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.

Service Area	Customer Services	**Head of Service**	Diane Reynolds	**Director**	Ness Young	**Portfolio Holder**	Cllr Graham Breeze
Proposal	Reduction of staff in reprographics						
Outline Summary / Description of Proposal							
A reduction of 1 FTE in the staffing structure of the council's reprographics team (print, post and scanning).							

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

Version	Author	Job Title	Date
Draft 0.1	Kelly Watts	Customer Services Manager	01/11/2019

2. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
	£	£27,095		£	£

3. Consultation requirements

Consultation Requirement	Consultation deadline/or justification for no consultation
Staff consultation required	Potential impact will be internal; therefore, no external consultation will be undertaken. The consultation will follow the Councils Management of Change process.

DRAFT

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 proposal has the potential to impact on all services areas that utilise post room, scanning (Civica), printing and reprographics. Communication will be undertaken with the service areas when necessary.

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
The Economy **We will develop a vibrant economy**	Potentially there will be a loss of jobs and therefore this has the potential to impact on the local economy.	Poor	Re-deployment Opportunities. Actively support staff in gaining other employment.	Good
Health and Care **We will lead the way in effective, integrated rural health and care**	N/A	Neutral	N/A	Neutral
Learning and skills **We will strengthen learning and skills**	N/A	Neutral	N/A	Neutral
Residents and Communities **We will support our residents and communities**	N/A	Neutral	N/A	Neutral

DRAFT

Source of Outline Evidence to support judgements
• Medium Term Financial Plan (Budget Savings)

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.	There is likely to be job losses which will have a small impact on the economy.	Neutral	The management of change process will ensure a fair and structured process. There could be opportunities for staff to be redeployed, we will also be able to offer support in completing job applications and attending interviews.	Good
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.	N/A	Choose an item.
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. **Public Health (Wales) Act, 2017:** 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.	N/A	Choose an item.	N/A	Choose an item.

DRAFT

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?	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 Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.	N/A	Choose an item.	N/A	Choose an item.
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. **Human Rights - is about being proactive (see guidance)** **UN Convention on the Rights of the Child:** 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.	N/A	Choose an item.	N/A	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.				
Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language	A reduction in staff will not have any implications on welsh language provision.	Neutral	We will to ensure any changes will not have a detrimental impact welsh language provision.	Good
Opportunities to promote the Welsh language	N/A	Choose an item.	N/A	Choose an item.
Welsh Language impact on staff	N/A	Choose an item.	N/A	Choose an item.
People are encouraged to do sport, art and recreation.	N/A	Choose an item.	N/A	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).				
Age	N/A	Choose an item.	N/A	Choose an item.
Disability	N/A	Choose an item.	N/A	Choose an item.
Gender reassignment	N/A	Choose an item.	N/A	Choose an item.

DRAFT

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
Marriage or civil partnership	N/A	Choose an item.	N/A	Choose an item.
Race	N/A	Choose an item.	N/A	Choose an item.
Religion or belief	N/A	Choose an item.	N/A	Choose an item.
Sex	N/A	Choose an item.	N/A	Choose an item.
Sexual Orientation	N/A	Choose an item.	N/A	Choose an item.
Pregnancy and Maternity	N/A	Choose an item.	N/A	Choose an item.

DRAFT

Source of Outline Evidence to support judgements
Management knowledge

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.*	N/A	Choose an item.	N/A	Choose an item.
Collaboration: *Working with others in a collaborative way to find shared sustainable solutions.*	N/A	Choose an item.	N/A	Choose an item.
Involvement (including Communication and Engagement): *Involving a diversity of the population in the decisions that affect them.*	N/A	Choose an item.	N/A	Choose an item.
Prevention: *Understanding the root causes of issues to prevent them from occurring.*	N/A	Choose an item.	N/A	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	Choose an item.	N/A	Choose an item.
Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.	Reduction in staffing may have a detrimental impact on the local economy.	Neutral	There is no mitigation that can be offered by the service area	Neutral
Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account	The service will need to assess whether any staff are unpaid carers.	Poor	Redundancy process – ask questions regarding this.	Neutral

DRAFT

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
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	N/a	Neutral
Impact on Powys County Council Workforce	In order to achieve the budget savings, it will be necessary to reduce the workforce. There may be a potential to impact on the way that processes are undertaken and staff duties.	Neutral	In order to mitigate any potential job losses, voluntary redundancy or reduced hours will be sought in the first instance, there could be potential to reallocate staff or retrain. Staff training will be undertaken for any new processes for those staff left behind.	Good
Source of Outline Evidence to support judgements				
Management knowledge				

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

Severity of Impact on Communities	Scale of impact	Overall Impact
Low	Low	Low
Mitigation		
There should be minimal impact on our communities; any impacts will need to be mitigated by looking, longer term, at other solutions.		

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

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

DRAFT

Low	Low	Low

Mitigation
No mitigation required.

Risk Identified	Inherent Risk Rating	Mitigation	Residual Risk Rating
Reduced staffing could have implications on the processing time of print jobs.	Medium	Where jobs are required urgently, the council may have to look to source external suppliers. Staff remaining will be required to have the skills to be able to work within all areas of the reprographics unit.	Low
Reduced staffing could have implications on the scanning function, i.e. mail may not be scanned immediately and sent to departments, this could affect housing, social care, revenue and benefits and education.	Medium	As more services move to on-line, there will be less of a need for a scanning function. Staff remaining will be required to have the skills to be able to work within all areas of reprographics unit. Management may have to support at busy times.	Low
Reduced staffing may see an increase in processing time for printing, enveloping and franking of mail to our customers.	Medium	As more services move to on-line, there will be less of a need for a print and mail function. Staff remaining will be required to have the skills to be able to work within all areas of the reprographics unit. Management may have to support at busy times.	Low
Staff remaining will be under increased pressure to maintain service standards.	Medium	Management will need to carefully control service areas expectations on the team. Hold regular meeting with staff to manage workloads effectively.	Low

DRAFT

Increase in management workload, if required to cover sick or leave or an increase in workload impacting on other management tasks.	Medium	Awareness of impact and will need to manage time efficiently.	Low

Overall judgement (to be included in project risk register)			
Very High Risk	**High Risk**	**Medium Risk**	**Low Risk**
			Low

10. Overall Summary and Judgement of this Impact Assessment?

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

In order to meet the budget savings for 20-21 it will be necessary to reduce staff within reprographics; the current staffing structure of 3.43 will be reduced to 2.43. The risks to this proposal are listed above and will have an impact on service delivery especially at times of sick and leave.

A management of change process will be followed, unless the savings are achieved through natural wastage.

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

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

- Current Structure.
- Current Budget.
- MTFP
- Management of change process

12. On-going monitoring arrangements?

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

The Impact Assessment will continue to be reviewed and updated bi-monthly or sooner where significant impact on future service delivery is identified.

Where there is impact on external customers and/or internal customers then on-going monitoring arrangements will need to be in place.

Please state when this Impact Assessment will be reviewed.

DRAFT

The Impact Assessment will continue to be reviewed and updated bi-monthly or sooner where significant impact on future service delivery is identified.

13. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Kelly Watts		01/11/2019
Head of Service:	Diane Reynolds		
Director:	Ness Young		
Portfolio Holder:	Graham Breeze		

14. Governance

Decision to be made by	Cabinet	Date required	

FORM ENDS

DRAFT