



INTEGRATED IMPACT ASSESSMENT (IIA) TOOL

This IIA tool is designed to help your decision making and ensure that your proposal:

- is aligned to the Council's Corporate Well-being Objectives
- complies with the Equality Act 2010, including our socio-economic duty.
- complies with the Welsh Language Measure 2011 (Welsh Language requirements)
- contributes to the National Well-being goals of the Well-being of Future Generations (Wales) Act 2015 and incorporates the principles of Sustainable Development
- considers risk management.

Throughout the document there are information pop ups. You can hover over these for hints and tips. They look like this - **HINT**

There are also web links to data sources of evidence that could help inform your thinking and the judgement you are making. To view this information press **ctrl** on your keyboard and click on the link.

Equality and Inclusion officers read through every IIA and provide feedback to the author via Corporate Lead Officers. IIA that are submitted to Cabinet are published on the Council's website so that the public can see them.

This IIA tool is categorised into the 7 National Well-being Goals for Wales:

1. **A prosperous Wales** – where everyone has jobs and there is no poverty.
2. **A resilient Wales** – where we're prepared for things like floods.
3. **A healthier Wales** – where everyone is healthier and can see the doctor when they need to.
4. **A more equal Wales** – where everyone has an equal chance whatever their background.
5. **A Wales of cohesive communities** – where communities can live happily together.
6. **A Wales of vibrant culture and thriving Welsh language** – where we have lots of opportunities to do different things and where lots of people can speak Welsh.
7. **A globally responsible Wales** – where we look after the environment and think about other people around the world.

DO I NEED TO ASSESS IMPACT?

Does your proposal:

- introduce a new service or add to an existing service that will affect service users?
- remove, reduce, or alter a service that will affect service users?
- introduce a new policy, strategy, or plan that will affect Ceredigion residents?
- introduce significant changes to an existing policy, strategy, or plan that will affect Ceredigion residents?
- change staffing structures so much that employees or services users may be affected?

YES

An IIA is required if your answer is yes to **any** of these questions.

NO

An IIA is not required if your answer is no to **all** these questions

Complete the template below.

Please remember to include your reason for not carrying out an IIA on the Cabinet Report template.

Proposal Details

Title of Policy / Proposal / Initiative	
Relocation of Aberaeron Library	
Service Area	Officer completing IIA
Customer Contact, ICT and Digital	Ceredigion Official 2
Corporate Lead Officer	Strategic Director
Ceredigion Official 2	Ceredigion Official 12
Please give a brief description of the purpose of the proposal	
The proposal is to relocate Aberaeron Library from County Hall to the ground floor of Penmorfa	
Who will be directly affected by this proposal? <u>HINT</u>	
Public who use Aberaeron library and its facilities Staff currently working in Penmorfa and County Hall	
Have those who will be affected by the proposal had the opportunity to comment on it?	
Wider council staff will have no impact. The public have had wider opportunity to comment on the future use of council buildings which has been considered as part of our buildings repurposing.	

Version Control

The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision-making process. It is important to keep a record of this process so that we can demonstrate how we have considered and included sustainable development, Welsh language and equality considerations wherever possible.

Version Number	Author	Decision making stage <u>HINT</u>	Date Considered	Description of any amendments made <u>HINT</u>
0.1	Ceredigion Official 2	Draft	04/12/2023	First draft
0.2	Ceredigion Official 2	Review following feedback	25/01/2024	Minor amendments

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Council Corporate Well-being Objectives

Which of the Council's Corporate Well-being Objectives does this proposal address and how? Click [here](#) to read a summary of our Corporate Strategy 2022-27

Boosting the economy, supporting business, and enabling employment.	The proposal frees up a town centre location to allow redevelopment opportunities to encourage businesses into the town centre.
Creating caring and healthy communities	The proposal allows better integration of service and encourages signposting between services.
Providing the best start in life and enabling learning at all ages	The proposal secures the location in close proximity of the primary school allowing greater integration with pupils.
Creating sustainable, greener, and well-connected communities	The proposal secures the library service in a sustainable building with the benefits of Solar PV, biomass heat network, parking and access to charging points.

National Well-being Goal: A Prosperous Wales

An innovative, productive, and low carbon society where everyone has decent work and there is no poverty.

Click [here](#) for information about a prosperous Wales.

