

Impact Assessment - First Stage

1. Details of the initiative

Description and summary: Proposal to award an extra day annual leave on a permanent basis to all employees employed under the JNC for Chief Executives, JNC Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions.
Area: All employees employed under the JNC for Chief Executives, JNC Chief Officers, Soulbury Committee and JNC for Youth and Community Workers terms and conditions.
Directorate: All

2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				

Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e.		X				

supporting protection of the wider environment, such as air quality, flood alleviation, etc.						
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		As many of our employees also live in the County Borough area, it is anticipated that this proposal will have a positive impact on their long term wellbeing as they will have an extra day for rest and recuperation.
Integration - how the initiative impacts upon our wellbeing objectives	x		As many of our employees also live in the County Borough area, it is anticipated that this proposal will have a positive impact on their long term wellbeing as they will have an extra day for rest and recuperation.
Involvement - how people have been involved in developing the initiative	x		The proposal was developed following the pay award for the Local Government Services employees awarded an extra annual leave day (pro-rata for part time workers) with effect from 1 April 2023. In order to be an inclusive employer, it is proposed to award this to all of our employees (excluding teachers).
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	x		N/A – internal policy
Prevention - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

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	Name	Position	Signature	Date
Completed by	Diane Hopkins	Principal HR Manager	<i>D B Hopkins</i>	20/08/2024
Signed off by	Sheenagh Rees	Head of People and Organisational Development	<i>Sheenagh Rees</i>	20/08/2024