

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: Skills and Talent Programme

The Skills and Talent Programme is a unique programme within the suite of nine projects that make up the Swansea Bay City Deal portfolio that will over the next 5 years deliver a skills training solution, offering the best value sustainable skills infrastructure to develop the workforce of the future. The development of skills to meet the needs of the City Deal projects and wider employer needs will enhance opportunities for the residents of the county and increase the number of people with higher level skills in the region.

The overarching aim of the programme is to strengthen collaboration and increase investment that will significantly boost the quality and quantity of trained and skilled individuals through the intervention of the programme. The programme will aim to develop opportunities for upskilling individuals into new opportunities in the region alongside the introduction of new skills training to ensure that the skills needs are developed for the workforce of the future.

Service Area: Regeneration

Directorate: Environment & Regeneration

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				Training would be available to all.
Disability		X				Training would be available to all.
Gender Reassignment		X				Training would be available to all.
Marriage/Civil Partnership		X				Training would be available to all.
Pregnancy/Maternity		X				Training would be available to all.
Race		X				Training would be available to all.
Religion/Belief		X				Training would be available to all.
Sex		X				Training would be available to all.
Sexual orientation		X				Training would be available to all.

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				Welsh Language training would be encouraged and developed for as many of the pilot projects as possible.
Treating the Welsh language no less favourably than English		X				The programme aims to ensure that all opportunities are offered bilingually and would encourage the development of specific Welsh Courses where required or where there is clear evidence of demand.

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 programme would develop specific biodiversity training identified by any of the 8 City Deal projects.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		x				. The programme will not be developing any buildings.

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		Skills and Talent development is a long-term investment in skills across all ages which will enable transformative actions at many levels.
Integration - how the initiative impacts upon our wellbeing objectives	x		Skills development is a critical enabler across many sectors and makes integration simpler and more effective.
Involvement - how people have been involved in developing the	x		Part of the project is to deliver up-skilling, which is fundamental to opening opportunities for all and increasing the chance for all

initiative			to get employment and have a better standard of living. The programme has engaged with all of the City Deal project leads; the training providers and employers across the region to understand the skills gaps and training requirements. The programme has also worked with a range of schools across the region to share information about opportunities that will be generated through the City Deal projects.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	x		Skills and Talent opens significant new opportunities to involve people and organisations in working together and increase prosperity in the region. The stakeholders in the programme include all of the training operators in the region and they have all been involved in the development of the programme.
Prevention - how the initiative will prevent problems occurring or getting worse	x		Skills delivery represents an opportunity to improve services and provide a stable platform for future change.

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

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	

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

	Name	Position	Signature	Date
Completed by	Jane Lewis	Regional Partnership Manager		25/05/2021
Signed off by	Nicola Pearce	Director of Environment & Regeneration		