

12 July 2021

**Please note venue
for meeting**

Dear Members

Council Meeting

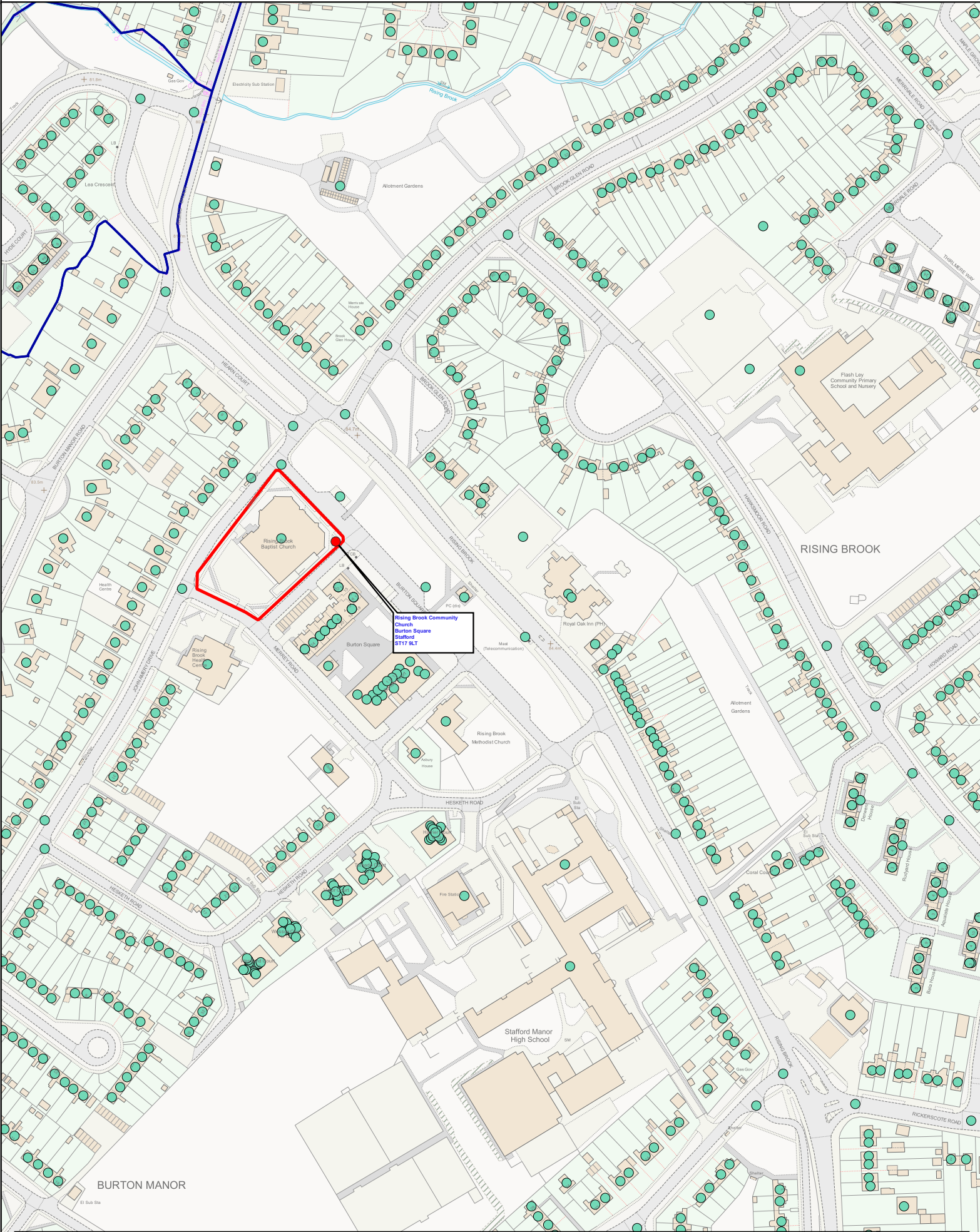
I hereby give notice that a meeting of the Council will be held at

Rising Brook Community Church, Burton Square, Stafford, ST17 9LT on

Tuesday 20 July 2021 at the conclusion of the Special Council meeting to deal
with the business as set out on the agenda.



