

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:	Update to the Remote Working Policy
Officer completing Impact Assessment:	Ryan James
Lead Officer / Project Manager:	Ryan James
Service:	ICT
Impact Assessment completion date:	04/12/2020

Please give a brief description of the aims of the proposal: The Remote Working Policy applies to all Merthyr Tydfil County Borough Council (MTCBC) employees, Members and third parties who engage in remote working. The policy has been updated to reflect the agile working introduced by MTCBC in light of the COVID-19 pandemic, and the Council's forward planning to an agile working environment.

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 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		
<p><u>Best Start to Life</u> 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.</p>			X		
<p><u>Working Life</u> 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.</p>	X			The updated policy helps to deliver on the Council's 'Working Life' Well-being Objective. It develops the workforce for the future, developing the environment and infrastructure for business to flourish.	We have introduced 'Mobile Working' eLearning to ensure staff in Merthyr Tydfil have the skills to meet the employers changing needs.
<p><u>Environmental Well-being</u> Communities protect, enhance and promote our environment and countryside.</p>	X			The Council can maximise efficient use of its materials and resources by means of the waste hierarchy. There will be less staff driving to and from work, minimising environmental damage through prevention of pollution.	The Council can monitor its key performance indicator of reducing CO2 emissions by 3% (per annum) from Council buildings. Also, the air quality on Twynyrodyn Road improves.
<p><u>Living Well</u> People are empowered to live independently within their communities, where they feel safe and enjoy good physical and mental health.</p>	X			A questionnaire sent to all staff by HR concluded that many staff wanted a more flexible working environment – this contributes to the Well-being Objective to promote good emotional well-being and improved mental health.	We will continue to provide advice, guidance and training in respect of remote working so that our users have the right information, advice and assistance when they need it.

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 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		
Sources of evidence to support the above: Home-worker questionnaire feedback.					

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.	Plans are currently being prepared to implement an Agile Workings model throughout the organisation. The first phase will include re-organising the Civic Centre to accommodate service areas which are currently located at Unit 5. (With the exception of Print and Engineering) Managers have confirmed which members of staff are able to work in an agile manner and which members of staff need to be provided with permanent desks.	Storage needs need to be reduced as far as possible to reduce floorspace requirements and also to reduce data protection risks.
Prevention - Preventing problems before they happen.	Putting in place requirements and controls to manage the risk of a potential security breach.	
Integration - Integrating with other strategies.	Supports the Council's Agile Working Policy which has been implemented.	
Collaboration - Collaborating with others.	Working with partners such as the WARP, NCSC and ICO to ensure an effective policy is implemented to reduce risks to the organisation that would have a financial, legal and reputational impact.	
Involvement - Involving people and communities.	The 'Working at Home' questionnaire sought the opinion of our staff on working remotely – the staff are a key stakeholder.	
Sources of evidence to support the above: Working at Home questionnaire; NCSC/WARP/ICO guidance in relation to working remotely in a secure environment.		

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			Those with a disability or a physical or mental impairment which affects the person's ability to carry out normal day-to-day activities e.g. access to buildings/services, can carry out their duties in the home environment.	
Gender Reassignment			X		
Marriage and Civil Partnership			X		
Pregnancy and Maternity	X			The Agile Working environment has a positive impact during pregnancy and the period after the birth.	
Race			X		
Religion or Belief			X		
Sex (Gender)			X		
Sexual Orientation			X		

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		
Welsh Language	X			Staff will continue to use their Welsh Language skills whilst working away from the office.	
Sources of evidence to support the above:					

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	3 of 4	0 of 4	1 of 4
2. Sustainable Development Principles - How have you considered the five ways of working: <ul style="list-style-type: none"> • Long term • Prevention • Integration • Collaboration • Involvement 	5 of 5	0 of 5	0 of 5
3. Protected Characteristics (including Welsh Language)	2 of 10	0 of 10	8 of 10
4. Biodiversity	0 of 1	0 of 1	1 of 1

Summary:

The main positive impacts against:

- The Well-being Objectives are that the proposal is that it develops the workforce for the future, developing the environment and infrastructure for business to flourish. There will be less staff driving to and from work, minimising environmental damage through prevention of pollution. Many staff wanted a more flexible working environment – this contributes to the Well-being Objective to promote good emotional well-being and improved mental health.
- The Sustainable Development Principles are that the proposal would support the long-term objective of the Council moving to an agile working environment whilst reducing the risk of a security breach.
- The Protected Characteristics and Welsh Language are that the proposal will support those staff with disabilities that have issues with access to buildings whilst also improving mental health and supporting pregnancy and maternity. Staff will be able to continue to use their Welsh Language skills whilst working away from the office.

No negative impacts have been identified against the Well-being Objectives, the Sustainable Development Principles, the Protected Characteristics and Welsh Language, and Biodiversity.

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

8. Sign off section

Approved by: Richard Evans

Job Title: Head of ICT

Approval date: 04/12/2020