

Merthyr Tydfil County Borough Council - Integrated Impact Assessment

(Includes Well-being of Future Generations, Protected Characteristics, Welsh Language, Socio-economic Disadvantage, Decarbonisation, Sustainability and Biodiversity, Consultation/Engagement and Data/Evidence)



Before completing this Integrated Impact Assessment (IIA), please refer to the corresponding **guidance document**, which provides essential background information.

An IIA MUST be completed for:

- Any Council / Cabinet report.
- Any strategic decisions being taken where due regard is required to reduce inequalities of outcome resulting from socio-economic disadvantage.
- Any project (i.e. something that has a start and end date and is different from day to day business).
- Where you are implementing significant change e.g. service provision.

This IIA helps to support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation. This IIA must be completed at the start of any project or proposal.

Title of Report / Project:	Update to the Remote Working Policy				
Officer completing IIA:	Ryan James				
Lead Officer / Project Manager:	Ryan James				
Service:	ICT				
IIA completion date:	01/03/2024				
Type of proposal: (please place an X in the relevant box)	X	Policy		Strategy	Plan
		Practice		Restructure	Procedure
		Other (please identify):			
Give a brief description of the proposal including the aims, and any links to relevant reports or documents:	The Remote Working Policy applies to all Merthyr Tydfil County Borough Council (MTCBC) employees, Members and third parties who in engage in remote/agile working. The policy has been updated to incorporate guidelines around the use of virtual backgrounds in remote meetings.				

1. Merthyr Tydfil Well-being Objectives

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

How does your proposal help to deliver any or all of the Council’s Well-being Objectives?

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? How will you know when this has been achieved?
	Positive	Negative	Neutral		
<p><u>‘An Aspirational Merthyr Tydfil focused on learning’</u> We will strengthen how we enable people to grow and reach their potential.</p>	X			By protecting our digital systems, children and young people will be equipped with technological resources to be successful learners.	We will continue to undergo both internal and external audit, and achieve certifications of compliance to ensure we protect our digital systems.
<p><u>‘A Healthier Merthyr Tydfil’</u> We will empower people to live independent and dignified lives.</p>	X			A previous questionnaire sent to all staff by HR concluded that many staff wanted a more flexible working environment – this promotes 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.
<p><u>‘A Safe & Prosperous Merthyr Tydfil’</u> We will support how our economy recovers and grows; ensuring people feel safe in their local area.</p>	X			The policy ensures that there is a cyber secure flexible working environment, providing confidence to staff and residents that the security of their personal data is being maintained.	We will continue to conduct risk assessment to ensure that we have adequate controls in place to mitigate any negative impacts.
<p><u>‘A Clean & Green Merthyr Tydfil’</u> We will support the creation of a clean and green environment now and in the future.</p>	X			The Council can maximise efficient use of its materials and resources by means of the waste hierarchy. With Remote Working 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 (per annum) from Council buildings.

Sources of evidence to support the above (please use this information when completing the section ‘Data and Evidence’):

Remote Working Policy.

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

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

The Well-being of Future Generations (Wales) Act 2015 requires the Council to consider how any proposals improve the social, economic, environmental and cultural well-being, whilst also looking to the future, planning for the long term and ensuring that we do not compromise the ability of future generations to meet their own needs. Please consider the national well-being goals when completing this section.

Five Ways of Working	How does your proposal demonstrate you have met the five ways of working when developing the proposal?	Are there any additional actions to be taken to better contribute to the five ways of working and/or mitigate any negative impacts? How will you know when this has been achieved?
Long Term - Thinking and planning for the long term, balancing short term and long term needs.	The policy will contribute to the longer term needs of the organisations ICT infrastructure and growth.	N/A
Prevention - Preventing problems occurring or getting worse.	The policy will allow us to put controls in place to reduce the risk of a cyber-attack.	N/A
Integration - Impact on our well-being objectives, national well-being goals and the well-being objectives of other public bodies.	The policy will provide better integration between the Corporate Information Security Officer and those with roles internally involved in ensuring effective cyber resilience.	N/A
Collaboration - Acting in collaboration with others inside and outside the Council.	Cyber resilience is a shared responsibility, and the organisation is engaged internally and externally to build a cyber resilient Wales.	N/A
Involvement - Involving people with an interest in achieving the well-being goals and who reflect the diversity of our communities.	Stakeholders have been consulted on the policy and all MTCBC Officers and Members have roles and responsibilities defined.	N/A

Sources of evidence to support the above (please use this information when completing the section 'Data and Evidence'):

Remote Working Policy.

