

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Christmas and New Year Holiday Arrangements 2022/23</b>
<b>Service Area:</b> All Council Employees other than those employed directly by School's operating under fully delegated powers
<b>Directorate:</b> 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				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
--------------------	--	---	--	--	--	--

**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				
Treating the Welsh language no less favourably than English		X				

**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.						
--	--	--	--	--	--	--


**6. 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	N/A – internal policy
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives		x	As above.
<b>Involvement</b> - how people have been involved in developing the initiative	x		Heads of Service and the trade unions were consulted on their views regarding this proposal and these were fully considered.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is specific to Neath Port Talbot Council.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		x	N/A – internal policy

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

A full impact assessment (second stage) <b>is not</b> 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) <b>is</b> required	<input type="checkbox"/>
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Diane Hopkins</b>	<b>Principal HR Manager</b>	D B Hopkins	<b>05/11/2021</b>
Signed off by	Sheenagh Rees	Head of Human & OD		16/11/21