

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:	Flexible Working Policy				
Officer completing IIA:	Bev Taylor				
Lead Officer / Project Manager:	Hannah Brown				
Service:	Human Resources, Organisational Development, Pensions & Payroll				
IIA completion date:	2 nd April 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:	With effect from the 6 th April 2024 there has been legislative changes which have required amendments being made to the Council's Flexible Working Policy.				

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		
<u>'An Aspirational Merthyr Tydfil focused on learning'</u> We will strengthen how we enable people to grow and reach their potential.			x	There would be a neutral impact on the Council's Well-being Objectives	Continue to review the impact on the Council's Well-being Objectives
<u>'A Healthier Merthyr Tydfil'</u> We will empower people to live independent and dignified lives.			x	There would be a neutral impact on the Council's Well-being Objectives	Continue to review the impact on the Council's Well-being Objectives
<u>'A Safe & Prosperous Merthyr Tydfil'</u> We will support how our economy recovers and grows; ensuring people feel safe in their local area.			x	There would be a neutral impact on the Council's Well-being Objectives	Continue to review the impact on the Council's Well-being Objectives
<u>'A Clean & Green Merthyr Tydfil'</u> We will support the creation of a clean and green environment now and in the future.			x	There would be a neutral impact on the Council's Well-being Objectives	Continue to review the impact on the Council's Well-being Objectives

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

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.	Work life balance for staff to allow them to work flexibly whilst also meeting the demands of the service.	Continue to review the impact on the Council's Sustainable Development Principles
Prevention - Preventing problems occurring or getting worse.	If the Council does not offer flexible working arrangements we could experience recruitment/retention issues.	Continue to review the impact on the Council's Sustainable Development Principles
Integration - Impact on our well-being objectives, national well-being goals and the well-being objectives of other public bodies.	All changes are integrated into policy and practice within the council and communicated to staff.	Continue to review the impact on the Council's Sustainable Development Principles
Collaboration - Acting in collaboration with others inside and outside the Council.	Legislative Changes come into force from 6 th April 2024.	Continue to review the impact on the Council's Sustainable Development Principles
Involvement - Involving people with an interest in achieving the well-being goals and who reflect the diversity of our communities.	Involving staff with family friendly policy changes when reviewing is key to making changes.	Continue to review the impact on the Council's Sustainable Development Principles

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

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	Employees with the Council must be aged 16 or over	Continue to review the impact on any of the protected characteristics
Disability - People with disabilities/long term conditions.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics. There would be a neutral impact on protected characteristics	Continue to review the impact on any of the protected characteristics
Gender Reassignment - People whose gender identity or gender expression is different to the sex they were assigned at birth.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics. There would be a neutral impact on protected characteristics	Continue to review the impact on any of the protected characteristics
Marriage and Civil Partnership - People who are married or in a civil partnership.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics. There would be a neutral impact on protected characteristics	Continue to review the impact on any of the protected characteristics
Pregnancy and Maternity - Women who are pregnant and/or on maternity leave.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics.	Continue to review the impact on any of the protected characteristics

				There would be a neutral impact on protected characteristics	
Race - People from black, Asian and minority ethnic communities and different racial backgrounds.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics. There would be a neutral impact on protected characteristics	Continue to review the impact on any of the protected characteristics
Religion or Belief - People with different religions and beliefs including people with no beliefs.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics. There would be a neutral impact on protected characteristics	Continue to review the impact on any of the protected characteristics
Sex (Gender) - Women and men, girls and boys and those who self-identify their gender.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics. There would be a neutral impact on protected characteristics	Continue to review the impact on any of the protected characteristics
Sexual Orientation - Lesbian, gay, bisexual, heterosexual.			x	Process in place to ensure that HR policies are non-discriminatory towards any of the protected characteristics. There would be a neutral impact on protected characteristics	Continue to review the impact on any of the protected characteristics
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	Process in place to ensure that HR policies are non-discriminatory. There would be a neutral impact on the Welsh Language	Continue to review the impact on the Welsh Language

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

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	There would be a neutral impact on socio-economic disadvantage	Continue to review the impact on socio-economic disadvantage
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	There would be a neutral impact on socio-economic disadvantage	Continue to review the impact on socio-economic disadvantage

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	There would be a neutral impact on socio-economic disadvantage	Continue to review the impact on socio-economic disadvantage
Area Deprivation - Where you live e.g. rural areas, and where you work e.g. accessibility of public transport.			x	There would be a neutral impact on socio-economic disadvantage	Continue to review the impact on socio-economic disadvantage
Socio-economic Background - Social class i.e. parents' education, employment and income.			x	There would be a neutral impact on socio-economic disadvantage	Continue to review the impact on socio-economic disadvantage
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	There would be a neutral impact on socio-economic disadvantage	Continue to review the impact on socio-economic disadvantage
Sources of evidence to support the above (please use this information when completing the section 'Data and Evidence'):					

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	There would be a neutral impact on Decarbonisation & Climate Change Objectives	Continue to review the impact on Decarbonisation & Climate Change Objectives
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	There would be a neutral impact on Decarbonisation & Climate Change Objectives	Continue to review the impact on Decarbonisation & Climate Change Objectives
Theme 3 – Procurement of Goods & Services Consideration of carbon reduction options in procurement process,			x	There would be a neutral impact on Decarbonisation & Climate Change Objectives	Continue to review the impact on Decarbonisation & Climate Change Objectives

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	There would be a neutral impact on Decarbonisation & Climate Change Objectives	Continue to review the impact on Decarbonisation & Climate Change Objectives
Theme 5 – Land Management Maximising the Council’s land to increase biodiversity in open spaces, parks and woodlands.			x	There would be a neutral impact on Decarbonisation & Climate Change Objectives	Continue to review the impact on Decarbonisation & Climate Change Objectives
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	There would be a neutral impact on Decarbonisation & Climate Change Objectives	Continue to review the impact on Decarbonisation & Climate Change Objectives
Sources of evidence to support the above (please use this information when completing the section ‘Data and Evidence’):					

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			There would be a neutral impact on Biodiversity & Resilience of Ecosystems	Continue to review the impact on Biodiversity & Resilience of Ecosystems

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	Legislative change. Bound by law to introduce.	

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

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		Employment Law Updates.	

Sources of evidence to support the above:

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	0 of 4	0 of 4	4 of 4
2. Sustainable Development Principles	5 of 5	0 of 5	0 of 5
3. Protected Characteristics (including Welsh Language)	0 of 10	0 of 10	10 of 10
4. Socio-economic Disadvantage	0 of 6	0 of 6	6 of 6
5. Decarbonisation	0 of 6	0 of 6	6 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
	0 of 1	0 of 1	1 of 1
8. Data and Evidence	Yes		No
	1 of 1		0 of 1
Summary			
The main positive impacts are:	To provide clear guidance to both managers and staff on how to deal with flexible working requests.		
The main negative impacts are:	No negative impacts have been identified.		

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

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?	Review and update Council Policies. .
When will the proposal be reviewed? How frequently will this take place?	Bi-annually
Who is responsible for monitoring and reviewing the proposal?	Human Resources

13. IIA Approval

IIA Approved by:	Hannah Brown	Job Title:	Head of HR, Organisational Development, Payroll & Pensions	IIA Approval date:	2 nd April 2024
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