Well-being of Future Generations (Wales) Act 2015
Integrated Impact Assessment
(includes Equalities, Welsh Language, Sustainability and Biodiversity)

Before completing the Impact Assessment **PLEASE REFER TO THE CORRESPONDING GUIDANCE DOCUMENT** which provides essential background information.

An Integrated Impact Assessment MUST be completed for:

1. Any project (i.e. something that has a start and end date and is different from day to day business).
2. Where you are implementing significant change e.g. service provision.
3. For any Council / Cabinet report that is not part of an above mentioned project or significant change.

Title of Project / Report:	Agile and Homeworking Policy
Officer completing Impact Assessment:	Beverley Taylor
Lead Officer / Project Manager:	Fran Donnelly
Service:	Human Resources & Organisational Development, Pensions & Payroll
Impact Assessment completion date:	29-09-2020

Please give a brief description of the aims of the proposal:

The COVID-19 pandemic has forced many organisations to utilise working from home in order to ensure business continuity/services can continue. The introduction of the Agile and Homeworking Policy will provide clarity to both managers and staff.

1. Merthyr Tydfil Well-being Objectives

Does your proposal help to deliver any of the Council's Well-being Objectives identified below?

Well-being Objectives	Does your proposal have a positive or negative impact on the Council's Well-being Objectives? Please place an X in the raelevant box			Why have you come to this decision? Please provide an explanation	What actions have been/will be taken to better contribute to positive impacts and/or mitigate any negative impacts?
	Positive	Negative	N/A		
Best Start to Life Children and young people get the best start to life and are equipped with the skills they need to be successful learners and confident individuals.			x	This Policy is not applicable to children and young people	
Working Life People feel supported to develop the skills required to meet the needs of businesses with a developing, safe infrastructure making Merthyr Tydfil an attractive destination.	x			Greater flexibility for staff with an improved work/home life balance	
Environmental Well-being Communities protect, enhance and promote our environment and countryside.	x			Reduced travel to work improves carbon emissions	
Living Well People are empowered to live independently within their communities, where they feel safe and enjoy good physical and mental health.		x		Staff could feel isolated due to more remote/lone working	Managers to engage in regular communication with staff
Sources of evidence to support the above:					

2. **Sustainable Development Principles (The Five Ways of Working)**

Does your proposal demonstrate you have met the sustainable development principles (five ways of working)?

Five Ways of Working	How does your proposal demonstrate you have met the five ways of working?	Are there any additional actions to be taken to better contribute to the five ways of working and/or mitigate any negative impacts?
Long Term - Thinking and planning for the long term.	At the outset of the Covid pandemic, the Government introduced measures and the recommendation was that the public were to stay at home and the Welsh Government's advice is still if you are able to work from home then this should continue. It is highly likely that these measures will be in place for the forseeable future and this model will become the 'new way of working'.	
Prevention - Preventing problems before they happen.	To follow Welsh Government advice and promote home working where possible to prevent the spread of Coronavirus.	
Integration - Integrating with other strategies.	Work alongside IT in order to supply appropriate equipment in order to facilitate this form of working	
Collaboration - Collaborating with others.	SLT and Trade Unions have been involved in the consultation process	
Involvement - Involving people and communities.	Consultation process involved members of SLT and trade unions	

Sources of evidence to support the above:

3. Protected Characteristics (including Welsh Language)

Does your proposal directly impact on service users, employees and/or the wider community, including the nine protected characteristic groups and Welsh language as identified below?

Protected Characteristics	Does your proposal have a positive or negative impact on service users, employees and/or the wider community, including the nine protected characteristic groups and Welsh language? Please place an X in the relevant box			Why have you come to this decision? Please provide an explanation	What actions have been/will be taken to better contribute to positive impacts and/or mitigate any negative impacts?
	Positive	Negative	N/A		
Age			X		
Disability			X		
Gender Reassignment			X		
Marriage and Civil Partnership			X		
Pregnancy and Maternity			X		
Race			X		
Religion or Belief			X		
Sex (Gender)			X		
Sexual Orientation			X		
Welsh Language			X		

Sources of evidence to support the above:
The nature of agile and home working will depend on the job undertaken and considerations will include the impact on customer access to services. This Policy will continue to support all employees equally and does not disadvantage anyone with a protected characteristic.

Protected Characteristics	Does your proposal have a positive or negative impact on service users, employees and/or the wider community, including the nine protected characteristic groups and Welsh language? Please place an X in the relevant box			Why have you come to this decision? Please provide an explanation	What actions have been/will be taken to better contribute to positive impacts and/or mitigate any negative impacts?
	Positive	Negative	N/A		

4. Biodiversity

Does your proposal directly impact on Biodiversity?

Biodiversity	Does your proposal have a positive or negative impact on Biodiversity? Please place an X in the relevant box			Why have you come to this decision? Please provide an explanation	What actions have been/will be taken to better contribute to positive impacts and/or mitigate any negative impacts?
	Positive	Negative	N/A		
Maintain and enhance biodiversity and ecosystem resilience			x		
Sources of evidence to support the above:					

5. Summary

As a result of completing this Impact Assessment, how many positive and negative impacts does your proposal have? This section should then be included in the related Council/Cabinet report.

Please see the example provided in the **guidance document**.

	Positive Impacts	Negative Impacts	Not Applicable
1. **Merthyr Tydfil Well-being Objectives**	2 of 4	1 of 4	1 of 4
2. **Sustainable Development Principles - How have you considered the five ways of working:** • Long term • Prevention • Integration • Collaboration • Involvement	5 of 5	0 of 5	0 of 5
3. **Protected Characteristics** *(including Welsh Language)*	of 10	of 10	10 of 10
4. **Biodiversity**	of 1	of 1	1 of 1

Summary:

The main positive impacts are … to provide clear guidance to both managers and staff.

Greater flexibility for staff, improving effectiveness and work productivity.

Reducing travel and resource use, thereby generating savings on utility costs in Council Buildings.

The main negative impacts are … employees becoming or feeling isolated as more lone working and remote working is undertaken.

Loss of team spirit or team effectiveness.

Difficulties in managing performance.

6. Actions

Based on the summary of your positive and negative impacts, identified in Section 5 above, will you need to make changes to your proposal to better contribute to positive impacts and/or mitigate any negative impacts? Please identify any further actions you will need to undertake to better contribute to positive impacts and/or mitigate any negative impacts.

What are you going to do?	Estimated completion date	Who will be responsible?	Timelines/Milestones e.g. 6 months/over a year, etc.	Progress

7. Version Control

The Impact Assessment should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. Please use the table below to keep a record of this process so that we can demonstrate how we have considered and built in the sustainable development principles where possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Awaiting Council Approval	October 2020	

8. Sign off section

Approved by:Fran Donelly

Job Title: Head of HR & Orgainisational Development, Pensions and Payroll

Approval date: