

# Appendix C

## 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.**

<b>Service Area</b>	Housing	<b>Head of Service</b>	Simon Inkson	<b>Strategic Director</b>	Paul Griffiths	<b>Portfolio Holder</b>	Cllr Rosemarie Harris
<b>Policy / Change Objective / Budget Saving</b>	Income Collection and Recovery Policy - Housing						
<b>Outline Summary</b>							
<p>The Council's Housing Service (the Service) is landlord of around 5,400 Council homes, 110 leasehold flats, 2,000 garages, 2 Gypsy and Travellers sites and other rented assets. The Service aims to provide an effective income collection and recovery service to keep rent arrears and other debts at the lowest possible level.</p> <p>The Service is responsible for the collection of rents, service charges and other income. This policy aims to formalise existing practice. The policy describes what support and advice tenants, licensees and leaseholders will receive. This enables them to understand their responsibilities to pay on time and their entitlement to benefits and credits. Where debts do arise, the Council aims to take prompt action in line with this policy.</p> <p>The policy enables tenants to exercise their rights as Council tenants. It provides Housing staff with a reference document on which they can base their decisions.</p>							

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

Version	Author	Job Title	Date
1	Henk Jan Kuipers	Housing Service Improvement Officer	08-11-2016
2	Henk Jan Kuipers	Housing Service Improvement Officer	10-01-2017

2. How does your policy / change objective / budget saving impact on the council's strategic vision?

Council Priority	How does the policy / change objective impact on this priority?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement</u> (after mitigation) Please select from drop down box below	Source of Outline Evidence to support judgement
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<b>Council Priority</b>	<b>How does the policy / change objective impact on this priority?</b>	<b><u>Inherent Judgement</u></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><u>Residual Judgement</u></b> <small>(after mitigation)</small> Please select from drop down box below	<b>Source of Outline Evidence to support judgement</b>
<b>Services delivered for less</b>	The policy will enable to sustain and improve income collection and recovery. It is not expected the policy will result in higher collection rates, as it formalises current practice and income collection is a high priority for the Service already.	Neutral	No negative impacts foreseen.	Neutral	Income collection as stated in the Service Improvement Plan: Collected 99.69% of rent collectable during the financial year 2015/16.
<b>Supporting people in the community</b>	The policy aims to support people in Council housing to check and use benefits and credits they are entitled to. This is existing practice.	Neutral	No negative impacts foreseen.	Neutral	
<b>Developing the economy</b>	No impact expected.	Choose an item.		Choose an item.	
<b>Learning</b>	No impact expected.	Choose an item.		Choose an item.	

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3. How does your policy / change objective / budget saving impact on the Welsh Assembly's well-being goals?

Well-being Goal	How does the policy / change objective contribute this goal?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement</u> <small>(after mitigation)</small> Please select from drop down box below	Source of Outline Evidence to support judgement
<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>	No impact expected.	Choose an item.		Choose an item.	
<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>	No impact expected.	Choose an item.		Choose an item.	
<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>	No impact expected.	Choose an item.		Choose an item.	
<p><b>A Wales of cohesive communities:</b>                      Attractive, viable, safe and well-connected Communities.</p>	No impact expected.	Choose an item.		Choose an item.	

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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>The following articles in the Human Rights Act are most relevant to Council Housing  Article 6: Right to a fair trial  Article 8: Right to respect for private life, family life and the home  Article 14: Prohibition of Discrimination</p> <p>The policy confirms existing practice and therefore the judgement is neutral.</p> <p>The policy provides a clear process that should be followed, including the option to ask for an independent review, complaints, and tenants should be provided with advice where to get independent support in the event they will have to go to court relating to pay arrears. The policy aims to give tenants every reasonable opportunity to remain in their home, like repayment arrangements and support to check they receive all the benefits and credits they are entitled to, advice where to obtain independent budget advice or debt counselling. Discrimination is assessed as part of “a more equal Wales”.</p>	<p>Good</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</i></p>	<p>No impact expected.</p>	<p>Choose an item.</p>		<p>Choose an item.</p>	

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<i>Treating the Welsh language no less favourable than the English language</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Opportunities to promote the Welsh language</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Welsh Language impact on staff</i>	No impact expected.	Choose an item.		Choose an item.	
<i>People are encouraged to do sport, art and recreation.</i>	No impact expected.	Choose an item.		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).					
<b>The policy does confirm existing practice and the Service is committed to ensure that information is communicated in a way that suits the tenant. The public consultation has not indicated the policy discriminate against the protected characteristics.</b>					
<i>Age</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Disability</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Gender reassignment</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Marriage or civil partnership</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Race</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Religion or belief</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Sex</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Sexual Orientation</i>	No impact expected.	Choose an item.		Choose an item.	
<i>Pregnancy and Maternity</i>	No impact expected.	Choose an item.		Choose an item.	

