

CYNGOR SIR CEREDIGION COUNTY COUNCIL

<u>Report to:</u>	Cabinet
<u>Date of meeting:</u>	03/10/2023
<u>Title:</u>	Revised Integrated Impact Assessment Tool
<u>Purpose of the report:</u>	To present the revised Integrated Impact Assessment Tool for approval
<u>For:</u>	Decision

Cabinet Portfolio and Cabinet Member:

Councillor Catrin M S. Davies, Cabinet Member for Culture, Leisure and Customer Services

Introduction

Ceredigion County Council's Integrated Impact Assessment tool is designed to help officers and elected members to consider the impact of a proposed new or amended policy, strategy, or service.

It is an integrated assessment that enables Council officers and elected members to check that our decisions are aligned to the Council's Corporate Well-being Objectives, comply with the Welsh Language (Wales) Measure 2011 and the Equality Act 2010, including our socio-economic duty, and contribute to the National Well-being goals of the Well-being of Future Generations (Wales) Act 2015. The tool also requires Council officers to consider whether they have planned their proposal in accordance with the Sustainable Development Principle and have managed any risk involved with the decision.

The Public Sector Equality Duty, part of the Equality Act 2010, puts additional requirements on public authorities. Ceredigion County Council must also think about the need to eliminate unlawful discrimination, advance equality of opportunity between people who share a protected characteristic and those who don't, and to encourage good relations between people who share a protected characteristic and those who don't. These requirements are covered under the National Well-being Goal: "A more equal Wales" section of the template.

The current tool was designed over five years ago and has been updated to reflect changes in legislation.

The format of the tool remains. Guidance, hints and tips have been incorporated into the revised tool to help people who are completing it; these can be updated as new evidence and data becomes available.

Equality and Inclusion officers offer one to one advice to Council officers who are completing the IIA template. These will continue but group sessions will be trialled to help improve the quality of IIAs that are presented to Cabinet to support strategic decision making.

Wellbeing of Future Generations:

Has an Integrated Impact Assessment been completed? If not, please state why.

No, this is not a significant change that will affect Ceredigion residents.

Summary of Integrated Impact Assessment:

Long term:	Not applicable
Collaboration:	Not applicable
Involvement:	Not applicable
Prevention:	Not applicable
Integration:	Not applicable

Recommendation(s):

- 1. That Cabinet approves the revised Integrated Impact Assessment tool.**
- 2. That a workshop to explain the tool and its importance in the decision-making process is arranged for Elected Members.**

Reasons for decision:

The revised Integrated Impact Assessment tool reflects current legislation and will enable an informed decision-making process.

Overview and Scrutiny:

Considered by Overview and Scrutiny Co-ordinating Committee on 11/09/2023. Members agreed to recommend that Cabinet approve the revised Integrated Impact Assessment tool and that a workshop on it's use is arranged for Members.

Policy Framework:

Corporate Strategy 2023-28
Strategic Equality Plan 2020-2024

Corporate Well-being Objectives:

- Boosting the Economy, Supporting Businesses and Enabling Employment
- Creating Caring and Healthy Communities
- Providing the Best Start in Life and Enabling Learning at All Ages
- Creating Sustainable, Green and Well-connected Communities

Finance and Procurement implications:

None

Legal Implications:

The Equality Act 2010 requires us to evidence the fact that we have assessed the impact of our decisions on those who are protected by the Act.

The Welsh Language Measure 2011 requires to assess the impact of our decisions on the Welsh language.

The Well-being of Future Generations (Wales) Act 2015 requires us to contribute to the National Well-being Goals and incorporate the principles of Sustainable Development in our work.

Staffing implications:

None

Property / asset implications:

None

Risk(s):

There is risk of reputational damage, complaint and legal challenge if we are not able to undertake relevant impact assessments as part of our work. The integrated impact assessment tool mitigates this risk.