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?

The Public Sector Equality Duty requires the Council to have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between different groups. Please note that an individual may have more than one 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? How will you know when this has been achieved?
	Positive	Negative	Neutral		
Age - People of all ages.	X			The policy will help us to ensure safe, secure, and resilient digital systems for all to access our services.	
Disability - People with disabilities/long term conditions.	X			The policy will help us to ensure safe, secure, and resilient digital systems for all to access services.	
Gender Reassignment - People whose gender identity or gender expression is different to the sex they were assigned at birth.			X		
Marriage and Civil Partnership - People who are married or in a civil partnership.			X		
Pregnancy and Maternity - Women who are pregnant and/or on maternity leave.			X		
Race - People from black, Asian and minority ethnic communities and different racial backgrounds.			X		

Religion or Belief - People with different religions and beliefs including people with no beliefs.			X		
Sex (Gender) - Women and men, girls and boys and those who self-identify their gender.			X		
Sexual Orientation - Lesbian, gay, bisexual, heterosexual.			X		
Welsh Language The Welsh Language Wales Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language.					
Welsh Language - Opportunities for people to use and promote the Welsh language, treating the Welsh language no less favourably than the English language, compliance with Welsh Language Standards, links with internal and external Welsh Language strategies.			X		
Sources of evidence to support the above (please use this information when completing the section 'Data and Evidence'): Remote Working Policy.					

4. Socio-economic Disadvantage (Strategic Decisions)

Does your proposal impact/deliver better outcomes for those who are experiencing socio-economic disadvantage?

The Socio-economic Duty places a responsibility on the Council to have 'due regard' to how we can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. This duty gives us an opportunity to do things differently and put tackling inequality at the heart of key decision-making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services.

Please consider: Single parents and vulnerable families, pensioners, carers, looked after children, single adult households, armed forces community, people with low literacy/numeracy, people who are homeless, people who have experienced the asylum system, students, people of all ages leaving a care setting, people living in the most deprived areas of Wales, people misusing substances, people involved in the criminal justice system, people who are not in education, employment or training. Please see the guidance document for more information.

Socio-economic Disadvantage	Does your proposal have a positive or negative impact on socio-economic disadvantage for service users, employees and/or the wider community? 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? What steps will be taken to reduce inequalities of outcome? How will you know when this has been achieved?
	Positive	Negative	Neutral		
Low Income/Income Poverty - Unable to afford to maintain regular payments such as bills, food, clothing, transport, other essential items etc.	X			Those with low income/income poverty can access support online via a safe, secure, and resilient digital system.	
Low and/or No Wealth - Enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.	X			Those with low and/or no wealth can access support online via a safe, secure, and resilient digital system.	

Material Deprivation - Unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies etc.	X			Safe, secure and resilient digital systems will be available.	
Area Deprivation - Where you live e.g. rural areas, and where you work e.g. accessibility of public transport.			X		
Socio-economic Background - Social class i.e. parents' education, employment and income.			X		
Socio-economic Disadvantage - What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged?			X		
<p>Sources of evidence to support the above (please use this information when completing the section 'Data and Evidence'):</p> <p>Remote Working Policy.</p>					

5. Decarbonisation and Climate Change Objectives

Does your proposal help to deliver the Council's Decarbonisation Plan?

How does your proposal impact on the 6 key themes to help achieve the Council's commitment to become carbon neutral by 2030?