Tim Clegg
Chief Executive



COUNCIL MEETING - 20 JULY 2021

Mayor, Councillor Tony Nixon

A G E N D A

- 1 Approval of the Minutes of the meeting of Council held on 17 May 2021 as published in Digest No 277 on 11 June 2021.
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Announcements (Paragraph 3.2(iii) of the Council Procedure Rules)
- 5 Public Question Time

The following Public Questions have been received pursuant to Paragraph 11.1 of the Council Procedure Rules:-

(a) Neil Thomas

- “1 Has the Leader read the initial proposals of the Boundary Commission for England as they affect the 12 Parliamentary Constituencies of Staffordshire and, in particular, the three to be largely in the Borough of Stafford, as published on June 8, 2021?
- 2 What action does the Leader propose the Council should take in order to respond to the public consultation on these proposals (which are very controversial) closing on August 2, 2021?
- 3 Will he now make a full statement on this?”

(b) Maureen Alecock

“In view of the fact that there has been a great increase in vehicular traffic in Stafford over the past six months, and knowing that car emissions are one of the chief causes of atmospheric pollution, what measures do you propose to put in place to encourage people to use their cars less, thus empowering them to play their part in working towards the Borough's Green Strategy to reduce carbon emissions by 2040. Though indeed 2030 would be a more realistic target if we are seriously talking about a climate emergency”.

(c) Roger Oldfield

“This month sees the second anniversary of the Declaration of a Climate Emergency. In a press release about the January 2020 consultation on the Climate Change and Green Recovery Strategy Councillor Price said: ‘This is everybody’s responsibility – and we need to work with, and have the support of, our whole community.’ How has the Council over the last two years worked with the whole community and sought to gain its support”?

6 Councillor Session

Councillor A N Pearce has submitted the following question in accordance with Paragraph 12.3(b) of the Council Procedure Rules:-

“The need for Stafford Borough Council to be pro-active in promoting the planting of more trees in the Borough, both at part of a carbon reduction strategy and a way of increasing biodiversity, has been raised in motions to Council on two previous occasions. Both motions were defeated.

Assurances were given that the Council is developing a tree strategy but this has not materialised. It would seem that a tree strategy will be part of the revised Local Plan. However, this will only apply in relation to new development proposals.

With regard to the Council’s own stock of trees, it is understood that a plan is being developed in relation to maintenance but that this does not extend to plans for new planting on Council owned land.

Neither, it would seem, are there any proposals to promote tree planting with other land owners.

I suggest that the time has come for a comprehensive tree promotion and protection plan to be developed by the Council”.

7 Notice of Motion

A Notice of Motion pursuant to Paragraph 13.1 of the Council Procedure Rules has been proposed by Councillor R P Cooke and seconded by Councillor A D Hobbs as follows:-

“This Council:

Is concerned about the number of cases reported to the RSPCA each year regarding pets given as prizes via fairgrounds, social media and other channels in England - and notes the issue predominantly concerns goldfish;

Is concerned for the welfare of those animals that are being given as prizes;

Recognises that many cases of pets being given as prizes may go unreported each year;

Supports a move to ban the giving of live animals as prizes, in any form on Stafford Borough Council land.

The Council agrees to:

Ban outright the giving of live animals as prizes, in any form, on Stafford Borough Council land;

Write to the UK Government, urging an outright ban on the giving of live animals as prizes on both public and private land”.

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10	Any items referred from Scrutiny Committee(s)	-

Chief Executive

Civic Centre
Riverside
Stafford
ST16 3AQ

ITEM NO 8**ITEM NO 8**

Report of:	Corporate Business and Partnerships Manager
Contact Officer:	Dr Tracy Redpath
Telephone No:	01785 619195
Ward Interest:	Nil
Report Track:	Cabinet 10/06/21 Council 20/07/21

COUNCIL**20 JULY 2021****Draft Equalities and Inclusion Policy 2021 -2024**

The following matter was considered by Cabinet at its meeting held on 10 June 2021 and is submitted to Council for approval.

1 Purpose of Report

- 1.1 To consider the refresh of the corporate equality and inclusion policy for 2021 – 2024.

2 Recommendation

- 2.1 That Members consider and agree the revised Equality and Inclusion Policy 2021 – 2024 for implementation in July 2021.

3 Key Issues and Reasons for Recommendation

- 3.1 The equality policy, contained in **APPENDIX 1**, has been revised and aligned to the corporate business plan.
- 3.2 The plan sets out two main objectives which are directly linked to the corporate business objectives and these are:
- Organisational commitment
 - Delivering the best outcomes for residents, businesses and visitors in our borough
- 3.3 The refreshed plan is currently supported by a revised community impact assessment, contained in **APPENDIX 2** and approval is sought for the plan to be agreed and submitted to council for ratification. The plan will be implemented in July 2021.

