The proposal will reduce the number of hours in an education setting by 9 hours per week and will amount to 342 hours for those children born in the Autumn term.</p>	Poor	<p>The proposed increase in the number of funded pre-school hours will partly offset the negative impact of the change in the age of admission.</p> <p>The settings will be supported by a team of teachers to provide the required advice and support.</p> <p>Setting will be commissioned to deliver the early years provision and will be subject to contract monitoring arrangements to ensure that standards are being delivered at the level required in the contract.</p>	Neutral

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Council Priority	How does the proposal impact on this priority?	<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>Residents and Communities</b> We will support our residents and communities	No impact	Neutral		Neutral
<b>Source of Outline Evidence to support judgements</b>				
Consultation papers and funding arrangements for Schools and Early Years settings.				

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	The proposal allows the authority to maintain funding levels for its statutory education provision, whilst providing a sustainable funding level for early years settings.	Good	The authority will work with early years settings to ensure that they can meet the childcare requirements.	Good

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<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>No impact</p>	<p>Neutral</p>		<p>Neutral</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>The council has procedures and policies in place to support Children with Learning or Physical disability. The proposed change will not negatively impact on these procedures, however there will be a delay in services such as School Nurses being involved with children.  Those children with significant needs will continue to be assessed through the current assessment procedures in Special Schools or other settings.  There may be a disproportionate impact on parents who themselves have disabilities through reduced access to full day education provision, with no transport being provided to the early years settings.</p>	<p>Poor</p>	<p>The authority through the CYPP, Schools and other agencies will work to support children and parents with disabilities to enable those children to access the required education opportunities.</p>	<p>Neutral</p>
<p><b>A Wales of cohesive communities:</b>  Attractive, viable, safe and well-connected Communities.</p>	<p>No impact</p>	<p>Neutral</p>		<p>Neutral</p>
<p><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.</p>	<p>No impact</p>	<p>Neutral</p>		<p>Neutral</p>
<p><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.</p>				

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<p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p>	<p>All schools and settings are required to deliver the foundation phase curriculum and “welsh language development” is one of the 7 areas of required learning and all children accessing support will have the opportunity to use the Welsh Language. The proposal impacts equally on both English and Welsh Provision, as part of the recommissioning of the 3+ early years provision the authority will be considering the availability of a Welsh Medium setting within reasonable journey time for all children.</p>	<p>Neutral</p>	<p>The authority will through the implementation of the Welsh in Education Strategic plan, further encourage and support the development of Bilingualism. As part of the recommissioning of the 3+ early years provision the authority will be considering the availability of a Welsh Medium setting within reasonable journey time for all children.</p>	<p>Good</p>
<p><i>Opportunities to promote the Welsh language</i></p>	<p>No impact</p>	<p>Neutral</p>		<p>Neutral</p>
<p><i>Welsh Language impact on staff</i></p>	<p>All schools and settings are required to deliver the foundation phase curriculum and “welsh language development” is one of the 7 areas of required learning and all children accessing support will have the opportunity to use the Welsh Language. School staff have the opportunity to access funded sabbaticals to improve their Welsh language and delivery skills.</p> <p>The lack of suitably qualified staff in the pre-school sector is a concern. Typically these staff members are employed in a school setting, where there is greater development opportunities.</p>	<p>Very Good</p>	<p>The authority will through the implementation of the Welsh in Education Strategic plan, further encourage and support the development of Bilingualism</p>	<p>Very Good</p>
<p><i>People are encouraged to do sport, art and recreation.</i></p>	<p>The delay in full time education may delay a child’s access to healthy activity’s</p>	<p>Poor</p>	<p>Provide support to funded setting to encourage the extended use of the outdoor classroom for healthy activity’s</p>	<p>Neutral</p>
<p><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).</p>				
<p><i>Age</i></p>	<p>The proposal will impact on families with young children as evidenced by the age of the respondents to the consultation where over 75% of the responses received being from people in the 25 – 44 age group.</p>	<p>Poor</p>	<p>The authority is proposing to provide extended funded 3+ provision with a 25% increase in the number of funded hours. This represents nearly 60% of the hours children currently receive in full time school nursery provision. In addition the authority has a duty to ensure that the childcare demand can be met through childcare settings.</p>	<p>Poor</p>

