

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

Initiative description and summary: To assess and evaluate an application to register a path at Parkfield Avenue, Tonna as a public right of way
Service Area: Legal Services
Directorate: Finance and Corporate Services

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				L	The effect of the proposed registration of the footpath would be to re-open a path which is presently closed. If the path was registered it would provide a short cut and convenient means of access for those who are supporting the application.
Disability		x				The proposed registration of the footpath would be to re-open a path which is presently closed and has no impact on this protected characteristic
Gender Reassignment		x				The proposed registration of the footpath would be to re-open a path which is presently closed and has no

							impact on this protected characteristic
Marriage/Civil Partnership		x					The proposed registration of the footpath would be to re-open a path which is presently closed and has no impact on this protected characteristic
Pregnancy/Maternity		x					The proposed registration of the footpath would be to re-open a path which is presently closed and has no impact on this protected characteristic
Race		x					The proposed registration of the footpath would be to re-open a path which is presently closed and has no impact on this protected characteristic
Religion/Belief		x					The proposed registration of the footpath would be to re-open a path which is presently closed and has no impact on this protected characteristic
Sex		x					The proposed registration of the footpath would be to re-open a path which is presently closed and has no impact on this protected characteristic
Sexual orientation		x					The proposed registration of the footpath would be to re-open a path which is presently closed and has no impact on this protected characteristic

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				The proposal does not affect the ability for using the Welsh Language as it relates to access rights
Treating the Welsh		x				The proposal does not affect the ability for using the

language no less favourably than English						Welsh Language as it relates to access rights
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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				The proposal has no affect on biodiversity given it is concerned with re instating existing access rights
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		x				The proposal has no affect on biodiversity given it is concerned with reinstating existing access rights

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		The initiative supports the long term wellbeing of people by ensuring that modification orders are correctly introduced and implemented only when they can be justified and that resources are appropriately used in the provision of legal services to the Council and therefore the wider community

Integration - how the initiative impacts upon our wellbeing objectives	x		The initiative will further allow the focusing of existing human and financial resources upon the 3 wellbeing objectives by ensuring that modification orders are correctly introduced and implemented only when they can be justified and that resources are appropriately used in assessing and evaluating them
Involvement - how people have been involved in developing the initiative	x		The initiative builds upon the consultation and evidence gathering with all the stakeholders concerned, before coming to a recommendation.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	x		This Authority has ensured all those who have an interest in this initiative have been given an opportunity to provide their views and any evidence they considered relevant
Prevention - how the initiative will prevent problems occurring or getting worse	x		This initiative will reconcile the problem that has occurred since access was blocked.

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

A full impact assessment (second stage) is not required	x
Reasons for this conclusion	
Based upon the above assessment a second stage impact assessment is not required as the initiative does not negatively impact on any of the protected characteristics, or the Welsh Language, or biodiversity and embraces the sustainable development principle	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	Mike Shaw	Principal Solicitor Litigation		28 August 2019
Signed off by	Craig Griffiths	Head of Legal Services		28 August 2019