Statutory Powers:

Equality Act 2010

Welsh Language (Wales) Measure 2011

Well-being of Future Generations (Wales) Act 2015

Background Papers:

None

Appendices:

Appendix A- Revised Integrated Impact Assessment tool

Corporate Lead Officer:

Alun Williams, Corporate Lead Officer: Policy, Performance and Public Protection

Reporting Officer:

Cathryn Morgan, Equalities and Inclusion Manager

Date:

12/09/2023



INTEGRATED IMPACT ASSESSMENT (IIA) TOOL

This IIA tool is designed to help your decision making and ensure that your proposal:

- is aligned to the Council's Corporate Well-being Objectives
- complies with the Equality Act 2010, including our socio-economic duty.
- complies with the Welsh Language Measure 2011 (Welsh Language requirements)
- contributes to the National Well-being goals of the Well-being of Future Generations (Wales) Act 2015 and incorporates the principles of Sustainable Development
- considers risk management.

Throughout the document there are information pop ups. You can hover over these for hints and tips. They look like this - [HINT](#)

There are also web links to data sources of [evidence](#) that could help inform your thinking and the judgement you are making. To view this information press **ctrl** on your keyboard and click on the link.

Equality and Inclusion officers read through every IIA and provide feedback to the author via Corporate Lead Officers. IIA that are submitted to Cabinet are published on the Council's website so that the public can see them.

This IIA tool is categorised into the 7 National Well-being Goals for Wales:

- 1. A prosperous Wales** – where everyone has jobs and there is no poverty.
- 2. A resilient Wales** – where we're prepared for things like floods.
- 3. A healthier Wales** – where everyone is healthier and can see the doctor when they need to.
- 4. A more equal Wales** – where everyone has an equal chance whatever their background.
- 5. A Wales of cohesive communities** – where communities can live happily together.
- 6. A Wales of vibrant culture and thriving Welsh language** – where we have lots of opportunities to do different things and where lots of people can speak Welsh.
- 7. A globally responsible Wales** – where we look after the environment and think about other people around the world.

DO I NEED TO ASSESS IMPACT?

Does your proposal:

- introduce a new service or add to an existing service that will affect service users?
- remove, reduce, or alter a service that will affect service users?
- introduce a new policy, strategy, or plan that will affect Ceredigion residents?
- introduce significant changes to an existing policy, strategy, or plan that will affect Ceredigion residents?
- change staffing structures so much that employees or services users may be affected?

YES

An IIA is required if your answer is yes to **any** of these questions.

NO

An IIA is not required if your answer is no to **all** these questions

Complete the template below.

Please remember to include your reason for not carrying out an IIA on the Cabinet Report template.

Proposal Details

Title of Policy / Proposal / Initiative	
Service Area	Officer completing IIA
Corporate Lead Officer	Strategic Director
Please give a brief description of the purpose of the proposal	
Who will be directly affected by this proposal? HINT	
Have those who will be affected by the proposal had the opportunity to comment on it?	

Version Control

The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision-making process. It is important to keep a record of this process so that we can demonstrate how we have considered and included sustainable development, Welsh language and equality considerations wherever possible.

Version Number	Author	Decision making stage HINT	Date Considered	Description of any amendments made HINT

Council Corporate Well-being Objectives

Which of the Council’s Corporate Well-being Objectives does this proposal address and how? Click [here](#) to read a summary of our [Corporate Strategy 2022-27](#)

Boosting the economy, supporting business, and enabling employment.	
Creating caring and healthy communities	
Providing the best start in life and enabling learning at all ages	
Creating sustainable, greener, and well-connected communities	

National Well-being Goal: A Prosperous Wales

An innovative, productive, and low carbon society where everyone has decent work and there is no poverty.

Click [here](#) for information about a prosperous Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click here for information)
What evidence do you have to support this view?
What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

National Well-being Goal: A Resilient Wales

A society where biodiversity is maintained and enhanced and where ecosystems are healthy and functioning.

Click [here](#) for information about a resilient Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

What evidence do you have to support this view?

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

National Well-being Goal: A Healthier Wales

A society where people make healthy choices and enjoy good physical and mental health.

Click [here](#) for information about a healthier Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

What evidence do you have to support this view?

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

National Well-being Goal: A More Equal Wales

A society where everyone has an equal chance whatever their background or circumstances.

This section is longer because you are asked to assess the impact of your proposal on each group that is protected by the **Equality Act 2010**.

Click [here](#) for information about equality in Wales.