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<i>Disability</i>	<p>The council has procedures and policies in place to support Children with Learning or Physical disability. The proposed change will not negatively impact on these procedures, however there will be a delay in services such as School Nurses being involved with children.</p> <p>Those children with significant needs will continue to be assessed through the current assessment procedures in Special Schools or other settings. There may be a disproportionate impact on parents who themselves have disabilities through reduced access to full day education provision, with no transport being provided to the early years settings.</p>	Poor	The authority through the CYPP, Schools and other agencies will work to support children and parents with disabilities to enable those children to access the required education opportunities.	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>	<p>The consultation responses were heavily weighted towards women with 82% of the 93% who indicated their sex being women.</p> <p>The proposal may impact on women more than men especially in relation to those children living in a single parent household with a delay in admission to school may delay the parents' ability to return to work. Those parents whose children would be entitled to Free School Meals would have increased food costs due to the delay in full time admission to Schools.</p>	Poor	The council will through the relevant services support these parents to ensure they can access their full entitlements.	Poor
<i>Sexual Orientation</i>	No impact	Neutral		Neutral
<i>Pregnancy and Maternity</i>	No impact	Neutral		Neutral
<b>Source of Outline Evidence to support judgements</b>				
<p>Consultation and funding papers.          CYPP and School Strategies.          WESP and Foundation phase curriculum, together with commissioning documentation.          Foundation Phase Curriculum requirements.          Consultation responses.</p>				

7. How does your proposal impact on the council's other key guiding principles?

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Principle	How does the proposal impact on this principle?	<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>Sustainable Development Principle (5 ways of working)</b>				
<p><b>Long Term:</b> <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i></p>	<p>The short term impact of the proposal will be the significant impact on the staffing levels required in Schools (Reduction) and early years settings (Increase), together with the requirement to ensure that the authority and settings have enough places to meet the expected demand for early years places. In the longer term the provision of a sustainable funding system for the commissioned 3+ provision will ensure that the authority can meet its statutory requirements. The funding of the statutory school age provision Reception to Year 11 has been protected under this proposal</p>	<p>Good</p>	<p>The authority is working to identify the required number of 3+ places both in terms of total, catchment and language requirements.</p>	<p>Good</p>
<p><b>Collaboration:</b> <i>Working with others in a collaborative way to find shared sustainable solutions.</i></p>	<p>The current and future 3+ provision is / will be delivered through a mixture of maintained (school run) and non-maintained settings. The exact split of the future network of providers will be dependent on the outcome of the commissioning process for the enhanced 3+ provision</p>	<p>Very Good</p>	<p>Recommissioning of the 3+ settings</p>	<p>Very Good</p>

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Principle	How does the proposal impact on this principle?	<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><b>Involvement (including Communication and Engagement):</b>  <i>Involving a diversity of the population in the decisions that affect them.</i></p>	<p>The proposal was subject to a wide consultation which received a high level of response during the spring term 2016.</p> <p>The detail of the commissioning requirements will be discussed with partner agencies before being tendered.</p> <p>Three events supported by business wales staff have been held during the Autumn term 2016 to inform providers with details of the process that will be required through the recommissioning process. Sessions are to be held in January 2017 to support settings through the required process</p>	Very Good	Robust recommissioning procedures	Very Good
<p><b>Prevention:</b> <i>Understanding the root causes of issues to prevent them from occurring.</i></p>	<p>The proposed commissioning of the enhanced 3+ provision will prevent the current financial issues occurring in the future.</p>	Good	<p>The council will continue to monitor the financial position of settings through the finance and business support services.</p>	Very Good
<p><b>Integration:</b> <i>Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</i></p>	<p>The proposed change to age of admission and the enhanced 3+ provision is due to the financial constraints facing the authority and the requirement to meet statutory education provision for children in reception to year 11.</p> <p>The proposed solution whilst reducing the hours of education being provided to nursery aged children, the integration of 3+, childcare and full time schooling delivered through the foundation phase curriculum will provide an integrated solution for early years children.</p> <p>The proposed recommissioned network of early years provision will provide the required geographical spread of settings.</p>	Good	<p>The development and implementation of robust transition plans from Flying Start settings to 3+ settings, and from 3+ settings to mainstream schools. This will be further enhanced by the integration of the two current support teams into a single team based in the Schools Service</p>	Very 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
<p><b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.</p>	<p>The proposal will have a potential negative impact on the families of the affected young children due to the requirement to fund additional childcare costs and limiting the parents' ability to seek work outside the home.</p> <p>It is not expected that there will be a significant impact on the educational outcomes of the children at the end of Key Stage 2 and 4 due to the change of age of admission as all settings and schools are working to and delivering the requirements of the foundation phase curriculum.</p>	<p>Poor</p>	<p>The development and implementation of robust transition plans from Flying Start settings to 3+ settings, and from 3+ settings to mainstream schools.</p>	<p>Poor</p>
<p><b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account</p>		<p>Choose an item.</p>		<p>Choose an item.</p>
<p><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.</p>	<p>The council, settings and schools have robust and clear safeguarding processes in place.</p> <p>The replacement of full time education with part time education may delay a child's contact with services that monitor their wellbeing.</p>	<p>Poor</p>	<p>Continue the monitoring and development of safeguarding procedures and training for all early years providers.</p>	<p>Poor</p>
<p><b>Impact on Powys County Council Workforce</b></p>	<p>The expected change will result in a minimum 100 FTE redundancies across 89 primary schools.</p>	<p>Poor</p>	<p>This will be offset a little by a small increase in the number of staff required for recommission of early years. Redundancy policy.</p>	<p>Neutral</p>
<p><b>Source of Outline Evidence to support judgements</b></p>				
<p>Consultation papers, funding arrangements and Cabinet paper re Schools Asset Management Plan.            Details of current settings funded.            Consultation notes and responses.            Financial figures and proposed funding levels.            Transition plans and processes.            Safeguarding procedural documentation and policies.</p>				