4 Relationship to Corporate Business Objectives

- 4.1 The plan directly supports the four business objectives contained in the corporate business plan.

5 Report Detail

- 5.1 Since the early 2000's, like most public authority bodies, the Council has had a statutory duty to publish an equality policy and/or scheme.
- 5.2 Since 2011 the Equality Act has required public bodies to have due regard to:-

- eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not

These are sometimes referred to as the three aims or arms of the general equality duty.

- 5.3 In addition to this there are also three specific duties placed on local authorities which are:
- publish information to show compliance with the Equality Duty on an annual basis
 - publish specific and measurable equalities objectives
 - publish those objectives in such a manner that they are accessible to the public
- 5.4 The council address these requirements through the formulation and publication of an equality policy. The policy set out how we aim to fulfil the requirements of the Act and details our equality objectives, stating how we will deliver these over the next three years. The policy contains two broad areas of focus that relate to:
- Organisational commitment
 - Delivering the best outcomes for residents, businesses and visitors in our borough

These are then broken down into objectives and detail why they are important and how we can demonstrate them. If agreed, these will be translated into a delivery plan that will sit behind the policy and monitored by each service area through Leadership Team.

- 5.5 The refreshed plan is supported by a process of community impact assessments. The standard form has recently been revised to ensure that the process is holistic and is still fit for purpose, this is contained in **APPENDIX 2**. In addition to this there is a recommendation that section 6.2 of the cabinet report template is amended to include provision for officers to state explicitly the recommendations from the community impact assessment in relation to the public sector equality duty and if there are any wider community impacts as proposed below:

5.6	Community Impact Assessment Recommendations	Impact on Public Sector Equality Duty: Wider community Impact:
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It is also proposed that all impact assessments are submitted to Leadership Team with the items for final approval and sign off.

- 5.7 It is therefore recommended that cabinet approve the amended plan and submit it to council in July 2021 for ratification.

6	Implications
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6.1	Financial	Nil
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment (CIA) Recommendations	<p>The policy outlines the aims and objectives of the public sector equality duty and areas of consideration in order to demonstrate services, policies and procedures have been planned in a holistic and inclusive way.</p> <p>There are no known impacts against any of the protected characteristics that have been identified.</p> <p>The policy does not directly impact on any of the wider community impact areas but these will be considered by each service area of the council through the CIA process.</p>
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Previous Consideration – Cabinet – 10 June 2021 – Minute No CAB4/21
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Background Papers - Corporate Business and Partnerships
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Draft Equality and Inclusion Policy

2021 – 2024

Document title:	Equality and Inclusion Policy 2021 - 2024
Owner:	Corporate Business and Partnerships
Status:	Draft Version 4
Effective from:	July 2021
Approved on:	
Review date:	March 2024
Previous update:	April 2018
Updated by:	Corporate Business and Partnerships
Purpose:	Outlines the aims and objectives of the public sector equality duty and areas of consideration in order to demonstrate services, policies and procedures have been planned in a holistic and inclusive way.

Foreword

Over the years we have seen our communities become more complex and diverse and in the last 18 months we have seen the devastating effect of the Covid-19 pandemic on those communities. The pandemic has highlighted not only the resilience of our communities and residents but also the vulnerabilities and we have a moral obligation to make sure that they are all treated fairly and equally.

All public bodies have a duty to comply with the 2010 Equality Act but over and above our legal responsibilities, fairness and equality are moral obligations for everyone working for the council across a wide range of services – whether delivering front line services to meet the needs of a diverse population across the Borough or in our dealings with our colleagues. Equal treatment reduces barriers of access and opportunity that people with protected characteristics may experience either as individuals or as groups that may be less likely to enjoy positive outcomes due to discrimination, prejudice or other reasons such as socio-economic, health or educational factors.

Organisations benefit from employees with a breadth of talent and experience that equips them to work with people from all backgrounds and circumstances and, through access to a supportive environment, practices and culture within the workplace they will be happier and more productive. We all benefit from shared values of respect, an understanding of how other people live, and a sense of belonging within an organisation, community or family. We all have the right, and deserve the chance, to achieve our potential while being truly ourselves.

Collectively, our equalities and diversity activities, as well as what we do, bring communities together creating strong and tangible benefits for everyone.

Councillor Mike Smith

Deputy Leader and Cabinet Member for Resources

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1. Why do we need an Equality Strategy?

