

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.

| | | | | | | | |
|--|---|------------------------|-------------------|---------------------------|----------|-------------------------|------------------|
| Service Area | Powys Archives and Information Management | Head of Service | Stuart Mackintosh | Strategic Director | Ian Budd | Portfolio Holder | Cllr Phyl Davies |
| Proposal | To remove one FTE post from Powys Archives and Information Management staffing structure; reduce service opening hours; and achieve other revenue savings | | | | | | |
| Outline Summary / Description of Proposal | | | | | | | |
| Archives and Information Management | | | | | | | |
| <ul style="list-style-type: none"> The Council has a corporate responsibility to maintain its records and record-keeping systems in compliance with the legislation and regulatory environment in which it operates. In 2017 the Council completed an accommodation project for Powys Archives and Information Management and officially opened the new public facilities in October 2017 based on a four day a week opening. Powys Archives collects and preserves records relating to Powys' cultural and historical past in accordance with legislation, and in turn provides access to them through a public search room. The service currently holds around 3000 linear metres of material dating from the fourteenth century to the present day. The Information Management Service provides help and advice to all areas of the Council on information management issues including records management practices and procedures. The Service manages and stores around 250,000 files of semi-current and non-current records, which are retained for a certain period of time for legal, financial, administrative or operational reasons. | | | | | | | |
| Proposals | | | | | | | |
| <ul style="list-style-type: none"> To undertake a review and reduction in the staffing structure, saving £32,000. The impact will mean the public search room hours would have to be reduced from four to two days a week. There is a further proposal to reduce the revenue budget by removing £14,000 from the Service's "shredding" budget (confidential destruction of records which have reached the end of their retention). Documents will however continue to be confidentially shredded in line with the Corporate retention schedule. | | | | | | | |

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1. Profile of savings delivery (if applicable)

| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | TOTAL |
|---------|---------|---------|---------|---------|-------|
| £ | £46,000 | £ | £ | £ | £ |

2. Consultation requirements

| Consultation Requirement | Consultation deadline | Feedback considered |
|------------------------------|-----------------------|---------------------|
| Public consultation required | 31 March 2019 | Yes |

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

| Version | Author | Job Title | Date |
|---------|--------------------|---|-----------|
| V1 | Catherine Richards | Principal Lead Museums, Archives and Information Management | 6/09/2018 |
| | | | |
| | | | |

4. Impact on Other Service Areas

| | |
|--|---|
| <p>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</p> | |
| Empty space for response | |
| <p>Service Area informed:</p> | <p>Contact Officer liaised with:</p> |
| <p>Mitigation</p> | |
| Empty space for mitigation details | |

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? | <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>The Economy We will develop a vibrant economy</p> | <p>Powys Archives' visitors significantly boost the local economy using shops, eateries and accommodation.</p> <p>Visitor surveys show that 90% of Archive users come into the locality of Llandrindod Wells for the specific purpose of using the archives i.e. the Archives Service is their driver for visiting and 50% of users came from over 61km away.</p> <p>33% took overnight accommodation and 58% ate out locally, generating 376 hotel bed occupancies and 664 restaurant visits. These figures are all higher than for the total combined Welsh services.</p> <p>The Archive Service can also provide information resources to support business operations. Powys Archives has been used for all sorts of operations such as restoration and regeneration projects, planning new developments and identifying boundaries.</p> | <p>Poor</p> | <p>Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |

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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>Health and Care We will lead the way in effective, integrated rural health and care</p> | <p>Visits to Powys Archives improve the health and wellbeing of residents and research for recreational purposes boosts mental health, along with social interaction.</p> <p>Volunteering contributes to community wellbeing and improves the Archive Service in addition to enabling personal development and involvement with heritage.</p> <p>Access to arts and cultural services overall enhances wellbeing.</p> | <p>Poor</p> | <p>Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |

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|--|---|---|---|--|
| <p>Learning and skills We will strengthen learning and skills</p> | <p>Archive Services have proved to be 'safe' places in which people can learn and develop. This learning experience can come about either as a user or a volunteer. Researching archives requires individuals to develop a whole range of skills from specialist areas such as palaeography (the study of old handwriting) through to the ability to analyse large amounts of information, set goals and organise workloads. Allied to this is access to a unique information resource. The Archives holds records that for the most part cannot be found elsewhere such as Council records, maps and plans, personal papers and business records. 98% of visitors to Powys Archives agree that archives provide opportunities for learning.</p> <p>For volunteers the payback can be significant in terms of skills and employability. In a report by the National Council on Archives into volunteering in archives 32% of those questioned felt archive volunteering had helped with their sense of being part of a workplace, 28% felt it had helped them learn or improve their IT or other work-related skills, and 16% felt it had improved their confidence to look for work.</p> <p>Archives have always been a vital resource of educational attainment. Archives are well known as the source material for high qualifications such as PhDs and MAs. But they have been widely used to bring a wide range of school subjects to life such as history, geography, English and maths, and provide the stimulus for projects as such as art and drama</p> | <p>Poor</p> | <p>Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |

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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 |
|--|---|---|--|--|
| | productions. For example, the National Curriculum for history includes local history research using archives. | | | |
| Residents and Communities We will support our residents and communities | <p>Powys Archives holds, cares for and continues to develop collections for the county which represent our rich and diverse culture. These in turn enrich the lives of people in our communities and help them live fulfilled lives.</p> <p>Powys Archives provides a place where one can be welcomed and feel part of the community. They are safe environments where people come together through mutual interest. In the report by the National Council on Archives into volunteering in archives its research found 48% of those questioned felt working as an archive volunteers had enabled them to meet new people or socialise and 31% felt it had helped with their sense of being part of a community. There is strong anecdotal evidence that regular users have a similar response.</p> <p>A good archive service contributes to the strength of the local community.</p> | Poor | Reducing the staffing structure as proposed will mean the public search room hours would have to be reduced from four to two days a week. At this stage there is little that can be done to mitigate any negative impacts. | Poor |

Source of Outline Evidence to support judgements

PSQG (Public Services Quality Group) archive visitors' surveys undertaken every 18 months.
 Powys Archives consultation survey 2015 (320 forms completed)
 Powys Archives annual website statistics, usage and feedback
 Interviews with Powys Archives users 2015 (30 interviews conducted)
 Informal feedback – written and verbal

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

| Well-being Goal | How does proposal contribute to this goal? | IMPACT 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 |
|---|---|---|--|--|
| A prosperous Wales: 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. | Powys Archives provides an efficient use of resources through records and facilities being shared and used over and over by a multitude of users. Work experience and volunteer opportunities in both develop skills for employability. | Poor | Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts. | Poor |
| A resilient Wales: 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 | Choose an item. | | Choose an item. |

| | | | | |
|--|---|----------------|---|------------------------|
| <p>A healthier Wales: 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>Visits to cultural/heritage services such as Archives improves the overall health and wellbeing of residents, and research boosts mental health, along with social interaction.</p> <p>Volunteer opportunities also boost health related outcomes.</p> | <p>Neutral</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government’s well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Choose an item.</p> |
| <p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p> | <p>Visitor surveys show that:</p> <ul style="list-style-type: none"> • 61% are using Powys Archives for family history research, 35% for local history research • 100% agreed that “I improved my knowledge in an area of interest” • 91% agreed that “I developed new skills or improved existing skills (in research, use of ICT, etc.)” • 100% agreed that “I have a greater understanding of my community, its history and people” • 97% agreed that “I enjoyed myself” • 100% agreed that “I am inspired to find out more” | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government’s well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Choose an item.</p> |

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|---|--|----------------|---|----------------|
| <p>A globally responsible Wales: 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>Powys Archives promotes the cultural life of our county, it encourages active participation in culture, protects our heritage, helps expand our international profile and contributes to our tourism industry.</p> | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |
| <p>A Wales of vibrant culture and thriving Welsh language: 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>Providing access to archives for everyone must include developing services that reflect the importance of the Welsh language. Our language is an important part of our heritage, and many tourists who come to Powys are drawn by our heritage and culture.</p> | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |
| <p><i>Opportunities to promote the Welsh language</i></p> | <p>As above</p> | <p>Poor</p> | <p>As above</p> | <p>Poor</p> |
| <p><i>Welsh Language impact on staff</i></p> | <p>There are no Welsh language speaking staff within the Archives and Information Management Service at this current time.</p> | <p>Neutral</p> | <p>Seek to recruit Welsh speaking members of staff and volunteers wherever possible</p> | <p>Neutral</p> |
| <p><i>People are encouraged to do sport, art and recreation.</i></p> | <p>Powys Archives enable people to explore collections for inspiration, learning and enjoyment</p> | <p>Poor</p> | <p>Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts.</p> | <p>Poor</p> |
| <p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p> | | | | |