8. Achievability of proposal?

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

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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
Children / Pupils commence full time statutory schooling at the start of the reception year at a potentially lower attainment / development level than currently.	Medium	The appointment of a project manager to lead on the implementation of the proposal will provide a dedicated resource to drive forward and implement the proposed changes.	Medium
Failure to identify and provide early intervention for children with ALN.	Medium	The review of the Schools Service asset management plan will support the planning of the delivery of the revised early years structure of pre-school places	Medium
Insufficient relevantly qualified and experienced early year's practitioners.	Medium	The application of robust project management disciplines and the multidisciplinary project team will provide the required management and escalation processes.	Medium
Insufficient Welsh Medium early years provision to meet demand through lack of staff with relevant language skills.	Low	Continue the monitoring and development of safeguarding procedures and training for all early years providers.	Low
The service will not be able to identify the remaining £250,000 required efficiency as detailed by the council's cabinet in May 2016.	High	<p>The authority has commenced a review of the fair funding formula for Schools, led by the Schools Finance Manager, the review will not be completed until the Autumn term 2018, as part of the project plan the review will identify and remove any elements of duplicate funding between the delegated and non-delegated funds.</p> <p>The authority is preparing the project plan for the review of the ALN and SEN provision both through delegated, devolved and retained funding. One of the streams of this project will focus on the ALN/SEN provision made for 3 – 4 year old children and in particular the 4 Pre School assessments centres across the authority.</p>	Medium
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		x	

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

Action	Target Date	Outcome	Decisions made
Already implemented			

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<b>Portfolio Holder decision required</b>	Choose an item.	<b>Date required</b>	
<b>Cabinet decision required</b>	Yes	<b>Date required</b>	Already made
<b>Council decision required</b>	Choose an item.	<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
Already Implemented												

### 12. Overall Summary and Judgement of this Impact Assessment?

<b>Outline Assessment (to be inserted in cabinet report)</b>	<b>Cabinet Report Reference:</b>
<p>The change of the age of admission into schools and the recommissioning of an extended pre-school education provision will have an impact on the delivery of education and care to the young children of Powys, together with the costs of childcare for working families. The authority has applied robust project management procedures to the programme to reduce the overall risk to the programme.</p> <p>The final registration requirements with CSSIW and Welsh Government has a low degree of risk but this is expected to be resolved by Easter 2018.</p>	

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

<b>What additional evidence and data has informed the development of your proposal?</b>
Early years review project team papers and consultation responses have highlighted the risks associated with this proposal.

### 14. On-going monitoring arrangements?

<b>What arrangements will be put in place to monitor the impact over time?</b>
The Project is to be monitored through the Schools Service Management Team, the Children and Young Peoples Partnership, the authority's project management processes.
<b>Please state when this Impact Assessment will be reviewed.</b>
Quarterly via project group and reported to SSMT

### 15. Sign Off

Position	Name	Signature	Date
<b>Impact Assessment Lead:</b>	Gareth E Jones		12 <sup>th</sup> December 2017
<b>Head of Service:</b>	Gareth E Jones		12 <sup>th</sup> December 2017

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<b>Strategic Director:</b>	Ian Budd		12 <sup>th</sup> December 2017
<b>Portfolio Holder:</b>	Myfanwy Alexander		12 <sup>th</sup> December 2017

16. Governance

<b>Decision to be made by</b>	Cabinet	<b>Date required</b>	Already taken
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**FORM ENDS**

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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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>	School Service	<b>Head of Service</b>	Gareth Jones	<b>Strategic Director</b>	Ian Budd	<b>Portfolio Holder</b>	Cllr Myfanwy Alexander
<b>Proposal</b>	ALN services review						
<b>Outline Summary / Description of Proposal</b>							
To review the services and structures under the ALN and Inclusion service Phase 17/18 PRU unit							

