

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	Economy and Digital Services	Head of Service	Diane Reynolds	Portfolio Holder	CLlr Breeze
Proposal	Creating efficiencies by automating the management of Freedom of Information requests				
Outline Summary / Description of Proposal					
The Council receives over 1,000 information requests a year, these need to be logged, acknowledged, and tasked appropriately to enable the provision of information enabling a response to be issued, including the application of relevant exemptions to disclosure. The process of managing requests requires monitoring to ensure that the information is supplied to the Information Compliance team to enable the drafting of responses, and that requests are handled in line with the specific legislation, and within timescales.					
The proposal explores the feasibility of developing automated processes and workflows to record requests, manage the process, and enable relevant reporting					

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

Version	Author	Job Title	Date
V1	Helen Dolman	Professional Lead Data Protection	15/12/2020

2. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£	£	£	£13K	£13k	£26k

3. Consultation requirements

Consultation Requirement	Consultation deadline/or justification for no consultation
Staff consultation required	Continuous through development

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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 type="checkbox"/>	Education	<input type="checkbox"/>	Legal and Democratic Services	<input type="checkbox"/>
Children's Services	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Property, Planning and Public Protection	<input type="checkbox"/>
Commissioning	<input type="checkbox"/>	Highways, Transportation and Recycling	<input type="checkbox"/>	Transformation and Communications	<input type="checkbox"/>
Digital Services	Yes	Housing and Community Development	<input type="checkbox"/>	Workforce and OD	<input 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"/>					
Is Powys County Council the data controller? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
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?	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
The Economy We will develop a vibrant economy	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral
Health and Care We will lead the way in providing effective, integrated health and care in a rural environment	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral
Learning and skills We will strengthen learning and skills	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral
Residents and Communities We will support our residents and communities	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral	<i>This proposal neither undermines nor contributes to this priority</i>	Neutral

Source of Outline Evidence to support judgements
Review of proposal against the well-being objectives

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
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.	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
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).	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral

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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
<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>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.</p>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<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>Human Rights - is about being proactive (see guidance)</p> <p>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.</p>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<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. <i>Incorporating requirements under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards</i></p>				
<p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p>	The proposal will maintain the ability for requests to be made and responded to in Welsh	Neutral	The proposal will maintain the ability for requests to be made and responded to in Welsh	Neutral

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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>	The proposal will maintain the ability for requests to be made and responded to in Welsh	Neutral	The proposal will maintain the ability for requests to be made and responded to in Welsh	Neutral
<i>People are encouraged to do sport, art and recreation.</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
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>Incorporating requirements under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Social Economic duty (2020).</i>				
<i>Age</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Disability</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Gender reassignment</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Marriage or civil partnership</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Race</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Religion or belief</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Sex</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Sexual Orientation</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Pregnancy and Maternity</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral
<i>Socio-economic duty</i>	The proposal neither undermines nor contributes to this Well-being goal	Neutral	The proposal neither undermines nor contributes to this Well-being goal	Neutral

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Source of Outline Evidence to support judgements

Review of proposal against the well-being goal

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
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.	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral
Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them including: Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral
Prevention: Understanding the root causes of issues to prevent them from occurring including: 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.	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral

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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 a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral
Powys County Council Workforce: What Impact will this change have on the Workforce?	Members of the Information Compliance team will require training in the new automated processes	Neutral	Members of the Information Compliance team will be involved in the development of the automation	Neutral
Payroll: 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>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral
Welsh Language impact on staff	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral
Apprenticeships: Has consideration been given to whether this change impacts negatively, or positively on Apprenticeships within the service?	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral	<i>This proposal neither undermines nor contributes to this principle</i>	Neutral
Source of Outline Evidence to support judgements				
<p>Review of proposal against the principles Review of impact on workforce with Information Compliance Team .</p>				

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

Communities	How does the proposal impact on residents and community?	IMPACT See impact definitions in guidance document	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION See impact definitions in guidance document	Source of Outline Evidence to support judgement
	<i>The proposal has insignificant impact on residents</i>	Insignificant	<i>The proposal has insignificant impact on residents</i>	Insignificant	<i>Responses to requests for information will be developed and issued in the same way</i>

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

Description of risks			
Risk Identified	Inherent Risk Rating Impact X Likelihood (See Risk Matrix in guidance document)	Mitigation	Residual Risk Rating Impact X Likelihood (See Risk Matrix in guidance document)
That the automation will not deliver the efficiencies required	3	The Information Compliance team will be involved in the development of the automation	2
That requests for information get lost within the automation processes	4	Checks and testing of automation be carried out	2

10. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
The overall judgement of this Impact assessment is 'neutral'.	
The main conclusion of this proposal is that there is a low risk that the efficiencies expected are not realised and that requests become lost within the automated process	

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

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

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12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
The impact / risks will be monitored throughout the development of the automation
Please state when this Impact Assessment will be reviewed.
Upon completion of the development and testing

13. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Helen Dolman		15/12/20
Head of Service:	Diane Reynolds		
Portfolio Holder:	Cllr Graham Breeze		

14. Governance

Decision to be made by	Choose an item.	Date required	
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FORM ENDS