

# 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>	Workforce and Organisation Development	<b>Head of Service</b>	Paul Bradshaw	<b>Director</b>	Ness Young	<b>Portfolio Holder</b>	Cllr G Breeze
<b>Proposal</b>	WD01 – Introduction of Salary Sacrifice Pension AVCs (£30,000), and WD06 – Removal of the 5p per mile passenger car mileage rate (£23,000)						
<b>Outline Summary / Description of Proposal</b>							
This documents considers the impacts of the savings generated by Workforce & Organisation Development for the financial year 2020/21.							
WD01 – The conversion of Pension Additional Voluntary Contributions (AVC) to a Salary Sacrifice Scheme provides a saving of National Insurance contributions to both the employee and employer.							
WD06 – Under the existing Travel & Subsistence Policy, both the driver (in addition to the HMRC mileage rate) and passenger can claim 5 pence per mile on business journeys. The proposal is to remove the entitlement to claim passenger rate for both the driver and passenger(s).							

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

Version	Author	Job Title	Date
Draft	Graham Evans	Professional Lead – Employment Services	14.01.2020

2. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£ -	£ -	£53,000	£	£	£

3. Consultation requirements

Consultation Requirement	Consultation deadline/or justification for no consultation
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No consultation required (please provide justification)	Neither WD01 or WD06 form part of employees' terms and conditions, therefore consultation to change is not required. The Council's Senior Leadership Team have been informed of the decision to implement WD06, along with supportive discussions with Trade Unions.
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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 and Corporate Parenting?) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY		
Adult Services <input checked="" type="checkbox"/>	Education <input checked="" type="checkbox"/>	Legal and Democratic Services <input checked="" type="checkbox"/>
Children's Services <input checked="" type="checkbox"/>	Finance <input checked="" type="checkbox"/>	Property, Planning and Public Protection <input checked="" type="checkbox"/>
Commissioning <input checked="" type="checkbox"/>	Highways, Transportation and Recycling <input checked="" type="checkbox"/>	Strategy, Performance and Transformation Programmes <input checked="" type="checkbox"/>
Customers and Communications <input checked="" type="checkbox"/>	Housing and Community Development <input checked="" type="checkbox"/>	Workforce and OD <input checked="" type="checkbox"/>
Data Protection Impact Assessment		
Will the proposal involve processing the personal details of individuals? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - <b>No change to current practices No Data Protection IA required</b>		
Is Powys County Council the data controller? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - <b>No change to current practices No Data Protection IA required</b>		
If you have answered yes to either of the above you will be required to complete, as a minimum, the screening questions on the data protection impact assessment. For further advice please contact the Data Compliance Team.		

### 4a Geographical Locations

What geographical area(s) will be impacted by the proposal? (Chose all those applicable)			
Powys <input checked="" type="checkbox"/>	Brecon <input type="checkbox"/>	Llandrindod and Rhayader <input type="checkbox"/>	Machynlleth <input type="checkbox"/>
	Builth and Llanwrtyd <input type="checkbox"/>	Llanfair Caereinion <input type="checkbox"/>	Newtown <input type="checkbox"/>
North <input type="checkbox"/>	Crickhowell <input type="checkbox"/>	Llanfyllin <input type="checkbox"/>	Welshpool and Montgomery <input type="checkbox"/>
Mid <input type="checkbox"/>	Hay and Talgarth <input type="checkbox"/>	Llanidloes <input type="checkbox"/>	Ystradgynlais <input type="checkbox"/>
South <input type="checkbox"/>	Knighton and Presteigne <input type="checkbox"/>		

### 5. How does your proposal impact on the council's strategic vision?

Council Priority	How does the proposal impact on this priority?	<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>The Economy</b> <b>We will develop a vibrant economy</b>	No significant impact, however, a reduction of associated spend in both WD01 and WD06 will ensure that income targets are at least met, with employees also benefitting from savings through increasing their net pay.	Neutral	The higher the employee participation in the WD01 scheme, the higher the savings realised by both employee and the employer. Continual promotion of this benefit is therefore key to additional future savings.	Neutral
<b>Health and Care</b> <b>We will lead the way in effective, integrated rural health and care</b>	Not Applicable	Choose an item.	Not Applicable	Choose an item.
<b>Learning and skills</b> <b>We will strengthen learning and skills</b>	Not Applicable	Choose an item.	Not Applicable	Choose an item.
<b>Residents and Communities</b> <b>We will support our residents and communities</b>	No significant impact, however, a reduction of associated spend in both WD01 and WD06 will ensure that income targets are at least met with employees (who are also residents) also benefitting from savings through increasing their net pay	Neutral	The higher the employee participation in the WD01 scheme, the higher the savings realised by both employee and the employer. Continual promotion of this benefit is therefore key to additional future savings.	Neutral

Source of Outline Evidence to support judgements
Cost analysis of current levels of expenditure and current non-salary sacrifice AVC memberships.

