

## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Implementation of the Ethical Employment in Supply Chains Policy</b>
<b>Service Area: Legal Services and HR</b>
<b>Directorate: Finance and Corporate Services</b>

### 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				The Policy includes details as to how the Council will contract with external organisations and the monitoring arrangements associated with this and there is no impact whatsoever on this protected characteristic.
Disability		X				See above comment.
Gender Reassignment		X				See above comment.
Marriage/Civil Partnership		X				See above comment.
Pregnancy/Maternity		X				See above comment.
Race		X				See above comment.
Religion/Belief		X				See above comment.
Sex		X				See above comment.
Sexual orientation		X				See above comment.

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/ How might it impact?
People's opportunities to use the Welsh language		X				The Policy includes details as to how the Council will contract with external organisations and the monitoring arrangements associated with this and there is no impact whatsoever on the use of the Welsh Language
Treating the Welsh language no less favourably than English		X				The Policy includes details as to how the Council will contract with external organisations and the monitoring arrangements associated with this and there is no impact whatsoever on the use of the Welsh Language

**5. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	X		The Council will be able to demonstrate and ensure that those organisations which it contracts with adopt good employment practices which can empower and reward workers, help to improve the quality of life for people here in Neath Port Talbot and elsewhere and in turn result in better quality goods and services and works, which can ultimately benefit the Neath Port Talbot locality
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	X		All three elements of the policy will be positively affected as the establishment of good employment practices both inside of the Council and with our external contractors will help improve quality of life for people here in Neath Port Talbot and in turn result in better quality goods and services and works, which can ultimately benefit the Neath Port Talbot locality ensuring that Neath Port Talbot is a vibrant and health place to live and work, individuals can participate fully in community life and contractors are appointed to ensure that our children and young period have the best start in life.
<b>Involvement</b> - how people have been involved in developing the initiative	X		Consultation has taken place between commissioning officers within the respective sections, Heads of Service, Corporate Directors Group and the recognised trade unions who have all been supportive of the policy to be introduced. Discussion has also been had with relevant officers in Welsh Government and neighbouring local authorities to determine the extent of

			adoption within those respective authorities.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	X		Consultation has taken place between commissioning officers within the respective sections, Heads of Service, Corporate Directors Group and the recognised trade unions who have all been supportive of the policy to be introduced.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	X		Controls will be put in place to ensure effective monitoring of contractual obligations during the lifetime of contracts and steps will be implemented to ensure good employment practices which can empower and reward workers, help to improve the quality of life for people here in Neath Port Talbot and elsewhere and in turn result in better quality goods and services and works, which can ultimately benefit the Neath Port Talbot locality

**6. Declaration - based on above assessment (tick as appropriate)**

A full impact assessment (second stage) <b>is not</b> required	<b>X</b>
Reasons for this conclusion	
The Policy includes details as to how the Council will contract with external organisations, detailing the internal mechanism that will be put in place to achieve this and the monitoring arrangements associated with this. There is no adverse impact on any matter considered within this Integrated Impact Assessment therefore negating the need for a Full Impact Assessment	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Craig Griffiths</b>	<b>Head of Legal Services</b>	<b>M C Griffiths</b>	<b>19<sup>th</sup> December 2018</b>