

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	Housing & Community Development	Head of Service	Nina Davies	Portfolio Holder	CLr Phyl Davies
Proposal	Budget Savings Proposal for Cleaning Service for 2021 -2023				
Outline Summary / Description of Proposal					
Proposal to deliver revenue savings from the Cleaning service for 2020-2023 by implementing the proposals below:					
<ul style="list-style-type: none"> Increasing income by expanding business opportunities: providing a handyman service for minor repairs and maintenance, communal garden clearance/maintenance for general public/housing service. Supporting schools with additional Covid cleaning staff and fogging (deep cleaning). This will either be work outside of the HOWPS contract or work subcontracted from HOWPS. Several internal services have requested reviews of current cleaning schedules to make efficiencies. Property services have asked to review cleaning in several corporate buildings to reduce their cleaning costs. Requests will be reviewed along with staffing. Introduce a service brand and use social media to expand communication to the residents and public we serve, with potential networking opportunities with greater income potential. 					

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

Version	Author	Job Title	Date
V1	Jason Rawbone	Professional Lead Catering & Cleaning	17 September 2018
V2	Jason Rawbone	Professional Lead Catering & Cleaning	15 February 2019
V3	Jason Rawbone	Professional Lead Catering & Cleaning	2 August 2019
V4 – No Change	Jason Rawbone	Professional Lead Catering & Cleaning	7 November 2019
V5	Jason Rawbone	Professional Lead Catering & Cleaning	29 December 2020

2. Profile of savings delivery (if applicable)

2020-21	2021-22	2022-23	2023-24	2024-2025	TOTAL
£29,000	£45,000	£40,000	£	£	£114,000

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3. Consultation requirements

Consultation Requirement	Consultation deadline/or justification for no consultation
Staff consultation required	On going

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"/>
Children's Services	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Commissioning	<input type="checkbox"/>	Highways, Transportation and Recycling	<input type="checkbox"/>
Digital Services	<input type="checkbox"/>	Housing and Community Development	<input type="checkbox"/>
		Legal and Democratic Services	<input type="checkbox"/>
		Property, Planning and Public Protection	<input type="checkbox"/>
		Transformation and Communications	<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 type="checkbox"/> No <input type="checkbox"/>			
Is Powys County Council the data controller? Yes <input 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 type="checkbox"/>	Brecon	<input type="checkbox"/>
		Builth and Llanwrtyd	<input type="checkbox"/>
North	<input type="checkbox"/>	Crickhowell	<input type="checkbox"/>
Mid	<input type="checkbox"/>	Hay and Talgarth	<input type="checkbox"/>
South	<input type="checkbox"/>	Knighton and Presteigne	<input type="checkbox"/>
		Llandrindod and Rhayader	<input type="checkbox"/>
		Llanfair Caereinion	<input type="checkbox"/>
		Llanfyllin	<input type="checkbox"/>
		Llanidloes	<input type="checkbox"/>
		Machynlleth	<input type="checkbox"/>
		Newtown	<input type="checkbox"/>
		Welshpool and Montgomery	<input type="checkbox"/>
		Ystradgynlais	<input type="checkbox"/>

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5. How does your proposal impact on Vision 2025?

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	There is the potential for reduction in cleaning hours and possible redundancies within corporate buildings, this could affect cleaning staff and potentially building users. A minimum cleaning standard must be maintained.	Poor	Affected staff will be offered redeployment into available positions within the Council, where available.	Neutral
Health and Care We will lead the way in providing effective, integrated health and care in a rural environment	Supporting schools, who manage their own cleaning throughout this year, with additional cleaning staff, advice and guidance and deep cleaning (fogging).	Good		Good
Learning and skills We will strengthen learning and skills	The proposal to introduce a brand and use social media will enhance and contribute to effective communication with the public and customers. Internal staff will develop to use social media to the service's best effect.	Good	Careful and controlled monitoring of social media posts in line with the corporate social media policy, with the support from our communication team.	Good
Residents and Communities We will support our residents and communities	Expanding on the services provided by our cleaning service, working with the Housing service and HOWPS to provide handyman services/garden work to support local PCC housing tenants.	Good	Better communication with local tenants through our partners to promote the services available.	Good

Source of Outline Evidence to support judgements

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

Well-being Goal	How does proposal contribute to this goal?	<u>IMPACT</u> 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?	<u>IMPACT AFTER MITIGATION</u> 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>By expanding the services provided we are keeping local people employed and providing services benefiting local residents. Reducing carbon footprint by using local resources and not outsourcing/contracting works keeping the Powys pound in Powys.</p>	<p>Good</p>		<p>Neutral</p>
<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>	<p>As above</p>	<p>Good</p>		<p>Neutral</p>

Well-being Goal	How does proposal contribute to this goal?	<u>IMPACT</u> 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?	<u>IMPACT AFTER MITIGATION</u> 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>	<p>Providing our extended cleaning services to local tenants and local residents may help to support well-being, knowing they can rely on a friendly reliable service.</p>	<p>Good</p>	<p>Better communication with local tenants through our partners to promote the services available.</p>	<p>Good</p>
<p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p>	<p>By making best use of social media to connect and communicate with Partners and local residents will be advantageous for everyone.</p>	<p>Good</p>	<p>Better communication with local tenants through our partners to promote the services available.</p>	<p>Good</p>

