

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



**Please read the accompanying guidance before completing the form.**

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

<b>Service Area</b>	CEMS	<b>Head of Service</b>	Anya Richards	<b>Director</b>	David Powell	<b>Portfolio Holder</b>	James Evans
<b>Proposal</b>	To make a range of savings across the CEMS budget to meet the total saving target of £150K						
<b>Outline Summary / Description of Proposal</b>							
CSP01 Reduction in discretionary spend from the Comms budget £30K							
CSP02 Reduce the RWAS budget by £5K							
GDP01 Reduce external print and design spend £10K							
MSP01 Review Member Support Team £16K							
WLP01 Reduce Welsh Language Team budget £90K							

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

Version	Author	Job Title	Date
1	Anya Richards	Senior Manager	19 October 2018

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

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

### 3. Consultation requirements

Consultation Requirement	Consultation deadline/or justification for no consultation
Staff consultation required	January 2019

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### 4. Impact on Other Service Areas

**Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety, Corporate Parenting and Data Protection?)  
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

The review of member services won't directly affect service areas as the service provided is to Members. The other budget reductions are not anticipated to affect service areas.

### 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> <b>We will develop a vibrant economy</b>	There is a small negative impact to the economy in the reduction of the events budgets.	Poor	Events will transfer to Regen at the end of 2018. Regen have access to a range of grants that could mitigate the effect of the cut.	Neutral
<b>Health and Care</b> <b>We will lead the way in effective, integrated rural health and care</b>	The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority.	Poor	We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment.	Unknown
<b>Learning and skills</b> <b>We will strengthen learning and skills</b>	The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority.	Poor	We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment.	Unknown
<b>Residents and Communities</b> <b>We will support our residents and communities</b>	The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority.	Poor	We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment.	Unknown

**Source of Outline Evidence to support judgements**

There is no specific evidence that supports the judgements. The judgements are arrived at empirically.

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>The reduction in all comms team discretionary spend means there is no budget for training and development or equipment refresh which could impact how the team promotes this priority. The reduction in staff will reduce the overall employment opportunities in the council</p>	<p>Poor</p>	<p>We will seek cost neutral learning opportunities for the team and the in-house training to develop skills and update equipment.                      There is no specific mitigation for this staff reduction.</p>	<p>Poor</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 specific impact.</p>	<p>Neutral</p>		<p>Neutral</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><b>Public Health (Wales) Act, 2017:</b>  Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p>	<p>No specific impact</p>	<p>Neutral</p>		<p>Neutral</p>
<p><b>A Wales of cohesive communities:</b>  Attractive, viable, safe and well-connected Communities.</p>	<p>No specific 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><b>Human Rights - is about being proactive (see guidance)</b></p> <p><b>UN Convention on the Rights of the Child:</b>  The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p>	<p>No specific 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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<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	The reduction in the WL budget reduces our ability to commission external translation.	Poor	Since the extra budget for WL was introduced to support the implementation of the WL standards, we have consistently underspent on the budget by a large margin each year. The biggest costs associated with WL are underway at the moment with the translation of intranet content. This is being completed during 2018 so this will also mitigate the lean on the WL budget and should not affect opportunities for people to use the Welsh Language and the WL is not being treated less favourably than English.	Neutral
<i>Opportunities to promote the Welsh language</i>	The reduction in the WL budget should not impact on our ability to promote the WL.	Neutral	Since the extra budget for WL was introduced to support the implementation of the WL standards, we have consistently underspent on the budget by a large margin each year.	Neutral
<i>Welsh Language impact on staff</i>	The reduction in the WL budget reduces our ability to commission external translation.	Neutral	The biggest costs associated with WL are underway at the moment with the translation of intranet content. This is being completed during 2018 so this will also mitigate the lean on the WL budget and should not affect opportunities for people to use the Welsh Language and the WL is not being treated less favourably than English.	Neutral
<i>People are encouraged to do sport, art and recreation.</i>	No specific 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>	With reduced print and design budget we won't be able to print so many hard copy documents aimed at the older generation who may not access information digitally.	Poor	We will work with services like Social Services to identify which publications should be published in hard copy and target print spend accordingly.	Neutral
<i>Disability</i>	With reduced print and design budget we won't be able to produce documents in a range of different and accessible formats for harder to reach groups.	Very Poor	We will work with services like Social Services to identify which publications should be published in a range of accessible formats and seek to target spend accordingly.	Poor
<i>Gender reassignment</i>	No specific implications	Choose an item.		Choose an item.
<i>Marriage or civil partnership</i>	No specific implications	Choose an item.		Choose an item.
<i>Race</i>	No specific implications	Choose an item.		Choose an item.
<i>Religion or belief</i>	No specific implications	Choose an item.		Choose an item.

