

# Fairness and Equalities Impact Assessment (FEIA)

This is an integrated Impact Assessment which aims to ensure Newport City Council makes decisions which are fair, take account of relevant evidence, and seek to secure the best outcomes for our communities. **An FEIA should be used to inform the first steps of decision-making, at concept stage, not when a decision is already made, or at the point when it cannot be influenced.** This impact assessment considers our legislative responsibilities under:

- The Equality Act (2010), including the Socio-economic Duty
- The Wellbeing of Future Generations (Wales) Act (2015)
- The Welsh Language (Wales) Measure (2011)

The FEIA process is not intended to prevent decisions being made, but to ensure we have considered their potential impact. An FEIA also helps us to focus on how we can reduce any negative impacts, and provides us with evidence that we have met our legal duties.

*For support to complete your FEIA, please contact the [Equalities Team](#)*

## What do we mean by Fairness?

The Newport Fairness Commission is an independent body which advises the council on the best use of resources and powers to achieve the fairest outcomes for local people. The Fairness Commission has established four **Principles of Fairness** which should be considered as part of any decisions that the council make – the questions below are useful to reflect on before you start your FEIA.

<b>Equity</b>	Are people being treated in a consistent way, whilst acknowledging their differences (for example, need, barriers to accessing services)?
	Will the gap between those with more, and those with less be reduced?
	Have the interests of different groups affected (including minority or disadvantaged communities) been taken into account?
<b>Priority</b>	Have the needs of the most disadvantaged and vulnerable across the city been given priority?
	Have you considered possible indirect consequences for minority/disadvantaged communities when other priorities are directing decisions?
<b>Inclusion</b>	Will the voices of all those affected by your decision be heard?
	Are people able to participate in and shape a service, as well as receiving it?
	Have you considered the impact of your decision on the relationship between communities, and the spaces they share?
<b>Communication</b>	Are decisions being made transparently and consistently?
	How will decisions be communicated to people who are affected in a clear way, with the opportunity for feedback?

## Part 1: Identification

Name of person completing the FEIA	Kevin Howells
Role of person completing the FEIA	HR & OD Manager
Date of completion	24/11/23
Head of Service who has approved this FEIA	Tracy Mckim, Head of People, Policy and Transformation

### 1. What is being assessed? *(Please double click on the relevant box(es) (X) and select 'checked' as appropriate)*

- New or revised policies, practices or procedures (which modify service delivery or employment practices)
- Service review or re-organisation proposals which affect the community and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- Decisions affecting service users, employees or the wider community including (de)commissioning or revising services
- New project proposals affecting staff, communities or access to the built environment
- Public events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Service Boards
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services
- Other *please explain in the box below:*

**2. Please describe the overall aims, objectives and intended outcomes of your decision**

In November 2022, Newport City Council approved its new [Corporate Plan 2022-27](#), and during 2023, a number of strategic documents have been developed, such as the [Digital Strategy 2022-2027](#) and the Strategic Equality Plan, which will be published next year.

The People Plan 2023 - 2028 is a critical component of the Council's overall strategy and delivery of the Corporate Plan. This plan sets out people's practice focus for the immediate period and into the next few years, ensuring we have a clear set of priorities for our workforce. It is a deliberate attempt to coordinate plans, actions, and initiatives to manage our workforce effectively. The strategic themes, objectives and four themes of our Values and Behaviours will embed our workforce approach and support our culture.

**3. Who are the main stakeholders who may be impacted by your decision and what data do you hold on them? Consider communities of place (people who live in the same geographic area) and communities of interest (people who share particular characteristics but may live in different geographic areas). Stakeholders may include residents, local businesses, community groups, staff or partners.**

The main stakeholders who will be impacted by this plan will be all Newport City Council staff and in some cases our residents.

Information about the population of Newport can be found here <https://www.newport.gov.uk/documents/One-Newport/Profiles/Community-Wellbeing-Profile-2019-Newport-Population.pdf>

## Part 2: Engagement

When completing this section, you need to consider whether you have sufficient information about the views and experiences of people who your decision will impact upon. If you don't, you may need to undertake a period of engagement/consultation before continuing. An FEIA is a live document, so can be updated with consultation findings, and amended as needed during the decision-making process.

The council has a duty to consult and engage with people who may experience inequalities as a result of your decision. This includes people **who share Protected Characteristics** (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and people who **have lived experience of socio-economic disadvantage**. The council's Youth Promise also requires us to ensure **all young people in Newport are listened to and included in decisions affecting them**.

