

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Employee Code of Conduct</b>
<b>Service Area:</b> All employees covered by the JNC for Local Government Services
<b>Directorate: All</b>

### 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, such as air quality, flood alleviation, etc.		X				

**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		Head of Legal & Democratic Services, Audit Manager, the trade unions and staff 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	X
Reasons for this conclusion	
<p>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.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	<b>Robyn Mort</b>	<b>HR Policy &amp; Practice Development Officer</b>	<i>R. Mort</i>	<b>25/10/2023</b>

Signed off by	Sheenagh Rees	Head of Service	<i>Sheenagh Rees</i>	27 <sup>th</sup> November 2023
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