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<i>Sex</i>	No specific implications	Choose an item.		Choose an item.
<i>Sexual Orientation</i>	No specific implications	Choose an item.		Choose an item.
<i>Pregnancy and Maternity</i>	No specific implications	Choose an item.		Choose an item.

Source of Outline Evidence to support judgements
There is no specific evidence that supports the judgements. The judgements are arrived at empirically.

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> <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i>	The long term disinvestment in learning and development of the team will result in a diminished and outdated skills set and poor comms output that will not resonate with residents.	Very Poor	We will seek out no cost learning opportunities and share learning through the team	Poor
<b>Collaboration:</b> <i>Working with others in a collaborative way to find shared sustainable solutions.</i>	Skills and knowledge of the team will be diminished if we don't collaborate and work with partners.	Poor	We will work with partners to share learning and look for low cost learning and development opportunities with partner organisations.	Neutral
<b>Involvement (including Communication and Engagement):</b> <i>Involving a diversity of the population in the decisions that affect them.</i>	Our ability to communicate well with the population on the decisions that affect them could be compromised over the long term without appropriate training and development opportunities	Very Poor	We will seek out no cost learning opportunities and share learning through the team and seek opportunities to collaborate and learn with partner organisations.	Poor
<b>Prevention:</b> <i>Understanding the root causes of issues to prevent them from occurring.</i>	No specific impact	Choose an item.		Choose an item.
<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>	Skills and knowledge of the team will be diminished if we don't collaborate and consider integration opportunities with partners.	Poor	We will work with partners to share learning and look for low cost learning and development opportunities with partner organisations as well as exploring integration where possible.	Neutral
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	Reducing staff numbers could have a negative impact by creating poverty.	Very Poor	We will look to redeploy staff within the council where appropriate.	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>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No specific impact	Choose an item.		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.	Our ability to produce strong and relevant communications around safeguarding could be compromised if the team's skillset is diminished through lack of training and development.	Poor	We will look to mitigate the impact by the seeking out no or very low cost training and development opportunities.	Neutral
<b>Impact on Powys County Council Workforce</b>	Reducing the workforce could impact other staff who are left to assume the work of the colleague that has left.	Poor	We will reprioritise workloads and distribute work fairly among those who remain.	Neutral
<b>Source of Outline Evidence to support judgements</b>				
There is no specific evidence that supports the judgements. The judgements are arrived at empirically.				

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

Severity of Impact on Communities	Scale of impact	Overall Impact
Low	Low	Low
<b>Mitigation</b>		
There is no specific evidence that supports the judgements. The judgements are arrived at empirically.		



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9. How likely are you to successfully implement the proposed change?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Low	Low
Mitigation		
Individual mitigations are outlined above. There is no specific impact that would compromise the successful implementation of the savings proposals.		

Risk Identified	Inherent Risk Rating	Mitigation	Residual Risk Rating
Diminished skill base of comms team due to lack of appropriate training and development	Medium	We will seek low, no cost training and development opps and work with partners to collaborate around training and learning	Low
Staff reduction will put staff in a redundancy situation	Very High	We will seek to redeploy staff into any suitable roles elsewhere in the council	High
	Choose an item.		Choose an item.
Overall judgement (to be included in project risk register)			
Very High Risk	High Risk	Medium Risk	Low Risk
		X	

10. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
Overall assessment if that these savings can be achieved in full and there is no specific impact that would compromise overall deliverability.	

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

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

12. On-going monitoring arrangements?

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

Staff development will be monitored over time through IPR. Similarly impact on individual staff workload and deliverability of the WL standards will be monitored through IPR.

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

No specific date, in approx. 12 months from implementation.

13. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Anya Richards	A Richards	19 October 2018
Head of Service:			
Director:	David Powell		
Portfolio Holder:	Cllr James Evans		

14. Governance

Decision to be made by	Date required
Portfolio Holder	

**FORM ENDS**