

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Change of structure to the Democratic Services Team
Service Area: Legal and Democratic Services
Directorate: Chief Executives

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				No impact.
Disability		X				No impact.
Gender Reassignment		X				No impact.
Marriage/Civil Partnership		X				No impact.
Pregnancy/Maternity		X				No impact.
Race		X				No impact.
Religion/Belief		X				No impact.
Sex		X				No impact.

Sexual orientation		X				No impact.
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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				No impact.
Treating the Welsh language no less favourably than English		X				No impact.

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				No impact.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				No impact.

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		Restructuring the team will ensure greater resilience with the Democratic Service section.
Integration - how the initiative impacts upon our wellbeing objectives	X		The Legal Section will be ensuring that democratic services work is being provided to meet Wellbeing Objectives 1, 2 and 3 by ensuring that suitable support is available to the Council. A resilient service will now be provided to meet the demand from this directorate.
Involvement - how people have been involved in developing the initiative	X		Discussions have been had with team members and Trade Unions. All are aware of the proposal and are supportive.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	X		To do nothing would be to fail to provide adequate support to an essential council function, and leave the council exposed to unacceptable risk.
Prevention - how the initiative will prevent problems occurring or getting worse	X		The Legal Section will be ensuring that democratic services work is being provided to meet Wellbeing Objectives 1, 2 and 3 by ensuring that suitable support is available to the Council. A resilient service will now be provided to meet the demand from this directorate.

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

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

No change in the nature of the role of the team and the changes propose will aid in meeting resilience within the Democratic Services section.

	Name	Position	Signature	Date
Signed off by	Craig Griffiths	Head of Legal Services	C. Griffiths	13 th September 2021