

News article submission form

Please note all articles need to be submitted **10 working days in advance of your preferred publication date.**

Your details

Name	[Redacted]
Email address	[Redacted]@gov.wales
Department	Permanent Secretary's Group
Page Owner <i>This is the contact point for queries and can be a mailbox or an individual and will be published in the article</i>	PolicySupport mailbox
Have you obtained the sign off for the article to be published? <i>(e.g. senior manager)</i>	Yes
Who is your article aimed at? <i>(e.g. all staff, Aberystwyth based staff, specific departments)</i>	All staff
What is the purpose of your article?	To remind staff of the need to consider the impacts on people with protected characteristics and children when developing policies and emergency measures.
Preferred date of publication 10 working days notice is required	w/c 14 April.

Next steps:

- Once you have completed the article details, email your completed form and image to NewsService@gov.wales
- We will review your submission and confirm if it's possible to publish your article. If you have not been contacted within two days, please check your article has been received.
- We may need to edit your article so it is consistent with our internal news values. If we suggest any major changes to your article, we will return your article for approval.

General queries or comments: NewsService@gov.wales

Urgent queries: [Redacted] or [Redacted]

Article details

- The news team reserve editorial control and may amend your text.
- We will arrange for translation into Welsh if you send the article in English only.
- We cannot include hyperlinks in the main article – these will be added to the ‘Related links’ of the right hand side of the published article.
- You must include a high quality image

Title No more than 57 characters including spaces	Covid-19: Policies and Impact Assessments
Main article The first line should be a summary of your article and be no more than 248 characters (including spaces) The article should be no more than 300 words . Think about using sub-headings and bullet points to break up long paragraphs.	<p>Many of us are developing policies at pace in response to the emerging situation and it’s really important to think about the potential impacts.</p> <p>Whilst everyone is adversely impacted by Covid-19, many with protected characteristics and children are likely to be experiencing increasingly disproportionate suffering. When we are taking decisions at pace we need to ensure that these aren’t having unintended negative impacts. Where adverse impacts cannot be avoided every attempt should be made to mitigate them and take opportunities to promote equality.</p> <p>Given the exceptional prevailing circumstances, there may be occasions when compliance with statutory obligations to assess impact cannot be secured. In those circumstances, the steps below provide basic guidance to ensure a proportionate response:</p> <ol style="list-style-type: none"> 1. Keep a clear record of the reasons for departing from the usual methods of assessing impact and the steps taken. 2. Ensure such decisions to depart from the usual approach are proportionate and justified; consider the merits of this separately for each case. 3. Apply the principle that, as a minimum, Ministers must demonstrate they have consciously directed their minds to their obligations (equality and the duty to have ‘due regard’ to the United Nations Convention on the Rights of the Child for every decision). 4. Keep records of decision-making, including all relevant factors taken, or not taken, into account and the impact on compliance with statutory obligations. 5. Consider future opportunities to review decisions, to more comprehensively monitor impact and to comply with engagement provisions. <p>Any decision to dispense with assessing impact will carry a high level of risk and should be avoided if possible. As an absolute minimum, Ministers must be able to demonstrate they have consciously directed their minds to their statutory obligations when</p>

	making decisions. Crucially, they must be advised of the impact of decisions and legislation on those who might be most marginalised and disadvantaged.
Links	
Supporting information (insert hyperlinks for iShare documents here) Please also include the type of document, e.g. PDF, Word, Excel	
Related intranet pages (insert links to intranet pages here)	<p>Integrated Impact Assessment https://wales365uk.sharepoint.com/sites/Intranet-Policy-Making-Legislation/SitePages/Integrated-Impact-Assessments.aspx</p> <p>Coronavirus (COVID-19) - Guidance for policy staff https://wales365uk.sharepoint.com/sites/Intranet-Policies-Guidance-Resources/SitePages/Coronavirus-COVID-19-Guidance-for-policy-staff.aspx</p>
External websites (insert links to external websites here)	A summary of the UN Convention on the rights of the child https://gov.wales/sites/default/files/inline-documents/2019-03/UNCRCPosterProfessional.pdf
Tools (insert links to Learning Lab, SAP, MATS, iPayview, Appoint etc. here)	
Forms (insert links to intranet forms here)	
Images	<ul style="list-style-type: none"> • You must include a suitable image to accompany your article. • Images should be landscape, in a high resolution and submitted as a png file – the larger the better! If there is text in the image, you can provide either a bilingual image or a Welsh and English version. • You must ensure that you have the necessary copyright to use the image. • You must ensure you have the necessary permissions under GDPR if colleagues are included in the image.

If you are submitting your article in Welsh, please use the space below:

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