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

Well-being Goal	How does proposal contribute to this goal?	<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>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.	WD01 -Not applicable  WD06 – Employees should be encouraged to utilise digital equipment for meetings, rather than having to travel around the County increasing productivity and reducing carbon footprint.	Good		Choose an item.
<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).	Not applicable	Choose an item.		Choose an item.

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Well-being Goal	How does proposal contribute to this goal?	<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>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. <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.	Not Applicable	Choose an item.		Choose an item.
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	Not Applicable	Choose an item.		Choose an item.
<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. <b>Human Rights – is about being proactive (see guidance)</b> <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.	Not Applicable	Choose an item.		Choose an item.
<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.				
<b>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</b>	Not Applicable	Choose an item.		Choose an item.
<b>Opportunities to promote the Welsh language</b>	Not Applicable	Choose an item.		Choose an item.

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Well-being Goal	How does proposal contribute to this goal?	<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
<i>People are encouraged to do sport, art and recreation.</i>	Not Applicable	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).				
<i>Age</i>	Not Applicable	Choose an item.		Choose an item.
<i>Disability</i>	Not Applicable	Choose an item.		Choose an item.
<i>Gender reassignment</i>	Not Applicable	Choose an item.		Choose an item.
<i>Marriage or civil partnership</i>	Not Applicable	Choose an item.		Choose an item.
<i>Race</i>	Not Applicable	Choose an item.		Choose an item.
<i>Religion or belief</i>	Not Applicable	Choose an item.		Choose an item.
<i>Sex</i>	Not Applicable	Choose an item.		Choose an item.
<i>Sexual Orientation</i>	Not Applicable	Choose an item.		Choose an item.
<i>Pregnancy and Maternity</i>	Not Applicable	Choose an item.		Choose an item.

Source of Outline Evidence to support judgements
Not applicable as all available to all staff

7. How does your proposal impact on the council's other key guiding principles?

Principle	How does the proposal impact on this principle?	<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
<b>Sustainable Development Principle (5 ways of working)</b>				
<b>Long Term:</b> Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.	Not applicable	Choose an item.		Choose an item.
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Not applicable	Choose an item.		Choose an item.
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	Not applicable	Choose an item.		Choose an item.
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	Not applicable	Choose an item.		Choose an item.
<b>Integration:</b> Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	Not applicable	Choose an item.		Choose an item.
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	Not applicable	Choose an item.		Choose an item.

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Principle	How does the proposal impact on this principle?	<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
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	Not applicable	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.	Not applicable	Choose an item.		Choose an item.
<b>Powys County Council Workforce:</b> What Impact will this change have on the Workforce?	WD01 – Employees will be benefiting from savings through increasing their net pay whilst also boosting their future retirement income.  WD06 – no negative impact as costs not incurred for travelling as a passenger.	Good	WD01 – communicate the benefits of the joining a Salary Sacrifice scheme, increasing the savings opportunities and future benefits for those who join.	Good
<b>Payroll:</b> How will this impact salary, any overtime/enhanced payments etc? Does this affect any particular group of employees? E.g. Male/Female dominated workforce. Does this proposal comply with the Councils Single Status Terms and Conditions?	WD01 – reduction in National Insurance contributions realised for both the Council and employees enrolled in the scheme  WD06 – reduction in spend	Good	WD01 - The higher the employee participation in the scheme, the higher the savings realised by both employee and the employer. Continual promotion of this benefit is therefore key to additional future savings.	Good
<b>Welsh Language impact on staff</b>	Not applicable	Choose an item.		Choose an item.

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>Apprenticeships:</b> Has consideration been given to whether this change impacts negatively, or positively on Apprenticeships within the service?	Not applicable	Choose an item.		Choose an item.
<b>Source of Outline Evidence to support judgements</b>				
Cost analysis of current levels of expenditure and current non-salary sacrifice AVC memberships.				

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>		

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

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

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### Mitigation

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What are the risks to service delivery or the council following implementation of this proposal? (To be included within project risk register)

Risk Identified	Inherent Risk Rating	Mitigation	Residual Risk Rating
WD01 - Reduction in Salary Sacrifice AVC members	Low	Increase communications and benefits of joining the scheme	Low
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.

10. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
Creates positive savings for the council to assist with meeting budget targets with minimal impact on the workforce. The proposal also provides savings opportunities and future retirement benefits to employees.	
<b>Overall Risk Judgement:</b>	Low

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

What additional evidence and data has informed the development of your proposal?
Cost analysis of current levels of expenditure and current non-salary sacrifice AVC memberships. Salary Sacrifice have been successfully rolled out in other Welsh Authorities, so is a proven benefit for both the Council and its employees.

12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
Quarterly reporting and senior team meetings will be spent assessing the impact and analyse whether on track or not.
Please state when this Impact Assessment will be reviewed.
Annually

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13. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Graham Evans		
Head of Service:	Paul Bradshaw		
Director:	Ness Young		
Portfolio Holder:	Cllr G Breeze		

14. Governance

Decision to be made by	Portfolio Holder	Date required	

**FORM ENDS**