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|--------------------------------------|--|------|--|------|
| Age | Powys Archives welcomes increased use of the service by existing and new audiences regardless of their background or circumstances. It is important that the demographic of our communities is understood and this is used to inform forward planning. Understanding and dismantling barriers, real or perceived, that deter those who do not currently use our collections, or do not participate in our activities is crucial if Powys Archives are to be fully inclusive. | Poor | Reducing public searchroom opening hours from four to two days a week will impact on the service contributing to the Welsh Government's well-being goals. At this stage there is little that can be done to mitigate any negative impacts. | Poor |
| Disability | As above | Poor | As above | Poor |
| Gender reassignment | As above | Poor | As above | Poor |
| Marriage or civil partnership | As above | Poor | As above | Poor |
| Race | As above | Poor | As above | Poor |
| Religion or belief | As above | Poor | As above | Poor |
| Sex | As above | Poor | As above | Poor |
| Sexual Orientation | As above | Poor | As above | Poor |
| Pregnancy and Maternity | As above | Poor | As above | Poor |

| Source of Outline Evidence to support judgements |
|--|
| PSQG (Public Services Quality Group) archive visitors' surveys undertaken every 18 months. Powys Archives consultation survey 2015 (320 forms completed) Powys Archives annual website statistics, usage and feedback Interviews with Powys Archives users 2015 (30 interviews conducted) Informal feedback – written and verbal |

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 |
|--|---|---|---|--|
| Sustainable Development Principle (5 ways of working) | | | | |
| Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs. | It has been explained above that the proposals to reduce staffing meaning reducing access to the Archives public search room from 4 days a week to 2 days a week generally has a poor impact on both the Council's strategic vision and Welsh Government's well-being goals. It is therefore anticipated that there will be a negative impact on the Council's other key guiding principles also. | Poor | Reducing public searchroom opening hours from four to two days a week will impact service aims and objectives. At this stage there is little that can be done to mitigate any negative impacts. | Poor |
| Collaboration: Working with others in a collaborative way to find shared sustainable solutions. | As above | Poor | As above | Poor |
| Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them. | As above | Poor | As above | Poor |
| Prevention: Understanding the root causes of issues to prevent them from occurring. | As above | Poor | As above | Poor |
| Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives. | As above | Poor | As above | Poor |

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| 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 |
|--|--|---|--|--|
| Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty. | As above | Poor | As above | Poor |
| Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account | As above | Poor | As above | Poor |
| Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves. | As above | Poor | As above | Poor |
| Impact on Powys County Council Workforce | The Records Manager post is currently vacant. No redundancies will result. | Poor | As above | Poor |
| Source of Outline Evidence to support judgements | | | | |
| PSQG (Public Services Quality Group) archive visitors' surveys undertaken every 18 months. Powys Archives consultation survey 2015 (320 forms completed) Powys Archives annual website statistics, usage and feedback Interviews with Powys Archives users 2015 (30 interviews conducted) Informal feedback – written and verbal | | | | |

8. Achievability of proposal?

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

Reducing public searchroom opening hours from four to two days a week will impact service aims and objectives. At this stage there is little that can be done to mitigate any negative impacts.

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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 |
|---|----------------------|---|----------------------|
| Risk of the Council not being able to meet its Statutory requirements in relation to Archives and records management, facing significant risk of direct action from the Information Commissioners Office, The National Archives, Welsh Government. | High | Reducing the staffing levels and in turn the public searchroom opening hours from four to two days a week will impact service aims and objectives. At this stage there is little that can be done to mitigate any negative impacts. | High |
| Risk of the National Archives removing the Council's Public Record status through lack of staffing. In 2011 the Council responded to this threat by developing new facilities for both Powys Archives and Information Management at Unit 29 Ddole Road. | High | Alternative delivery models would need to be investigated – including out-of-county storage, which would be more expensive than the current arrangement. | High |
| Reputational risk: the council has spent £1.6m developing new accommodation for the two services reducing opening hours are highly likely to attract public criticism | Medium | None at this point. | Medium |
| 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 |
|---|--------------------------------|----------------------|----------------|
| Remove one FTE post from the structure | Implementation by 1 April 2019 | | |
| Remove a quantity of shredding budget from the Service's revenue budget | Implementation by 1 April 2019 | | |
| | | | |
| Portfolio Holder decision required | Yes | Date required | |
| Cabinet decision required | Choose an item. | Date required | |
| Council decision required | Choose an item. | Date required | |

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 |
| | | | | | | | | | | | | |

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

12. Overall Summary and Judgement of this Impact Assessment?

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

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? |
| |
| Please state when this Impact Assessment will be reviewed. |
| |

15. Sign Off

| Position | Name | Signature | Date |
|--------------------------------|------|-----------|------|
| Impact Assessment Lead: | | | |
| Head of Service: | | | |
| Strategic Director: | | | |
| Portfolio Holder: | | | |

16. Governance

| | | | |
|-------------------------------|------------------------|----------------------|--|
| Decision to be made by | Choose an item. | Date required | |
|-------------------------------|------------------------|----------------------|--|

FORM ENDS

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