Welsh Government is aiming to achieve a carbon neutral public sector by 2030. This is driven by key legislation including: Well Being of Future Generations (Wales) Act 2015; Environment (Wales) Act 2016; Climate Change (Wales) Regulations 2018.

In response to this the Council has developed a Net Zero Roadmap with a themed approach to deliver our Decarbonisation Plan. This will be delivered through the 6 key themes below:

Decarbonisation Plan Theme Areas	Does your proposal have a positive or negative impact on the Council's Decarbonisation Plan? 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? How will you know when this has been achieved?
	Positive	Negative	Neutral		
Theme 1 – Buildings and Planning Reducing or removing GHG emissions from existing property portfolio and new developments e.g. heat pump systems, solar panels.	X			Reduced staff working from the office will bring a reduction in GHG emissions from the property portfolio.	
Theme 2 – Travel and Transport Reducing or removing GHG emissions in the Council's fleet and equipment, and supporting sustainable travel e.g. electric vehicles, bike schemes, EV charging.	X			Reduced staff working from the office will bring a reduction in travel and transport.	
Theme 3 – Procurement of Goods & Services Consideration of carbon reduction options in procurement process,	X			Energy efficient ICT equipment purchased for use remotely.	

Consider ways to reduce supply chain impacts.					
Theme 4 – Outsourced services (Leisure Trust) Reduce and remove GHG emissions from leisure facilities e.g. low carbon options in new building or refurbishments (N.B. only complete this section if direct impact on Leisure Trust).			X		
Theme 5 – Land Management Maximising the Council’s land to increase biodiversity in open spaces, parks and woodlands.			X		
Theme 6 – Governance The Council is required to measure and report carbon emissions and carbon absorption. Are there outputs that can be captured and recorded from this project/decision?	X			The reduction in GHG admissions can be measured across the property portfolio.	
Sources of evidence to support the above (please use this information when completing the section ‘Data and Evidence’):					
Remote Working Policy.					

6. Biodiversity and resilience of Ecosystems

How does your proposal impact on Biodiversity and therefore the resilience of Ecosystems?

Under Section 6 of the Environment (Wales) Act 2016 we must seek to maintain and enhance Biodiversity within the proper exercise of our functions. In doing so, we must also seek to promote the resilience of Ecosystems.

Biodiversity and resilience of Ecosystems	What is the expected 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 the maintenance and enhancement of Biodiversity? How do you know when this has been achieved?
	Maintained	Enhanced	Reduced		
To maintain and enhance Biodiversity (and therefore promote the resilience of Ecosystems).	X			The policy neither enhances nor reduces biodiversity.	

Sources of evidence to support the above (please use this information when completing the section 'Data and Evidence'):

7. Consultation and Engagement

What consultation and/or engagement has been undertaken to inform the development of the proposal?

There may be a legal requirement to consult in some instances, or a legitimate expectation that consultation will take place. Where it has been determined that consultation is required, the Gunning Principles must be adhered to.

- The proposals are still at a formative stage.
- There is sufficient information to give 'intelligent consideration'.
- There is adequate time for consideration and response.
- 'Conscientious consideration' must be given to the consultation responses before a decision is made.

Please consider: Protected Characteristic groups, those who are experiencing socio-economic disadvantage, communities and places of interest, other stakeholders, forums, community groups and community councils. Please see the guidance document for more information.

Consultation and Engagement	Has consultation and/or engagement been undertaken on the proposal? Please place an X in the relevant box.			Briefly describe any recent or planned consultation and/or engagement exercises, paying particular attention to evidencing the Gunning Principles. Please identify when the consultation and/or engagement took place or will take place, or why it is not required.	Who was consulted/engaged with? Was sufficient information provided to allow an informed decision on the proposal to be made? What were the key findings of the consultation and/or engagement? Have these findings been taken into account? Is further consultation and/or engagement required?
	Undertaken	Due to be undertaken	Not required		
Requirement for consultation and/or engagement to be undertaken, or a legitimate expectation that it will take place.	X			Consultation has been conducted internally between May and October 2023.	The following stakeholders were consulted: <ol style="list-style-type: none"> 1. Information Governance Forum 2. Head of HR 3. Head of Legal Services 4. Portfolio Member for Governance and Resources 5. Unions

Sources of evidence to support the above (please use this information when completing the section 'Data and Evidence'):

Remote Working Policy

8. Data and Evidence

What data or other evidence has been used to inform the development of the proposal?

