

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	Strategic Property	Head of Service	Ken Yorston	Director	Nigel Brinn	Portfolio Holder	Cllr Phyl Davies
Proposal	Achievement of £170,000 additional income by March 2020						
Outline Summary / Description of Proposal							
<p>Corporate Property has purchased Ladywell House in Newtown. The property presents the opportunity to achieve the 3 benefits set out below. Benefit no. 3 is also linked with the Council Savings Programme, which requires that an additional income of £170,000 is achieved from Ladywell House during the financial year 2019/20 (by March 2020).</p> <ol style="list-style-type: none"> 1. We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019. 2. We want to generate ~£200,000 / year additional income from April 2017, to support the council in achieving its corporate objectives and delivering sustainable services. 3. We want to increase our income generation opportunity from Ladywell House by at least £170,000 from April 2019 onwards, to support the council in achieving its corporate objectives and delivering sustainable services. <p>The Property is c.4229 sq. m, of which about 3000 sq. m is let out producing an income of c. £222,000 per annum. A further 1200 sq. m is vacant and available for letting. The total potential income is c. £403,000 per annum (as estimated by the selling agents).</p>							

1. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£0	£170,000				

NB. These are recurring revenue savings

2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered

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No consultation necessary		
Choose an item.		Choose an item.

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

Version	Author	Job Title	Date
1	Sarah Page	Strategic Property Project Manager	07.06.2018
1.2	Natasha Morgan	Professional Lead	08.06.2018

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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:	Contact Officer liaised with:
Mitigation	
<div style="text-align: center; font-size: 48px; opacity: 0.3; font-weight: normal;">DRAFT</div>	

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
The Economy We will develop a vibrant economy	We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019.	Very Good		Choose an item.
Health and Care We will lead the way in effective, integrated rural health and care	No impact	Neutral		Choose an item.
Learning and skills We will strengthen learning and skills	No impact	Neutral		Choose an item.
Residents and Communities We will support our residents and communities	No impact	Neutral		Choose an item.

Source of Outline Evidence to support judgements

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
<p>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.</p>	<p>We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019.</p>	Good		Choose an item.
<p>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).</p>	No impact	Neutral		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>	No impact	Neutral		Choose an item.
<p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p>	No impact	Neutral		Choose an item.

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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 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.	No impact	Neutral		Choose an item.
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.				
<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.
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).				
<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.

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
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.	We want to help develop a vibrant, healthy and enterprising economy by providing ~4,000 sq m of modern and flexible office spaces in a desirable location for small businesses to establish and expand in the north of Powys by April 2019.	Good		Choose an item.
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	n/a	Good		Choose an item.
Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.	Ongoing communication and engagement with tenants and the Regeneration team to ensure tenants and the business community are supported	Good		Choose an item.
Prevention: Understanding the root causes of issues to prevent them from occurring.	n/a	Neutral		Choose an item.
Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	n/a	Neutral		Choose an item.
Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.	n/a	Neutral		Choose an item.

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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
Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account	n/a	Neutral		Choose an item.
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.	n/a	Neutral		Choose an item.
Impact on Powys County Council Workforce	none	Neutral		Choose an item.
Source of Outline Evidence to support judgements				

8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Low	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
Strategic programming of the works may enable vacant spaces to be filled more quickly than the project benefits require	Medium	Prepare the works programme with this opportunity in mind. Prepare a marketing strategy with incentives for early sign-up	Medium
Risk of not getting tenants into the building quickly enough (e.g. because we overestimated demand or because our rents are not competitive)	High	Consider getting tenants signed up on a speculative basis 'off-plan'. Prepare a marketing strategy with incentives for early sign-up	Medium
There is a risk that the specification that we draw up is not what the tenant market wants	Low	The design is flexible to ensure that the space can be adapted to tenant needs	Low
There is an opportunity to market the space and to use tenant feedback in the design and specification for the building	Medium	Marketing Strategy - in preparation	Medium
The works are not completed on time and the offices can't be let on time	High	Include for float in programme of works. Identify dependencies and include for float between them.	Medium
There is a risk of disruption to existing tenants from the refurbishment programme	High	Prepare a 'Roles & Responsibilities' document and share with team for comment - Complete	High
Overall judgement (to be included in project risk register)			
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
Tender	July 2018		
Tender award	August 2018		
Refurbishment	By April 2019		
Tenants move in	By March 2020	Income target achieved	
Portfolio Holder decision required	No	Date required	
Cabinet decision required	No	Date required	
Council decision required	No	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

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Project Manager	0.8	0.8	0.8	0.8	0.8	0.8						
Valuation team marketing	0.1	0.1	0.1	0.1	0.1	0.1						
HoWPS project management	0.75	0.75	0.75	0.75	0.75	0.75						
HoWPS Designer	0.75	0.75	0.75	0.75	0.75	0.75						
Strategic Property Professional Lead	0.1	0.1	0.1	0.1	0.1	0.1						

NB. These resources are already budgeted for.

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
<p>The generation of further income from this building will have a positive impact on the economy as businesses will have more space to move/ grow into. There is a medium risk of this project not coming to fruition by April 2019 as it is dependent on the refurbishment works being carried out in a timely fashion.</p>	

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

What additional evidence and data has informed the development of your proposal?
All project documents are on the Project SharePoint site and support this IA

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
The IA will be listed on the Highlight Report, together with other supporting project documentation and will be periodically reviewed
Please state when this Impact Assessment will be reviewed.
Ongoing

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Sarah Page		
Head of Service:	Ken Yorston		
Director:	Nigel Brinn		
Portfolio Holder:	ClIr Phyl Davies		

16. Governance

Decision to be made by

Choose an item.

Date required

FORM ENDS

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