

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Annual Employee Engagement Survey
Service Area: All employees of Neath Port Talbot Council
Directorate: 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				All NPT Council employees will have the opportunity to participate in the proposed Employee Engagement Survey.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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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					Positive impact - online and printed versions will be available in Welsh and English.
Treating the Welsh language no less favourably than English	X					Positive impact - online and printed versions will be available in Welsh and English.

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
Long term - how the initiative supports the long-term well-being of people	X		<p>The annual survey will be a key mechanism for employee voice, enabling employees to communicate their views to the council and influence matters that affect them at work.</p> <p>This contributes to building trust, innovation, productivity and organisational improvement. For employees, self-expression in voice often results in feeling valued, increased job satisfaction, greater influence and better opportunities for development.</p> <p>Whilst the survey is a touchpoint in time, running it annually will help us pick out themes and trends over time and identify if things are changing – e.g. improving, staying the same or getting worse over time.</p>
Integration - how the initiative impacts upon our wellbeing objectives	X		This initiative has the potential to impact positively on wellbeing objective 4 (local people are skilled and access high quality, green jobs).
Involvement - how people have been involved in developing the initiative	X		The draft survey has been developed with input from the Head of Data. The Trade Unions will be fully briefed and asked for their input and support for the proposed survey.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		X	To ensure the questionnaire engages effectively with school-based staff, the questions will be adapted to use language that is more relevant to them. This will be developed in partnership with the ELLL Senior Management Team.

Prevention - how the initiative will prevent problems occurring or getting worse		X	Running an annual survey will help us pick out themes and trends over time and identify if things are changing – e.g. improving, staying the same or getting worse over time. It will also help us to help identify what is working well and any potential hotspots

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

A full impact assessment (second stage) is required	
Reasons for this conclusion	

A full impact assessment (second stage) is not required	X
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.	

	Name	Position	Signature	Date
Completed by	Anita James	Corporate Policy, Performance & Engagement Manager	<i>A. James</i>	28.11.23
Signed off by	Sheenagh Rees	Head of People & OD	<i>Sheenagh Rees</i>	29.11.23