

Impact Assessment

Archives Service budget savings for 2022/23



12/01/2022

Reference: 5150-7339-8409-4468

Impact Assessments (IA) are a process of assessing how our proposals and decisions might impact upon different types of people and communities and developing proposals in line with relevant legislation.

This is a legal requirement, and ensures the Council considers key legislation, including Equalities, Welsh language, Future Generations, Socio-economic Duty and Risk when developing proposals.

It will also help the Council make the best possible decisions for the people of Powys.

1. Proposal Information

Author name	Catherine Richards, Professional Lead - Arts and Culture
Head of service	Nina Davies, Head of Housing and Community Development
Portfolio holder	Rachel Powell, portfolio holder for Portfolio Holder for Children and Young People and Culture and Leisure
Proposal title	Archives Service budget savings for 2022/23
Description of proposal	Budget savings for the Archives Service to be achieved by increasing income generation

2. Savings and Consultation requirements

Profile of savings delivery

2021-22	2022-23	2023-24	2024-25	2025-26	2026+	Total savings
£0	£10,000	£0	£0	£0	£0	£10,000

Further information

Budget savings for the Archives Service to be offset by income generation. This will be achieved by charging external organisations for storing records, and managed through a Service Level Agreement.

Consultation requirements

Consultation required?	No
Justification	Budget saving to be achieved through increasing income, which does not require stakeholder engagement or consultation.

3. Impact on other service areas, geographical areas and data protection

3a. Impact on other service areas

3b. Impact on geographical locations

The entire county

3c. Data protection impact assessment

Will the proposal involve processing the personal details of individuals?	No
Is Powys County Council the data controller?	No
Further information	

4. Impact on Vision 2025

4a. The economy

Impact	<p>The Archives Service generates income from offering storage and a records management service to external organisations through a Service Level Agreement. At a modest level, management of these records can be absorbed into the current staffing levels. The amount of records stored has now reached a level where income can still be generated, but some of this income may need to be used for increased staffing to deliver the agreed level of service.</p> <p>Offering storage and records management services may support Powys businesses unable to manage such work internally.</p>
Impact rating	Unknown
Mitigation	Not specified

4b. Health and care

Impact	None
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4c. Learning and skills

Impact

None

4d. Residents and communities

Impact

None

4e. Evidence

Service data

5. Impact on well-being goals including Welsh language and equalities

5a. A prosperous Wales

Impact

None

5b. A resilient Wales

Impact

None

5c. A healthier Wales

Impact

None

5d. A Wales of cohesive communities

Impact

None

5e. A globally responsible Wales

Impact

None

5f. A Wales of vibrant culture and thriving Welsh language

Using Welsh

Impact	None
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Promoting Welsh

Impact	None
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Sports, Art & Recreation

Impact	None
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5g. A more equal Wales

Age

Impact	None
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Disability

Impact	None
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Gender Reassignment

Impact	None
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Marriage or Civil Partnership

Impact	None
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Race

Impact	None
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Religion or Belief

Impact	None
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Sex

Impact	None
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Sexual Orientation

Impact	None
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Pregnancy and Maternity

Impact	None
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Socio-economic Duty

Impact	None
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5h. Evidence

Service data

6. Impact on key guiding principles & workforce

6a. Sustainable development principles

Long-term

Impact	<p>Increasing income generation may mean that the point is reached where additional staffing is required to manage the increased workload. There is a potential risk that any increase in income may not cover the additional staffing costs and deliver the required budget savings.</p> <p>Increased storage and records management may also mean that the service is unlikely to have the time and resource to achieve Archive Accreditation, the UK standard for archive services.</p>
Impact rating	Poor
Mitigation	Monitoring of workloads generated due to increased income generation. Carefully consider staffing levels and adjust as appropriate.
Mitigated impact rating	Neutral

Collaboration

Impact	None
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Involvement (including Communication and Engagement)

Impact	None
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Prevention

Impact	None
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Integration

Impact	None
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6b. Impact on the workforce

Impact	Potential for additional hours for existing staff, or recruitment of additional part time staff, if workload increases.
Impact rating	Unknown
Mitigation	Not specified

6c. Impact on payroll

Impact	None
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6d. Welsh language impact on staff

Impact	None
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6e. Impact on apprenticeships

Impact	None
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6f. Evidence

Service data

7. Likelihood and risks

Risk 1

Description	Service is unable to attract interest from external organisations to increase income generation to the required level necessary to deliver budget savings.				
Likelihood score	3	Impact score	2	Risk rating	6.0
Mitigation	Archives to advertise storage and record management service				
Residual likelihood score	2	Residual impact score	2	Residual risk rating	4.0

Risk 2

Description	The amount of records to be stored and managed exceeds what can be delivered within current capacity requiring additional staffing costs. Increased income insufficient to cover additional staffing costs and deliver required budget savings.				
Likelihood score	3	Impact score	2	Risk rating	6.0
Mitigation	Monitoring of workloads and careful consideration of adjusting staffing costs as appropriate.				
Residual likelihood score	2	Residual impact score	2	Residual risk rating	4.0

8. Overall summary and judgement

Outline assessment

Increasing the income generation target for the service comes with some minor risks. There may not be the required interest from external organisations in the services being offered, alternatively, the increased workloads may result in the need for an increase in staffing capacity. Either of these risks could result in the budget savings not been met in part or full.

Cabinet reference

9. Additional evidence

10. Ongoing monitoring arrangements and governance

Monitoring arrangements

Ongoing monitoring of service to assess impact of increased income generation targets.

Review date

31/12/2022

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