<p>Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click here for information)</p>
<p>This proposal is being made to provide a more environmentally and financially sustainable location to deliver library and customer contact services from.</p> <p>The proposal frees up a town centre location to allow redevelopment opportunities to encourage businesses into the town centre.</p>
<p>What evidence do you have to support this view?</p>
<p>We are collating evidence linked to energy usage and environmental assessment.</p> <p>The library will have additional facilities to support greater learning and development objectives and additional collection space and resources for pupils.</p>
<p>What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?</p>

No negative issues

National Well-being Goal: A Resilient Wales

A society where biodiversity is maintained and enhanced and where ecosystems are healthy and functioning.

Click [here](#) for information about a resilient Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

Through co locating services in a single building, customer contacts can be signposted to services such and the New Through Age Wellbeing independent living centre being opened in adjoining rooms. There will be new meeting and training rooms which can be used and the whole building will be running on renewable energy and the library will no longer rely on oil heating.

The location is slightly further out of the town centre but is within easy walking distance with safe well lit routes. However, the service serves a large area and surrounding communities which would need to travel to the site.

What evidence do you have to support this view?

Penmorfa operates on regional biomass heating with PV arrays. The building has improved water use and improve efficient lighting etc. Users will have easy access to bus and walking routes, there will be access to cycle parking facilities and EV chargers and parking. The new TAW facility due to be opened in March.

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

Parking, bus route and walking routes in place. Some users will need to walk further, some will find it easier. Overall no clear negative issues.

Include the fact that the new location is an 8 minute walk (0.34 miles away) on the notice informing people of the relocation.

National Well-being Goal: A Healthier Wales

A society where people make healthy choices and enjoy good physical and mental health.

Click [here](#) for information about a healthier Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

The additional collection space and additional community and learning resources will all offer a positive impact offering more opportunities and better facilities to support mental development and resilience.

The integration with wider council service will support signposting and access to wider services.

No negative impact

What evidence do you have to support this view?

Improved library design, additional learning and working space and new maker space.

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

No negative impact.

National Well-being Goal: A More Equal Wales

A society where everyone has an equal chance whatever their background or circumstances.

This section is longer because you are asked to assess the impact of your proposal on each group that is protected by the **Equality Act 2010**.

Click [here](#) for information about equality in Wales.

Do you think this proposal will have a positive or a negative impact on people because of their age? (Click [here](#) for information)

Children and Young People up to 18	Positive
People 18-50	Positive
Older people 50+	Positive

Describe the positive or negative impacts.

The library will be an improved space and collection compared with current provision and will support a wider range of services. The proximity to the primary school will open up opportunities to engage learners early.

Access to parking for cars and cycles for visitors.

Improved Sustainability and environmental impact.

Older people may dislike the change to their routine if they are used to visiting the library in its current location however they will benefit from the colocation of additional services.

What evidence do you have to support this?

Library design and location.

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Provide clear information verbally and visually to current library users about the change and listen to their feedback.
There is potential to utilise the new library for more intergenerational projects.

Do you think this proposal will have a positive or a negative impact on people because of their disability? (Click [here](#) for information)

Hearing Impairment	None / Negligible
Physical Impairment	Positive
Visual Impairment	Positive
Learning Disability	Positive
Long Standing Illness	Positive
Mental Health	Positive
Other	None / Negligible

Describe the positive or negative impacts.

The building will offer an improved design with disabled parking near entrance. The interior will be better lit with more natural light and improved facilities.
Additional collection space will allow a better range of resources and maker space will benefit all users.
Closer integration with the independent living showroom located in the same building will allow better signposting.
Disabled people may dislike the change to their routine if they are used to visiting the library in its current location however they will benefit from the colocation of additional services.

What evidence do you have to support this?

Design and site layout
What action(s) can you to take to mitigate any negative impacts?
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?
Provide clear information verbally and visually to current library users about the change and listen to their feedback.

