

# 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>	Economy and Digital Services	<b>Head of Service</b>	Diane Reynolds	<b>Portfolio Holder</b>	Clr Breeze
<b>Proposal</b>	Reducing small systems needing support				
<b>Outline Summary / Description of Proposal</b>					
Through the ICT system rationalisation/modernisation programme we will continue to decommission and/or negotiate the councils system contracts resulting in a reduction of system costs. This proposal will look to increase the current programme of work in order to make the additional savings required. This will require additional resource and re-prioritisation of ICT's existing work plan.					

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

Version	Author	Job Title	Date
1	Jonathon Evans/Ellen Sullivan	ICT Service Lead Operational Manager/ICT Professional Lead	4/12/20

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

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

### 3. Consultation requirements

Consultation Requirement	Consultation deadline/or justification for no consultation
Staff consultation required	Systems that are used by service areas will require consultation

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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	Potentially	Education	Potentially	Legal and Democratic Services	Potentially
Children's Services	Potentially	Finance	Potentially	Property, Planning and Public Protection	Potentially
Commissioning	Potentially	Highways, Transportation and Recycling	Potentially	Transformation and Communications	Potentially
Digital Services	Potentially	Housing and Community Development	Potentially	Workforce and OD	Potentially
Data Protection Impact Assessment					
Will the proposal involve processing the personal details of individuals? No					
Is Powys County Council the data controller? N.A					
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 Vision 2025?

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Council's Well-being Objective	How does the proposal impact on this Well-being Objective?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>The Economy</b> We will develop a vibrant economy	<i>proposal neither undermines or contributes to this Objective</i>	Neutral	<i>proposal neither undermines or contributes to this Objective</i>	Neutral
<b>Health and Care</b> We will lead the way in providing effective, integrated health and care in a rural environment	<i>proposal neither undermines or contributes to this Objective</i>	Neutral	<i>proposal neither undermines or contributes to this Objective</i>	Neutral
<b>Learning and skills</b> We will strengthen learning and skills	<i>proposal neither undermines or contributes to this Objective</i>	Neutral	<i>proposal neither undermines or contributes to this Objective</i>	Neutral
<b>Residents and Communities</b> We will support our residents and communities	<i>proposal neither undermines or contributes to this Objective</i>	Neutral	<i>proposal neither undermines or contributes to this Objective</i>	Neutral

Source of Outline Evidence to support judgements
<ul style="list-style-type: none"> <li>• System Rationalisation/Modernisation Business Case</li> <li>• System Rationalisation/Modernisation Project plans</li> </ul>

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 a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION 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><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</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><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>

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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 a more positive impact or to mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<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><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>
<p><b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.</p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></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><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></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. <i>Incorporating requirements under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards</i></p>				
<p><b>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</b></p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>	<p><i>proposal neither undermines or contributes to this Well-being Goal</i></p>	<p>Neutral</p>

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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 a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
<i>Opportunities to promote the Welsh language</i>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<i>People are encouraged to do sport, art and recreation.</i>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	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>Incorporating requirements under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Social Economic duty (2020).</i>				
<b>Age</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Disability</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Gender reassignment</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Marriage or civil partnership</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Race</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Religion or belief</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Sex</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Sexual Orientation</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Pregnancy and Maternity</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral
<b>Socio-economic duty</b>	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral	<i>proposal neither undermines or contributes to this Well-being Goal</i>	Neutral

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### Source of Outline Evidence to support judgements

- System Rationalisation/Modernisation Business Case
- System Rationalisation/Modernisation Project plans

The above judgements have been concluded through cross referencing the detail within the System Rationalisation Programme against the above well-being goals.