The council also has a duty to ensure that any consultation is available bilingually (in Welsh as well as English), and you may like to consider any other community languages that are spoken by people who may be impacted by your decision. Below are some questions that should be included in any public consultation relating to a decision which may impact on the use of Welsh language in Newport:

1. Do you believe that the proposed decision/policy will have a positive or negative effect on opportunities to use the Welsh language?
2. If you think it will have a negative effect, what steps could we take to lessen or remove this and improve positive effects?
3. Do you believe that the proposed decision/policy will treat the Welsh language less favourably than the English language?

### 1. How have you engaged with people who may be affected by your decision (the stakeholders you have identified)?

Several development sessions have been held to consider activities essential to the organisation's workforce. Development sessions have initially included engagement with the wider Human Resources, and Organisational Development functions to ensure linkage to workforce issues and service area workforce plans.

This was followed by further engagement with staff, including key stakeholders responsible for supporting key strategies such as the Corporate Plan, Staff Networks, Trade Unions, Newport Manager Network, and wider staff through staff survey feedback. As our strategic themes and actions emerged, the Corporate Management Team, Directors, and Chief Executive considered and provided feedback on our identified themes.

### 2. What do you know about the views or experiences of people who may be affected by your decision?

To be added



## Part 3: Assessment

This section requires you to assess the potential impact of your decision on a range of groups who may experience specific disadvantages. Your assessment should be supported by evidence – either from your own engagement/consultation, similar or previous engagement, what you already know about the people who access your service, or from local and national sources of information.

Useful documents which set out information about how communities are impacted by inequalities include [EHRC – Is Wales Fairer?](#) and the council's [COVID-19 Community Impact Assessment](#). Your decision may have both positive and negative impacts – if this is the case, please place a cross in both boxes.

### 1. Impact on people that share Protected Characteristics

[Protected Characteristics](#) are defined under the Equality Act 2010, and describe groups of people who are protected from discrimination, either in the workplace, or through the provision of goods and services. The council must consider how decisions may impact on people differently because of a protected characteristic, and how any negative impact could be reduced. National guidance on assessing equality impacts and the Public Sector Equality Duty can be found [here](#). You can also access further advice and examples of positive and negative impacts [here](#).

Protected characteristic	Impact:			<p><b>Provide further details about the nature of the impact in the sections below, considering the Public Sector Equality Duty that the council has to:</b></p> <ol style="list-style-type: none"> <li>Promote equal opportunity across different groups</li> <li>Promote community cohesion</li> <li>Help eliminate unlawful discrimination/ harassment/ victimisation</li> </ol>
	Positive	Negative	Neither	
<b>Age</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people of all ages.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted. This is likely to increase the capability of staff of different age ranges to work in favourable conditions.</p>
<b>Disability</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation &amp; Transformation and Employee Well-being, will positively impact disabled people, including those with physical or sensory impairments, learning disabilities and mental health conditions.</p>

Protected characteristic	Impact:			<p><b>Provide further details about the nature of the impact in the sections below, considering the Public Sector Equality Duty that the council has to:</b></p> <ol style="list-style-type: none"> <li>1. Promote equal opportunity across different groups</li> <li>2. Promote community cohesion</li> <li>3. Help eliminate unlawful discrimination/ harassment/ victimisation</li> </ol>
	Positive	Negative	Neither	
				<p>These themes include a number of objectives to increase the representation of disabled staff and promote/support their well-being within the workplace.</p>
<b>Gender Reassignment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation &amp; Transformation and Employee Well-being, will positively impact people that share this protected characteristic.</p> <p>These themes include a number of objectives to increase the representation of Trans+ staff and promote/support their well-being within the workplace.</p>
<b>Marriage or civil partnership</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people who share this protected characteristic.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.</p>
<b>Pregnancy or maternity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people who share this protected characteristic.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.</p>
<b>Race</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation &amp; Transformation, will positively impact Black, Asian and Minority Ethnic people.</p> <p>This theme includes a number of objectives/actions to address the under-representation Black, Asian and Minority Ethnic people in the workforce, including recruitment, retention and the promotion of an inclusive culture.</p>

Protected characteristic	Impact:			<p><b>Provide further details about the nature of the impact in the sections below, considering the Public Sector Equality Duty that the council has to:</b></p> <ol style="list-style-type: none"> <li>Promote equal opportunity across different groups</li> <li>Promote community cohesion</li> <li>Help eliminate unlawful discrimination/ harassment/ victimisation</li> </ol>
	Positive	Negative	Neither	
<b>Religion or Belief or non-belief</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation and transformation, will positively impact people from all religious backgrounds.</p> <p>This theme includes objectives and associated actions to promote inclusion by raising awareness of different beliefs and encouraging respect/understanding of differences between individuals.</p>
<b>Sex</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people who share this protected characteristic.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.</p>
<b>Sexual Orientation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the proposed plan, particularly Representation &amp; Transformation, will positively impact LGBTQ+ people.</p> <p>This theme includes a number of objectives/actions to address the under-representation LGBTQ+ people in the workforce, including recruitment, retention and the promotion of an inclusive culture.</p>

## 2. Impact on Welsh Language



The Welsh Language (Wales) Measure specifies that for all policy decisions, the council must consider the effects (both positive and negative) on the Welsh language. For further guidance on Welsh language considerations see [here](#).




