



<p><b>Name of the Officer</b> Matthew Gatehouse</p> <p><b>Phone no:</b> 01633 644397 / 0778 555 6727 <b>E-mail:</b> matthewgatehouse@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p>To create and operate a Post Office within Usk Community Hub following the announcement of the planned closure of the current facility on Bridge Street.</p>
<p><b>Name of Service area:</b> Policy Governance and Customer Service</p>	<p><b>Date:</b> 20 November 2018</p>

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The proposal should benefit people of all ages. The Office is used by people of all generations but its loss would be felt particularly by older residents and those without access to a car who would otherwise need to journey to other towns to conduct transactions.	None identified at this safe	No additional actions identified at this stage

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	People with a disability are less likely to own a car and a proposal to retain a local post office would be beneficial to people who have mobility issues and cannot easily travel to other towns to access services		Explore the effectiveness of chatbots for people with visual impairments who may be using them over a screen-reader.  Further improve the accessibility of the council's website using guidance developed by the Government Digital Service
Gender reassignment	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Marriage or civil partnership	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Pregnancy or maternity	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Race	None identified	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Religion or Belief	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Sex	None identified	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Sexual Orientation	None	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Welsh Language		None identified	All Post Office Material is bi-lingual


<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Poverty	Post Office's enable people who do not have their own transport to access financial services ensuring greater equality of access.	None identified	None identified





**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Preserving a local service would have positive benefits for local businesses who would be without a local financial service to deposit and withdraw cash.	Ensure that staff working in the council's hub learn new skills that contribute to their future careers and employment prospects.  Post Office users will gain greater exposure to the offer from community hubs including These include digital literacy and other courses that could potentially improve their career prospects.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Availability of a local service reduces car journeys, congestion and the resulting carbon emissions which are harmful for the environment.	No potential actions identified at this stage
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Local Post Offices provide people with access to many services which have a positive impact on their well-being	By locating the Post Office alongside community education services in the hub there are potential advantages to increase people's awareness of the courses on offer which can have a positive impact on well-being.
<b>A Wales of cohesive communities</b>	By investing in a local service we enabling contributing to helping a local community to thrive	No potential actions identified at this stage

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Communities are attractive, viable, safe and well connected		
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impacts have been identified at this stage	No potential actions identified at this stage
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Post Office users will gain greater exposure to the offer from community hubs including cultural and language courses.	No potential actions identified at this stage
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Post Office's enable people who do not have access to transport and to access financial services ensuring greater equality of access.	No potential actions identified at this stage

### 3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	Once local services disappear we know they are unlikely to return. This proposal carries a short-term financial cost but it is one that could preserve a service with long-term benefits for the local community.	None identified at this stage

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="129 467 293 496">Collaboration</p> <p data-bbox="333 256 510 480">Working together with other partners to deliver objectives</p>	<p data-bbox="544 256 1317 352">A collaboration between Post Office Ltd and Monmouthshire County Council would be a UK first contributing to the aspirations of both organisations</p>	<p data-bbox="1350 256 1682 280">None identified at this stage</p>
 <p data-bbox="141 740 295 769">Involvement</p> <p data-bbox="349 520 512 703">Involving those with an interest and seeking their views</p>	<p data-bbox="544 520 1290 647">The pace with which this proposal has arisen means there has not been extensive consultation at this stage. However, politicians at all levels have received representations from local people indicating the importance of the local post office.</p>	<p data-bbox="1350 520 1980 544">Continue to seek user feedback to enhance the offer.</p>
 <p data-bbox="152 1023 293 1051">Prevention</p> <p data-bbox="342 783 506 1078">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="544 783 1301 879">Investing in a local services and ensuring its continuity would prevent future problems from poor access to that service arising in future</p>	<p data-bbox="1350 783 1682 807">None identified at this stage</p>
 <p data-bbox="159 1366 300 1394">Integration</p> <p data-bbox="349 1126 521 1382">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="544 1126 1308 1254">At this stage there are no competing impacts that need to be re-considered. The proposal is seeking to bring multiple important local services into a single place to ensure their viability and sustainability through economies of scale.</p>	

**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	<b>Describe any positive impacts your proposal has</b>	<b>Describe any negative impacts your proposal has</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Social Justice	Monmouthshire's Social Justice Strategy identified that rural isolation and a paucity of transport and services into rural communities is a critical barrier for some in getting the help they need. By retaining key local service the proposal is making a contribution to minimizing these barriers	None identified	By locating the Post Office alongside community education services in the hub there are potential advantages to increase peoples' awareness of the courses on offer. These include digital literacy and other courses that could improve peoples' career prospects.
Safeguarding	No safeguarding implications have been identified at this time.	None identified	None identified at this stage
Corporate Parenting	No corporate Parenting implications have been identified at this time.	None identified	None identified at this stage

**5. What evidence and data has informed the development of your proposal?**

<ul style="list-style-type: none"> <li>• Volume and value of likely transactions data from Post Office Ltd</li> <li>• Estimated operating costs for the new service</li> </ul>
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**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The Post Office is used by people of all generations but its loss would be felt particularly by older residents and those without access to a car who would otherwise need to journey to other towns to conduct transactions contributing to congestion and increasing carbon emissions. Preserving a local service would have positive benefits for local businesses who would be without a local financial service to deposit and withdraw cash.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible
No additional actions at this stage		

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Pre-Cabinet Consultation	Scheduled for 19 <sup>th</sup> December	