Do you think this proposal will have a positive or a negative impact on people who are transgender? (Click here for information)	
Trans Women	None / Negligible
Trans Men	None / Negligible
Non-binary people	None / Negligible
Describe the positive or negative impacts	
No specific impact to the group compared to wider benefits.	
What evidence do you have to support this?	
N/A	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
N/A	
Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Click here for information)	
Bisexual	None / Negligible
Gay Men	None / Negligible
Gay Women/Lesbian	None / Negligible

Heterosexual/Straight	None / Negligible
Describe the positive or negative impacts	
No specific impact to the group compared to wider benefits.	
What evidence do you have to support this?	
N/A	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
Non identified	

Do you think this proposal will have a positive or a negative impact on people who are married or in a civil partnership? (Click here for information)	
People who are married	None / Negligible
People in a civil partnership	None / Negligible
Describe the positive or negative impacts	
No specific impact to the group compared to wider benefits.	
What evidence do you have to support this?	
N/A	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
N/A	

Do you think this proposal will have a positive or a negative impact on people who are pregnant or on maternity leave? (Click here for information)
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Pregnancy	None / Negligible
Maternity	None / Negligible
Describe the positive or negative impacts	
No specific impact to the group compared to wider benefits.	
What evidence do you have to support this?	
N/A	
What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?	
Review collection of resources for this group.	

Do you think this proposal will have a positive or a negative impact on people because of their ethnic origin? (Click here for information)	
Asian / Asian British	None / Negligible
Black / African / Caribbean / Black British	None / Negligible
Mixed / Multiple Ethnic Groups	None / Negligible
White	None / Negligible
Other Ethnic Groups	None / Negligible
Describe the positive or negative impacts	
No specific impact to the group compared to wider benefits.	
What evidence do you have to support this?	
N/A	
What action(s) can you take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	

N/A

Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs, or non-beliefs? (Click [here](#) for information)

Buddhist	None / Negligible
Christian	None / Negligible
Hindu	None / Negligible
Humanist	None / Negligible
Jewish	None / Negligible
Muslim	None / Negligible
Sikh	None / Negligible
Non-belief	None / Negligible
Other	None / Negligible

Describe the positive or negative impacts

No specific impact to the group compared to wider benefits.

What evidence do you have to support this?

None

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

N/A

Do you think this proposal will have a positive or a negative impact on men or women? (Click here for information)	
Men	None / Negligible
Women	None / Negligible
Describe the positive or negative impacts	
No specific impact to the group compared to wider benefits.	
What evidence do you have to support this?	
None	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between men and women?	
N/A	

Do you think this proposal will have a positive or a negative impact on people from the Armed Forces Community? (Click here for information)	
Members of the Armed Forces	None / Negligible
Veterans	None / Negligible
Spouses	None / Negligible
Children	Positive
Describe the positive or negative impacts	
Improved children's collection, maker space and closer integration with primary school would provide a positive impact for all children.	
What evidence do you have to support this?	
Library layout, location, and improved children's area	
What action(s) can you to take to mitigate any negative impacts?	
None	

Socio-economic Duty

Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, making it more difficult to access basic goods and services.

Family background or where a person is born still affects their life. For example, a child from a wealthy family often does better at school than a child from a poor family, even if the poorer child is more naturally academic. This is sometimes called socio-economic inequality.

Do you think this proposal will have a positive or a negative impact on people experiencing socio-economic disadvantage?	Positive
Describe the positive or negative impacts	
Additional work space, improved collection space and additional resources would make this a more attractive support location and offer improved signposting and support.	
What evidence do you have to support this?	
Better integration with support services, and improved facility and resources.	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
N/A	

National Well-being Goal: A Wales of Cohesive Communities

A society with attractive, viable, safe, and well-connected communities.

Click [here](#) for information about cohesive communities.

Does the proposal contribute to this goal? Describe the positive or negative impacts. <u>HINT</u>
The new site will be integrated with wider council facilities meaning a safer environment for staff and better opportunities to support all users.
Current library users may feel a sense of disconnect from their community if they feel that they and their views have not been taken into account.
What evidence do you have to support this view?

Site plan
What action(s) can you take to mitigate any negative impacts or better contribute to the goal?
Ensure training to staff to improve signposting opportunities
Provide clear information verbally and visually to current library users about the change and listen to their feedback.

National Well-being Goal: A Wales of Vibrant Culture and Thriving Welsh Language

A society that that promotes and protects culture, heritage, and the Welsh language and which encourages people to take part in the arts, sports, and recreation.

