

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: The Establishment of a Contact Tracing Service
Service Area: Planning & Public Protection
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				We have agreed arrangements for the redeployment of staff into the team with the trade unions – we have agreed no employee will be financially disadvantaged and have flexible working arrangements to support those employees with caring responsibilities. This is a home working team and appropriate kit has been supplied to support this arrangement.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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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				We have ensured that availability of Welsh speakers within the Contact Tracing Teams.
Treating the Welsh language no less favourably than English		X				As above.

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. supporting protection of the wider environment,		X				

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		Establishing the Contact Tracing Service is a key element of Welsh Government's Test, Trace and Protect strategy.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above.
Involvement - how people have been involved in developing the initiative	x		The Council's Joint Trade Unions have been consulted with in relation to the establishment of this team and the redeployment of Council employees into the team.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	x		We have worked in partnership with L.A. and Health colleagues in the Swansea Bay Region.
Prevention - how the initiative will prevent problems occurring or getting worse	x		This team will deliver key elements of the Welsh Government Test, Trace and Protect Strategy designed to help the country move out of the Covid-19 pandemic.

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	

	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of HR	S Rees	04/06/20