

## 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/<br>Negligible | Don't<br>Know | Impact<br>H/M/L | Reasons for your decision (including evidence)/How<br>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/<br>Negligible | Don't<br>know | Impact<br>H/M/L | Reasons for your decision (including evidence used) /<br>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/<br>Negligible | Don't<br>know | Impact<br>H/M/L | Reasons for your decision (including evidence) /<br>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   | <input checked="" type="checkbox"/> |
| Reasons for this conclusion  |                                     |
| <p>A full impact is not required as there is no impact on any protected group.<br/>                 It also has no negative impact on bio-diversity or the Welsh Language.</p> |                                     |

|  |                          |
|--|--------------------------|
| A full impact assessment (second stage) <b>is</b> required | <input type="checkbox"/> |
| Reasons for this conclusion                                |                          |
| <br><br><br><br><br><br><br><br><br><br>                   |                          |

|              | 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 |
|---------------|---------------|-----------------|----------------------|--------------------------------|