Click [here](#) for information about culture and the Welsh language

Does the proposal contribute to this goal? Describe the positive or negative impacts.	
The improved collection space and dedicated children's area will allow a greater number of Welsh books and resources for children. All staff are currently and will continue to be Welsh speaking and will support access to a wider range of resources both physical and digital for learning and improving the use of Welsh.	
What evidence do you have to support this view?	
Library plan and design.	
What action(s) can you take to mitigate any negative impacts or better contribute to the goal?	
N/A	
With reference to the following, do you think this proposal will have a positive or negative effect on the Welsh language?	
Click here for information	
Opportunities for people to use the Welsh language	Positive
Treating the Welsh language, no less favourably than the English language	Positive

What evidence do you have to support this view?
Welsh speaking staff and integration with wider council services offering Welsh language services as well as improved collection space and better children's collection
What action(s) can you take to increase the positive impact or mitigate any negative impact on the Welsh language?
Ensure staff are trained to start all conversations bilingually and wear appropriate lanyard and display the Welsh conversation badges.

National Well-being Goal: A Globally Responsible Wales

A society that considers how our actions might impact on other countries and people around the world.

Click [here](#) for information about global responsibility.

Does the proposal contribute to this goal? Describe the positive or negative impacts. <u>HINT</u>
By purposely locating services in an environmentally sustainable building and making full use of the district heating and solar PV facilities we are making long term choices for sustainable service delivery. Including the move away from fossil fuels.
What evidence do you have to support this view?
Site environmental energy information.
What action(s) can you take to mitigate any negative impacts or better contribute to the goal?
Ensure new equipment and lighting is low energy and that suppliers are responsible.

Strengthening the Proposal

If you have identified any negative impacts in the above sections, please provide details of any practical changes and actions that could help remove or reduce the negative impacts.

What will you do?	When?	Who is responsible?	Progress
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Include the fact that the new location is an 8 minute walk (0.34 miles away) on the notice informing people of the relocation.	6 months before any change	Library Manager	
Provide clear information verbally and visually to current library users about the change and listen to their feedback.	March 2024	Service manager	
Explore the potential to utilise the new library for more intergenerational projects.	Early 2025	Service manager	
If no action is to be taken to remove or mitigate negative impacts, please justify why. (If you have identified any unlawful discrimination then the proposal must be changed or revised.)			
How will you monitor the impact and effectiveness of the proposal?			
Consultation, including user surveys and reviewing feedback			

Sustainable Development Principle: 5 Ways of Working

Describe below how you have implemented the five ways of working in accordance with the sustainable development principle of the Well-being of Future Generations (Wales) Act 2015

<p>Long term Balancing short-term needs with long-term need and planning for the future.</p> <p><u>HINT</u></p>	<p>Looking at the long term sustainability of existing facilities and ensuring we full utilise modern sustainable spaces.</p>
<p>Collaboration Working together with other partners to deliver.</p> <p><u>HINT</u></p>	<p>Linking with wider council services to support a one stop shop and better signposting for support services.</p>

<p>Involvement Involving those with an interest and seeking their views.</p> <p><u>HINT</u></p>	<p>Consultation has been carried out with the community over the use of council buildings which highlighted the issues with parking to access town centre buildings but no direct consultation with the community on this proposal yet.</p>
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p> <p><u>HINT</u></p>	<p>N/A</p>
<p>Integration Considering the impact of your proposal on the four pillars of well-being (social, economic, cultural and environment) the objectives of other public bodies and across service areas in the Council.</p> <p><u>HINT</u></p>	<p>The proposal supports these pillars and introduces no known negative impacts.</p>

Risk

Summarise the risk associated with the proposal.

	1	2	3	4	5
Impact Criteria	Very Low	Low	Medium	High	Very High
Likelihood Criteria	Unlikely to occur	Lower than average chance of occurring	Even chance of occurring	Higher than average chance of occurring	Expected to occur
Risk Description	Impact	Probability	Score (Impact x Likelihood)		
Project does not receive funding	5	3	15		

Sign Off

Position	Name	Signature	Date
Corporate Manager	Ceredigion Official 1 and Ceredigion Official 11	Ceredigion Official 1 and Ceredigion Official 11	17/01/2024
Corporate Lead Officer		Ceredigion Official 2	19/01/2024
Corporate Director		Ceredigion Official 12	25/01/2024
Portfolio Holder		X _____	Click or tap to enter a date.

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