Evidence may include the outcome of previous consultation or engagement exercises, existing databases, pilot projects, review of customer complaints and compliments and other service user feedback, national and regional data, academic publications and reports, future trends, horizon scanning, business plans etc. Consider the sources of evidence from all of the sections in your explanation.

Data and Evidence	Has data and evidence been used in order to inform the proposal? Please place an X in the relevant box.		What data or other evidence has been used to inform the development of the proposal? What have been the key findings of this data and evidence? Has this data and evidence helped to inform the proposal?	How has the data and evidence helped to inform the proposal? If the data and evidence did not support the proposal, why was this? Have there been any gaps identified? If so, what steps will be taken to cover the identified gaps?
	Yes	No		
Data and evidence used in order to inform the proposal.	X		Advice from the National Cyber Security Centre and Cymru WARP (Warning and Reporting Point). The evidence is that there is a risk to our IT infrastructure if working abroad and the consensus across public sector Wales is that working from abroad must not be permitted.	The policy has been updated to prevent working abroad due to the complex legal and security risks.

Sources of evidence to support the above:

Remote Working Policy.

9. Summary

As a result of completing this IIA, please identify below;

- The number of positive, negative or neutral scores for the Council's Well-being objectives, the sustainable development principles, protected characteristics including Welsh Language and Socio-economic disadvantage.
- If consultation and/or engagement has been undertaken, is due to take place or is not required.
- If data and evidence has been used in order to inform the proposal.
- If the proposal maintains, enhances or reduces the resilience of ecosystems.

The table below should then be included in the related Council/Cabinet report.

	Positive Impacts	Negative Impacts	Neutral
1. Merthyr Tydfil Well-being Objectives	4 of 4	0 of 4	0 of 4
2. Sustainable Development Principles	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. Socio-economic Disadvantage	3 of 6	0 of 6	3 of 6
5. Decarbonisation	4 of 6	0 of 6	2 of 6
6. Biodiversity and the resilience of Ecosystems	Maintained	Enhanced	Reduced
	1 of 1	0 of 1	0 of 1
7. Consultation and Engagement	Undertaken	Due to be Undertaken	Not Required
	1 of 1	0 of 1	0 of 1
8. Data and Evidence	Yes		No
	1 of 1		0 of 1
Summary			
The main positive impacts are:	Merthyr Tydfil Well-being Objectives Sustainable Development Principles Consultation and Engagement Data and Evidence		
The main negative impacts are:	N/A		

10. Actions

Based on the summary of your positive and negative impacts identified in the Summary section 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 inform this proposal e.g. whether further consultation is required or more data and evidence is required to better inform the proposal.

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

11. Version Control

The IIA should be used at the earliest stages of the development of the proposal and decision making process, and then honed and refined throughout to strengthen and shape the proposal. This section will act as an audit trail to evidence how the IIA has been developed over time.

Please use the table below to keep a record of this process so that we can demonstrate how we have delivered the sustainable development principles.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Information Report to Full Council re the policy update.	20/03/2024	

12. Monitoring and Review

The implementation and the impact of the proposal should be monitored and reviewed throughout the development of the proposal.
Please identify how the proposal will be monitored and reviewed as it progresses, including the implementation of any amendments identified.

How will the implementation and the impact of the proposal and any amendments be monitored?	It will be reviewed during the policy review.
When will the proposal be reviewed? How frequently will this take place?	The policy will be reviewed every three years or sooner if there is a business requirement to do so.
Who is responsible for monitoring and reviewing the proposal?	Information Governance Forum

13. IIA Approval

IIA Approved by:		Job Title:		IIA Approval date:	
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