

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Acting Up Policy Changes</b>
<b>Service Area:</b> All Council Employees employed under the NJC for Local Government Services terms and conditions.
<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				The change in policy does not impact on people with any protected characteristic, as all employees under the scope of this policy are able to use it.
Disability		x				As above
Gender Reassignment		x				As above
Marriage/Civil Partnership		x				As above
Pregnancy/Maternity		x				As above
Race		x				As above
Religion/Belief		x				As above

Sex		x				As above
Sexual orientation		x				As above

**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.						
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**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		Changes made to the Acting Up Policy will support our employees who take on additional responsibilities within their roles by ensuring they get paid correctly for Acting up. This should enhance their long term financial well-being.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		As above. The changes to the Acting Up Policy will be an aid to ensuring the wellbeing objectives are met.
<b>Involvement</b> - how people have been involved in developing the initiative	x		<p>Two focus group was held where participants were asked the following questions:</p> <ul style="list-style-type: none"> <li>• Do you understand the difference between acting up and honorarium?</li> <li>• Is the process clear on how to process and acting up Payment?</li> <li>• Is it clear how select someone to Act up?</li> </ul> <p>Responses from the questions above were taken into consideration and used when reviewing the policy.</p> <p>Emails requesting feedback were also sent to school bursars.</p> <p>The Council's Joint Trade Unions have also been consulted with.</p>
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council Policy.

<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	x		It will enhance our current suite of policies which are in place to support employees across the Council.
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**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	x
<p>Reasons for this conclusion</p> <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	
<p>Reasons for this conclusion</p>	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Lucy Miles</b>	<b>HR Policy and Practice Development Officer</b>	<b>LMiles</b>	<b>1<sup>st</sup> November 2023</b>
Signed off by	Sheenagh Rees	Head of Service	<i>Sheenagh Rees</i>	27 <sup>th</sup> November 2023