4. How does your policy / change objective / budget saving impact on the council's other key guiding principles?

<b>Principle</b>	<b>How does the policy / change objective impact on this principle?</b>	<b><u>Inherent Judgement</u></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><u>Residual Judgement (after mitigation)</u></b> Please select from drop down box below	<b>Source of Outline Evidence to support judgement</b>
<b>Sustainable Development Principle (5 ways of working)</b>					

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<b>Principle</b>	<b>How does the policy / change objective impact on this principle?</b>	<b><u>Inherent Judgement</u></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><u>Residual Judgement</u></b> (after mitigation) Please select from drop down box below	<b>Source of Outline Evidence to support judgement</b>
<b>Long Term:</b> <i>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</i>	No impact expected.	Choose an item.		Choose an item.	
<b>Collaboration:</b> <i>Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.</i>	No impact expected. The Service is working with support providers and this will not change as part of this policy.	Choose an item.		Choose an item.	
<b>Involvement (including Communication and Engagement):</b> <i>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</i>	Tenant representatives have discussed the draft policy and public consultation has been undertaken.	Good		Choose an item.	
<b>Prevention:</b> <i>How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.</i>	No impact expected. Existing practice remains to prevent rent arrears from occurring.	Choose an item.		Choose an item.	
<b>Integration:</b> <i>Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</i>	No impact expected. Existing practice to work with Income and Awards to ensure the Service ha the whole picture and tenants get what they are entitled to.	Choose an item.		Choose an item.	
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	No impact expected.	Choose an item.		Choose an item.	

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Principle	How does the policy / change objective impact on this principle?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement (after mitigation)</u> Please select from drop down box below	Source of Outline Evidence to support judgement
<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.	Choose an item.		Choose an item.	
<b>Corporate Parenting:</b> Enabling our looked after children to fulfil their potential.	No impact expected.	Choose an item.		Choose an item.	
<b>Impact on PCC Workforce</b>	The policy provides clarity about all issues regarding maintenance and repairs. This will assist staff to refer to the policy when taking decisions.	Very Good		Choose an item.	

5. Achievability of Policy / Change Objective / Budget Saving?

Impact on Service / Council	Risk to delivery of Policy / Change Objective / Budget Saving	Inherent Risk
Low	Low	Low

6. What are the risks to service delivery or the council following implementation of this Policy / Change Objective / Budget Saving?

Description of risks			
None, the policy confirms existing practice.			
Judgement (to be included in service risk register)			
Very High Risk	High Risk	Medium Risk	Low Risk
			Low (1)
Mitigating Actions			Residual Risk (after mitigation)

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	Choose an item.
	Choose an item.
	Choose an item.
<b>Does the Policy / Change Objective / Budget Saving have potential to impact on another service area?</b>	
No, existing practice.	

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

<b>Outline Assessment (to be inserted in cabinet report)</b>	<b>Cabinet Report Reference:</b>
The proposed policy formalises existing practice. The expected impact is that it will provide clarity for staff and for that need to pay the Service. It increases accountability, transparency and continuity of service delivery.	

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

<b>What additional evidence and data has informed the development of your proposal?</b>
None

#### 9. On-going monitoring arrangements?

<b>What arrangements will be put in place to monitor the impact over time?</b>
The policy will be reviewed in 3 years' time or when legislation changes. Service standards require the Service to report on: <ul style="list-style-type: none"> <li>• % of rental income collected</li> <li>• % of former tenant rent income collected</li> <li>• % of rechargeable repair income collected</li> <li>• % of leaseholder service charge income collected</li> </ul>
<b>Please state when this Impact Assessment will be reviewed.</b>
When reviewing the policy.

#### 10. Sign Off

Position	Name	Signature	Date
Service Manager:	David Roffey		
Head of Service:	Simon Inkson		



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<b>Strategic Director:</b>	Paul Griffiths		
<b>Portfolio Holder:</b>	Clr Rosemarie Harris		

**FORM ENDS**