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

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£150,000	£	£	£	£	£150,000

### 2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	2 <sup>nd</sup> Jan 2018	Yes

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

Version	Author	Job Title	Date
V12	Imtiaz Bhatti	Senior Manager ALN and Inclusion	December 2017

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### 4. Impact on Other Service Areas

<b>Does the proposal have potential to impact on another service area? (Including implication for Health &amp; Safety and Corporate Parenting)</b>			
<b>PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY</b>			
This work will have a positive impact on a number of services including Health Board and CYPP.			
<b>Service Area informed:</b>	CYPP	<b>Contact Officer liaised with:</b>	Shelley Davies
<b>Mitigation</b>			

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

<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>The Economy</b> We will develop a vibrant economy	No impact	Neutral		Choose an item.
<b>Health and Care</b> We will lead the way in effective, integrated rural health and care	This will improve the Social and emotional health of pupils in schools	Good		Choose an item.
<b>Learning and skills</b> We will strengthen learning and skills	This will improve the outcomes for pupils with Social and emotional health of pupils in schools including permanent and at the risk of permanent exclusion	Good		Choose an item.
<b>Residents and Communities</b> We will support our residents and communities	No impact	Neutral		Choose an item.

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## Impact Assessment (IA)

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### Source of Outline Evidence to support judgements

Attainment data  
Wellbeing Survey

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	No impact	Neutral		Choose an item.
<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).	The new service will develop resilience in the school system to support and meet the needs of pupils at risk of being excluded	Good		Choose an item.
<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.	This will improve the Social and emotional health of pupils in schools	Good		Choose an item.
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	The new is on for the PRU aims to bring together health, social and education.	Good		Choose an item.

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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
<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.	No impact	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.				
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	No impact	Neutral		Choose an item.
<i>Opportunities to promote the Welsh language</i>	No impact	Neutral		Choose an item.
<i>Welsh Language impact on staff</i>	No impact	Neutral		Choose an item.
<i>People are encouraged to do sport, art and recreation.</i>	No impact	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).				
<i>Age</i>	No impact	Neutral		Choose an item.
<i>Disability</i>	No impact	Neutral		Choose an item.
<i>Gender reassignment</i>	No impact	Neutral		Choose an item.
<i>Marriage or civil partnership</i>	No impact	Neutral		Choose an item.
<i>Race</i>	No impact	Neutral		Choose an item.
<i>Religion or belief</i>	No impact	Neutral		Choose an item.
<i>Sex</i>	No impact	Neutral		Choose an item.
<i>Sexual Orientation</i>	No impact	Neutral		Choose an item.
<i>Pregnancy and Maternity</i>	No impact	Neutral		Choose an item.

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### 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
<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.	The new vision of the PRU takes into account the Welsh Government ALN reforms.	Good		Choose an item.
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	The new is on for the PRU aims to bring together health, social and education.	Good		Choose an item.
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	The new PRU operationally aims to bring together services and improve processing times for pupils	Good		Choose an item.
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	No impact	Neutral		Choose an item.
<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.	As above	Neutral		Choose an item.
<b>Preventing Poverty:</b>				
Prevention, including helping people into work and mitigating the impact of poverty.	No impact	Neutral		Choose an item.

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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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No impact	Neutral		Choose an item.
<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.	Better communication between PRU and other agencies will ensure a reduction in chances of pupil neglect and safeguarding being missed	Good		Choose an item.
<b>Impact on Powys County Council Workforce</b>	This will impact in restructuring the PRU	Neutral		Choose an item.
<b>Source of Outline Evidence to support judgements</b>				
Business Case for Restructuring the PRU V12 Attainment Wellbeing survey				

### 8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
High	Low	Low
<b>Mitigation</b>		
Consultation with schools		

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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
Appointment to HT posts in PRU	Medium	Supply HT or reviewing the model	Low
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
		X	

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

Action	Target Date	Outcome	Decisions made
End of consultation with staff	2 <sup>nd</sup> Jan 2018	Agreed required for process for appointment of HT and DHT for PRUS	
New HTS recruited and in Place	April 2018 or September 2018	New appointments made	
<b>Portfolio Holder decision required</b>	Yes	<b>Date required</b>	TBA
<b>Cabinet decision required</b>	No	<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

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
A new PRU with a Behaviour Support element to work with schools to reduce pupils of being excluded from school	

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

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

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## Impact Assessment (IA)

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Main drivers  
ESTYN inspection report 2016  
Increased number of pupils being excluded

### 14. On-going monitoring arrangements?

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

School Service SMT

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

Annually

### 15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Imtiaz Bhatti		18/18/2017
Head of Service:	Gareth Jones		
Strategic Director:	Ian Budd		
Portfolio Holder:	Myfanwy Alexander		

### 16. Governance

Decision to be made by	Portfolio Holder	Date required

# FORM ENDS