	Impact:			
	Positive	Negative	Neither	
<b>Welsh Language</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the proposed plan, particularly Representation &amp; Transformation, will positively impact the Welsh Language and compliance with Welsh Language Standards</p> <p>This theme's objectives include the promotion of the use of the Welsh language by increasing the number of Welsh speakers within the workforce. This will likely increase the visibility of the Welsh Language within the organisation and support the organisation to meet Welsh Language standards.</p>



**1. Please describe how you have ensured your engagement has considered the view of Welsh speakers in Newport and the impact of your decision on the Welsh language.**

The development of the proposed plan has involved engagement activities and development sessions with various internal and external stakeholders. This has captured the views and opinions of a wide range of people, including the Welsh Language Implementation Group and Welsh speakers.

### 3. The Sustainable Development Principle

The Well-being of Future Generations Act puts in place a sustainable development principle which helps organisations consider the impact they could have on people living in Wales in the future, and ensure they are focused on tackling long-term challenges. Below, consider how your decision promotes, advances, or contradicts the [5 ways of working](#) which underpin the sustainable development principle. You can access further guidance on considering the sustainable development principle [here](#).

<p>Long term</p> 	<p><i>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</i></p>	<p>The development of the People Plan and next steps thereafter such as Workforce Plan will support longer-term aspirations and ensure a sustainable workforce for the future</p>
<p>Prevention</p> 	<p><i>Putting resources into preventing problems occurring or getting worse</i></p>	<p>The proposed plan will contribute to building and mobilising workforce capacity to contribute to the prevention of mitigating workforce concerns.</p>
<p>Integration</p> 	<p><i>Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</i></p>	<p>The People Plan is a critical component of the delivery of the Corporate Plan and supports a number of the Council's Wellbeing Objectives:</p> <ul style="list-style-type: none"> <li>• Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.</li> <li>• Newport is a city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.</li> <li>• Newport is a supportive city where communities and care are at the heart of what we do.</li> <li>• Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.</li> </ul> <p>The proposed plan also supports Wales' wellbeing goals of:</p> <ul style="list-style-type: none"> <li>• A resilient Wales</li> <li>• A healthier Wales</li> </ul>

		<ul style="list-style-type: none"> <li>• A more equal Wales</li> <li>• A Wales of more cohesive communities</li> </ul>
<p>Collaboration</p> 	<p><i>Working together to deliver objectives.</i></p>	<p>The development of the proposed plan has involved engagement with a wide range of people, including the Corporate Management Team, Staff Networks, Newport Managers Network.</p> <p>Collaboration with all internal stakeholders will remain ongoing in the delivery of this plan.</p>
<p>Involvement</p> 	<p><i>Involving those with an interest and seeking their view - ensuring that those people reflect the diversity of the area.</i></p>	<p>The People Plan has been developed using an integrated approach involving engagement activities and development sessions with various internal and external stakeholders, including the Corporate Management Team, Staff Networks, Newport Managers Network and Trade Union. Feedback identified by stakeholders is reflected in the plan.</p>

## 4. Socio-economic Duty

The [Socio-economic Duty](#) is set out in the Equality Act 2010, and requires the council, when making strategic decisions, to pay due regard to the need to reduce the inequalities of outcome that result from socio-economic disadvantage. Inequalities of outcome are felt most acutely in areas such as health, education, work, living standards, justice and personal security, and participation.

A 'strategic decision' is defined by Welsh Government as a decision **which affects how the council fulfils its statutory purpose over a significant period of time and does not include routine 'day to day' decisions.** Strategic decisions include:

- Corporate plans
- Setting wellbeing, equality and other strategic objectives
- Changes to, or development of public services
- Strategic financial planning
- Strategic policy development

If you do not think your decision meets this definition, and you do not plan on carrying out a Socio-economic Duty Assessment in this section, please provide your rationale below. Any decision which is presented to a Cabinet Member, at Cabinet or Council will be viewed as a strategic decision.