Do you think this proposal will have a positive or a negative impact on people because of their age? (Click here for information)	
Children and Young People up to 18	Choose an item.
People 18-50	Choose an item.
Older people 50+	Choose an item.
Describe the positive or negative impacts.	
What evidence do you have to support this?	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	

Do you think this proposal will have a positive or a negative impact on people because of their disability? (Click here for information)	
Hearing Impairment	Choose an item.
Physical Impairment	Choose an item.
Visual Impairment	Choose an item.
Learning Disability	Choose an item.

Long Standing Illness	Choose an item.
Mental Health	Choose an item.
Other	Choose an item.
Describe the positive or negative impacts.	
What evidence do you have to support this?	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	

Do you think this proposal will have a positive or a negative impact on people who are transgender? (Click here for information)	
Trans Women	Choose an item.
Trans Men	Choose an item.
Non-binary people	Choose an item.
Describe the positive or negative impacts	
What evidence do you have to support this?	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	

Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Click [here](#) for information)

Bisexual

Choose an item.

Gay Men

Choose an item.

Gay Women/Lesbian

Choose an item.

Heterosexual/Straight

Choose an item.

Describe the positive or negative impacts

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on people who are married or in a civil partnership? (Click [here](#) for information)

People who are married

Choose an item.

People in a civil partnership

Choose an item.

Describe the positive or negative impacts

What evidence do you have to support this?

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on people who are pregnant or on maternity leave? (Click [here](#) for information)

Pregnancy

Choose an item.

Maternity

Choose an item.

Describe the positive or negative impacts

What evidence do you have to support this?

What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

Do you think this proposal will have a positive or a negative impact on people because of their ethnic origin? (Click [here](#) for information)

Asian / Asian British

Choose an item.

Black / African / Caribbean / Black British

Choose an item.

Mixed / Multiple Ethnic Groups

Choose an item.

White

Choose an item.

Other Ethnic Groups

Choose an item.

Describe the positive or negative impacts

What evidence do you have to support this?

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs, or non-beliefs? (Click [here](#) for information)

Buddhist	Choose an item.
Christian	Choose an item.
Hindu	Choose an item.
Humanist	Choose an item.
Jewish	Choose an item.
Muslim	Choose an item.
Sikh	Choose an item.
Non-belief	Choose an item.
Other	Choose an item.

Describe the positive or negative impacts

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on men or women? (Click [here](#) for information)

Men	Choose an item.
Women	Choose an item.

Describe the positive or negative impacts

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between men and women?

Do you think this proposal will have a positive or a negative impact on people from the Armed Forces Community? (Click [here](#) for information)

Members of the Armed Forces	Choose an item.
Veterans	Choose an item.
Spouses	Choose an item.
Children	Choose an item.

Describe the positive or negative impacts

What evidence do you have to support this?
What action(s) can you to take to mitigate any negative impacts?

Socio-economic Duty

Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, making it more difficult to access basic goods and services.

Family background or where a person is born still affects their life. For example, a child from a wealthy family often does better at school than a child from a poor family, even if the poorer child is more naturally academic. This is sometimes called socio-economic inequality.

Do you think this proposal will have a positive or a negative impact on people experiencing socio-economic disadvantage?	Choose an item.
Describe the positive or negative impacts	
What evidence do you have to support this?	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	

National Well-being Goal: A Wales of Cohesive Communities

A society with attractive, viable, safe, and well-connected communities.

Click [here](#) for information about cohesive communities.

Does the proposal contribute to this goal? Describe the positive or negative impacts. HINT
What evidence do you have to support this view?
What action(s) can you take to mitigate any negative impacts or better contribute to the goal?

National Well-being Goal: A Wales of Vibrant Culture and Thriving Welsh Language

A society that that promotes and protects culture, heritage, and the Welsh language and which encourages people to take part in the arts, sports, and recreation.

Click [here](#) for information about culture and the Welsh language

Does the proposal contribute to this goal? Describe the positive or negative impacts.	
What evidence do you have to support this view?	
What action(s) can you take to mitigate any negative impacts or better contribute to the goal?	
With reference to the following, do you think this proposal will have a positive or negative effect on the Welsh language?	
Click here for information	
Opportunities for people to use the Welsh language	Choose an item.