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 a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION 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.	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them including: <b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring including: <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.	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral

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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 a more positive impact or to mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<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.	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral
<b>Powys County Council Workforce:</b> What Impact will this change have on the Workforce?	Staff capability and capacity to support the proposal i.e. Staff may require training/upskilling on new systems.	Neutral	Staff resource made available	Neutral
<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?	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral
<b>Welsh Language impact on staff</b>	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral
<b>Apprenticeships:</b> Has consideration been given to whether this change impacts negatively, or positively on Apprenticeships within the service?	<i>proposal neither undermines or contributes to this principle</i>	Neutral	<i>proposal neither undermines or contributes to this principle</i>	Neutral
<b>Source of Outline Evidence to support judgements</b>				
<ul style="list-style-type: none"> <li>• System Rationalisation/Modernisation Business Case</li> <li>• System Rationalisation/Modernisation Project plans</li> </ul> <p>The above judgements have been concluded through cross referencing the detail within the System Rationalisation Programme against the above principles</p>				

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

<b>Communities</b>	<b>How does the proposal impact on residents and community?</b>	<b>IMPACT</b> See impact definitions in guidance document	<b>What will be done to better contribute to a more positive impact or to mitigate any negative impacts?</b>	<b>IMPACT AFTER MITIGATION</b> See impact definitions in guidance document	<b>Source of Outline Evidence to support judgement</b>
	<i>proposal has insignificant impact on residents</i>	Insignificant	<i>proposal has insignificant impact on residents</i>	Insignificant	<i>Judgements concluded through cross referencing the detail within the System Rationalisation Programme against potential impact on residents</i>

9. What are the risks to service delivery or the council following implementation of this proposal?

<b>Description of risks</b>			
<b>Risk Identified</b>	<b>Inherent Risk Rating</b> Impact X Likelihood (See Risk Matrix in guidance document)	<b>Mitigation</b>	<b>Residual Risk Rating</b> Impact X Likelihood (See Risk Matrix in guidance document)
ICT Resource to implement change (systems to rationalise/decommission)	6	Monitor resource requirements through effective Project plans, highlight changes in pace of change to the organisation	3
Lack of dedicated service area resource to support the change to their system	6	Awareness raising of the benefit of the work will be key	3
Lack of engagement and appetite of service areas to review current systems and support change	6	Ensure all those service areas affected are communicated/engaged with to support the change	3
Other planned 'digital/ICT work' will need to be postponed to focus on this additional work- this may have an impact on other service areas savings.	6	Re-prioritisation of current ICT work plan to effectively identify activity that can be re-prioritised with the least impact	3

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### 10. Overall Summary and Judgement of this Impact Assessment?

<b>Outline Assessment (to be inserted in cabinet report)</b>	<b>Cabinet Report Reference:</b>	
<p>The overall judgement of this Impact assessment is 'positive' in contributing to the following:</p> <ul style="list-style-type: none"> <li>• Reduction in Cost, support &amp; maintenance requirement</li> <li>• Improved Integration between remaining systems</li> <li>• Maximise investment</li> <li>• Streamline IT portfolio and regain flexibility and adaptability</li> <li>• Better use of information (data library)</li> <li>• Service Improvement- Ensuring we have fit for purpose systems.</li> </ul> <p>The overall risk identified in this impact assessment is 'Medium'. The need for adequate resource and the engagement and capacity of service areas is key to ensure the work is progressed.</p>		

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

<b>What additional evidence and data has informed the development of your proposal?</b>
<ul style="list-style-type: none"> <li>• System Rationalisation Business Case</li> <li>• Project plans</li> <li>• Project closure reports</li> <li>• Evidence of reduction in contract costs</li> </ul>

### 12. On-going monitoring arrangements?

<b>What arrangements will be put in place to monitor the impact over time?</b>
Monitor Programmes progress. Continue to review contracts through the ICT Governance process.
<b>Please state when this Impact Assessment will be reviewed.</b>
Annually

### 13. Sign Off

<b>Position</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
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<b>Impact Assessment Lead:</b>	Ellen Sullivan		
<b>Head of Service:</b>	Diane Reynolds		
<b>Portfolio Holder:</b>	CLlr Graham Breeze		

14. Governance

<b>Decision to be made by</b>	Choose an item.	<b>Date required</b>	
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**FORM ENDS**