If your decision does meet the definition, please consider the impact of your decision on the socio-economically disadvantaged groups, and areas of inequality that may arise from socio-economic disadvantage contained in the matrix below. The groups listed are not exhaustive and you should consider any additional groups relevant to your decision who may experience socio-economic disadvantage in the following ways:

- **Low Income/Income Poverty** - cannot afford to maintain regular payments such as bills, food, clothing, transport etc.
- **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 provisions for the future
- **Material Deprivation** - unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)
- **Area Deprivation** - where you live (rural areas), where you work (accessibility of public transport)
- Socio-economic Background – for example, parents' education, employment and income

Indicate a positive or negative impact, or both where they apply, and the severity of this impact by coding the sections of the grid based on the below. *If there is no/neutral impact, please leave blank.*

Negative Impact		Positive Impact	
N1	Negative impact – mild	P1	Positive impact – mild
N2	Negative impact – moderate	P2	Positive impact – moderate
N3	Negative impact – significant	P3	Positive impact – significant
N4	Potential for negative impact (but unsure)	P4	Potential for positive impact (but unsure)

Areas of inequality that may arise from socio-economic disadvantage – definitions							
<b>Education</b> :The capability to be knowledgeable, to understand and reason, and to have the skills and opportunity to participate in the labour market and in society							
<b>Work</b> : The capability to work in just and favourable conditions, to have the value of your work recognised, even if unpaid, to not be prevented from working and to be free from slavery, forced labour and other forms of exploitation							
<b>Living Standards</b> : The capability to enjoy a comfortable standard of living, in appropriate housing, with independence and security, and to be cared for and supported when necessary.							
<b>Justice, Personal Security and Community Safety</b> : The capability to avoid premature mortality, live in security, and knowing you will be protected and treated fairly by the law							
<b>Health</b> : The capability to be healthy, physically and mentally, being free in matters of sexual relationships and reproduction, and having autonomy over care and treatment and being cared for in the final stages of your life							
<b>Participation</b> : The capability to participate in decision making and in communities, access services, know your privacy will be respected, and express yourself							
Groups	Areas of inequality						
	Living Standards	Work	Health	Education	Justice and community safety	Participation	Physical Environment
Children living in poverty							
Low income households without dependent children		P4	P4	P4			
Unemployed young people		P4	P4	P4			
Long term unemployed		P4	P4	P4			
Homeless households							
Refugees, migrants and asylum seekers		P4	P4	P4			
Deprived neighbourhoods - WIMD rank in 10% most deprived LSOA		P4	P4	P4			
People on Universal Credit / income related benefits		P4	P4	P4			

Adults with no qualifications or low qualifications		P4	P4	P4			
People living in low quality housing or in Houses of Multiple Occupation							

**1. What evidence do you have about socioeconomic disadvantage and inequalities of outcome in relation to this decision?**

The People Plan will possibly reduce inequalities of outcome for some groups experiencing socio-economic disadvantage against the areas of work, health, education, and participation.

The proposed plan will reduce potential inequalities of outcome in work as the strategic themes, particularly Representation & Transformation and Emotional well-being, include objectives to address the under-representation within the organisation and provide support for employees with cost-of-living concerns. This is likely to improve access and the capability to work in just conditions for those experiencing socioeconomic disadvantage.

The proposed plan will reduce potential inequalities of outcome in health as the strategic themes, particularly Emotional well-being, include objectives to continue to support a variety of working practices to support our workforce whilst at work and create an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.

The proposed plan will reduce potential inequalities of outcome in education as the strategic themes, particularly Representation & Transformation, includes an objective related to the organisation's Learning & Development offer and ensuring it aligns to the transformation plan, digital/automation era and staff wellbeing.

**2. Please describe how you have ensured your engagement has considered the views of people living in Newport who are affected by socio-economic disadvantage.**

The development of the proposed plan has involved engagement activities and development sessions with various internal and external stakeholders. This has captured the views and opinions of a wide range of people, including staff and people living in Newport who are likely to be affected by socio-economic disadvantage.

**3. Does this decision contribute to a cumulative impact?**

This decision does not contribute to a negative cumulative impact as all outcomes will be positive.

**Part 3: Actions and Outcomes**

Considering any negative impacts that you have identified, indicate below how you will reduce these, increase the potential for positive impacts, and how you will monitor those impacts. Further guidance on how to complete your action plan can be found [here](#).

IMPACT ON PEOPLE THAT SHARE PROTECTED CHARACTERISTICS			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner
IMPACT ON WELSH LANGUAGE			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner
SOCIO-ECONOMIC IMPACTS			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner

SUSTAINABLE DEVELOPMENT PRINCIPLE			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner

Once your FEIA is complete, please forward to [nccequality@newport.gov.uk](mailto:nccequality@newport.gov.uk)