Well-being Goal	How does proposal contribute to this goal?	<u>IMPACT</u> 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?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
<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>	<p>With the proposal to expand the cleaning services to provide a “handyman” service, our team will make best use of resources to ensure the least impact on the environment and improve social and economic well-being.</p>	<p>Good</p>	<p>Services provided will be monitored to ensure they are being carried out responsibly and efficiently.</p>	<p>Good</p>
<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>	<p>When using social media, we will follow corporate policy and interact and respond where possible to questions and post in the Welsh language. We will use the council’s translation services and /or Welsh speaking staff members.</p>	<p>Good</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
Opportunities to promote the Welsh language	As Above	Good		Neutral
People are encouraged to do sport, art and recreation.	N/A	Neutral		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). Incorporating requirements under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Social Economic duty (2020).				
Age	Our cleaning service encourages and positively promotes diversity into the service regardless of background or circumstances.	Neutral		Neutral
Disability	As Above	Neutral		Neutral
Gender reassignment	As Above	Neutral		Neutral
Marriage or civil partnership	As Above	Neutral		Neutral
Race	As Above	Neutral		Neutral
Religion or belief	As Above	Neutral		Neutral
Sex	As Above	Neutral		Neutral
Sexual Orientation	As Above	Neutral		Neutral
Pregnancy and Maternity	As Above	Neutral		Neutral
Socio-economic duty	As Above	Neutral		Neutral

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?	<u>IMPACT</u> 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?	<u>IMPACT AFTER MITIGATION</u> 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.	No Impact	Neutral		Neutral
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	Developing our cleaning services and collaborating with partners and key stakeholders is essential for sustainability in providing services to local residents.	Good	Using social media and continued collaboration with partners will ensure our service capabilities and identify long term need.	Good
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	Clear communication with our partners to promote our service and the range of work streams it is capable of.	Good	As Above	Good
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.	Our service has regular monthly meetings and a good attitude to "lessons learned" identifying where we may improve on projects and processes.	Good		Good
Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	Continue working with partners to further develop services to improve well-being for local communities.	Good		Good

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
Powys County Council Workforce: What Impact will this change have on the Workforce?	Potential for some redundancies or reduction to staff hours from the cleaning staff within our corporate buildings. Any reduced cleaning in corporate buildings may impact on building users, however, minimum cleaning standards must be maintained.	Poor	Affected staff will be offered redeployment into available positions within the Council where appropriate.	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?	Any proposals where staff would be affected will be conducted under the council's management of change policy and appropriate consultation will take place.	Neutral		Neutral
Welsh Language impact on staff	No Impact	Neutral		Neutral
Apprenticeships: Has consideration been given to whether this change impacts negatively, or positively on Apprenticeships within the service?	No Impact, we would encourage taking on apprentices in either our cleaning sites or at our offices with administration duties.	Neutral		Neutral
Source of Outline Evidence to support judgements				

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

Communities	How does the proposal impact on residents and community?	<u>IMPACT</u> See impact definitions in guidance document	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> See impact definitions in guidance document	Source of Outline Evidence to support judgement
	Expanding on the services provided by our cleaning service, working with the Housing service and HOWPS to provide handyman services/garden work to support local PCC housing tenants/public.	Insignificant		Choose an item.	

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)
Loss of jobs and employment opportunities	Medium	Redeployment will be offered	Low
Reduction of cleaning by other services, may reduce cleaning frequencies	Medium	Corporate Property Services need to be clear on the standards required/acceptable	Low

10. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:	
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Throughout 2020 the Mobile Services Support teams have been extremely busy supporting housing and schools during the Covid-19 pandemic, this work continues in 2021. There has been significant additional work during the year providing additional income.

Proposal to deliver revenue savings from the Cleaning service for 2021-2023 by implementing the proposals below:

- Increasing income by expanding business opportunities: providing a handyman service for minor repairs and maintenance, communal garden clearance/maintenance for general public/housing service. Supporting schools with additional Covid cleaning staff and fogging (deep cleaning). This will either be work outside of the HOWPS contract or work subcontracted from HOWPS.
- Several internal services have requested reviews of current cleaning schedules to make efficiencies. Property services have asked to review cleaning in several corporate buildings to reduce their cleaning costs. Requests will be reviewed along with staffing.
- Introduce a service brand and use social media to expand communication to the residents and public we serve, with potential networking opportunities with greater income potential.

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

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

12. On-going monitoring arrangements?

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

Monthly management meetings to discuss progress and regular meetings with finance business partners to ensure targets are on track.
 1 to 1 meetings with HoS.
 Quarterly performance reviews with Portfolio Holder.

Please state when this Impact Assessment will be reviewed.

13. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Jason Rawbone		29/12/2020

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Head of Service:	Nina Davies		6/1/21
Portfolio Holder:	Cllr Phyl Davies		

14. Governance

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