Treating the Welsh language, no less favourably than the English language	Choose an item.
What evidence do you have to support this view?	
What action(s) can you take to increase the positive impact or mitigate any negative impact on the Welsh language?	

National Well-being Goal: A Globally Responsible Wales

A society that considers how our actions might impact on other countries and people around the world.

Click [here](#) for information about global responsibility.

Does the proposal contribute to this goal? Describe the positive or negative impacts. <u>HINT</u>
What evidence do you have to support this view?
What action(s) can you take to mitigate any negative impacts or better contribute to the goal?

Strengthening the Proposal

If you have identified any negative impacts in the above sections, please provide details of any practical changes and actions that could help remove or reduce the negative impacts.

What will you do?	When?	Who is responsible?	Progress
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<p>If no action is to be taken to remove or mitigate negative impacts, please justify why. <i>(If you have identified any unlawful discrimination then the proposal must be changed or revised.)</i></p>			
<p>How will you monitor the impact and effectiveness of the proposal?</p>			

Sustainable Development Principle: 5 Ways of Working

Describe below how you have implemented the five ways of working in accordance with the sustainable development principle of the Well-being of Future Generations (Wales) Act 2015

<p>Long term Balancing short-term needs with long-term need and planning for the future.</p> <p><u>HINT</u></p>	
<p>Collaboration Working together with other partners to deliver.</p> <p><u>HINT</u></p>	

<p>Involvement Involving those with an interest and seeking their views.</p> <p><u>HINT</u></p>	
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p> <p><u>HINT</u></p>	
<p>Integration Considering the impact of your proposal on the four pillars of well-being (social, economic, cultural and environment) the objectives of other public bodies and across service areas in the Council.</p> <p><u>HINT</u></p>	

Risk

Summarise the risk associated with the proposal.

	1	2	3	4	5
Impact Criteria	Very Low	Low	Medium	High	Very High
Likelihood Criteria	Unlikely to occur	Lower than average chance of occurring	Even chance of occurring	Higher than average chance of occurring	Expected to occur
Risk Description	Impact		Probability	Score (Impact x Likelihood)	

Sign Off

Position	Name	Signature	Date
Corporate Manager		X _____	Click or tap to enter a date.
Corporate Lead Officer		X _____	Click or tap to enter a date.
Corporate Director		X _____	Click or tap to enter a date.
Portfolio Holder		X _____	Click or tap to enter a date.

CYNGOR SIR CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 3 October 2023

Title: Recommendation from the Overview and Scrutiny Co-ordinating Committee in relation to the revised Integrated Impact Assessment tool

Purpose of the report: To provide feedback from the Overview and Scrutiny Co-ordinating Committee held on 11 September 2023

The Overview and Scrutiny Co-ordinating Committee considered the revised Integrated Impact Assessment tool, at its meeting on 11th September 2023.

The Cabinet Member explained that the Integrated Impact Assessment tool is designed to help officers and elected members to consider the impact of a proposed new or amended policy, strategy, or service. It is an integrated assessment that enables Council officers and elected members to check that decisions are aligned to the Council's Corporate Well-being Objectives, comply with the Welsh Language Measure 2011 and the Equality Act 2010, including our socio-economic duty, and contribute to the National Well-being goals of the Well-being of Future Generations (Wales) Act 2014. The tool also requires Council officers to consider whether they have planned their proposal in accordance with the Sustainable Development Principle and have managed any risk involved with the decision. The Public Sector Equality Duty, part of the Equality Act 2010, puts additional requirements on public authorities. Ceredigion County Council must also think about the need to eliminate unlawful discrimination, advance equality of opportunity between people who share a protected characteristic and those who don't, and to encourage good relations between people who share a protected characteristic and those who don't. These requirements are covered under the National Well-being Goal: "A more equal Wales" section of the template. The current tool was designed over five years ago and has been updated to reflect changes in legislation.

Following discussion, Members agreed to recommend that Cabinet approve the revised Integrated Impact Assessment tool, and that a workshop on its use is offered to all Elected Members.

Councillor Keith Evans
Chairman of the Overview and Scrutiny Co-ordinating Committee