Our vision is to have a prosperous and attractive borough with resilient communities and we realise that this vision can only be achieved if we promote equality of opportunity for all groups of people and eliminate discrimination and harassment both in our role as an employer and as a provider of services. This focus on equality, diversity and inclusion is one that is rooted in the desire to make sure that there is representations across the authority to support the strengthening of inclusive services to our communities.

Covid-19 has had a devastating effect on the whole Country, on families that have lost loved ones, the economy, and the way we live our lives. During our responses to Covid-19 we have continued to provide essential services and to support to those residents who are most vulnerable. Our Covid-19 recovery plans recognised the impact that the pandemic had on different groups such as ethnic minority communities and communities in areas of deprivation so we need to guarantee that different groups' position in society, issues of poverty, health and wellbeing are taken into account in everything we do.

While our fundamental approach to equalities remains unchanged, in line with our Public Sector Equality Duty responsibilities, we know that we cannot stand still in a changing world. True commitment to fair and equal treatment for everybody means constantly seeking to improve what we do already as well as ensuring that the council can respond to new challenges, either directly or by working closely with others.

Specific hate crimes or activities on the grounds of extremist views or directed towards a particular faith or belief, including Antisemitism and Islamophobia, or any ethnic group, are a threat to good relations and community cohesion. Over the past 12 months we have seen rises in the number of pressure groups from the left and right so we are proactively working with our partners to monitor this situation. The impact of Britain leaving the European Union is much of an unknown at this present time but we are working with our partners and communities to plan and mitigate any major impact that this might have on the borough.

Making people more aware of equalities issues, rights and risks is also part of our renewed focus in this strategy. Accessibility of information, not just in the sense of providing the formats that people need, but also good quality and clear information about the council and its services, will be a priority so that people's engagement with the council, including those of seldom heard groups, can be improved. We also want to ensure that all our staff are fully aware of the responsibilities they have, in their day to day roles in services and with colleagues at work, for advancing the council's equality and diversity objectives. We will continue to provide staff with a range of mandatory and bespoke equality and diversity training as well as seeking how this can be more widely taken up throughout the council including by elected members. Improving the representation of staff from protected characteristic groups at management levels within the council will also remain as a priority.

2. What the law says about equalities

The Equality Act became law in October 2010. For the first time it brought together all of the legal requirements for equality that private, public and voluntary organisations must follow when they work with their employees and the public.

Section 149 of the Equality Act 2010 places a duty on public sector organisations to pay due regard to:

- eliminate unlawful discrimination (harassment, victimisation and any other prohibited conduct)
- advance equality of opportunity between those who share a protected characteristic and people who do not
- foster good relations between those who share a protected characteristic and people who do not

This is known as the Public Sector Equality Duty (PSED), and this puts in place some other things that the Council must do to show that it is working fairly. The Equality Act 2010 brings together all previous anti-discrimination laws into a single act to make the law easier for people to understand and comply with and to remove inconsistencies.

The new duty applies to 'relevant protected characteristics' which are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex (gender)
- sexual orientation

(**APPENDIX 1** provides a definition of each of these protected characteristics)

As part of this duty we are required to:

- publish information to show compliance with the Equality Duty on an annual basis
- publish specific and measurable equalities objectives
- publish those objectives in such a manner that they are accessible to the public

3. Context

Stafford Borough has experienced significant economic growth over the past few years which has delivered investments in the town centre and surrounding areas and increases in the population. The Borough lies in the centre of the county, is home to the county town of 'Stafford' and the canal town of Stone. It is the largest borough geographically in Staffordshire, covering an area of approximately 230 square miles.

There are approximately 60,000 households in the borough which are predominantly owner-occupied. There are a number of social landlords operating in the area but Stafford and Rural Homes is the largest with around 6,000 homes across the Borough. The average price of a house in Stafford Borough is £184,156 . This is above the Staffordshire average price, but below the national and regional average. For those on lower incomes, homeownership is less affordable than both the West Midlands and England. The ward indicator matrix demonstrates that there are six ward areas that are more deprived and experience poorer outcomes. The wards with the highest levels of need in terms of families and communities facing multiple issues are: Common, Coton, Doxey and Castletown, Forebridge, Highfields and Western Downs and Penkside.

The Borough has an ageing population, with more people living here who are over 65 years; there is a lower proportion of children and young people aged under 24 years of age with average proportions of adults aged 35 – 50 years. The ethnicity of the population is approximately 94% White British, which is comparable to the population of Staffordshire. The general health of our population is important to the future prosperity of the borough. Residents of Stafford Borough generally live longer, with the healthy life expectancy in the district better than the national average for both males (81 years) and females (83 years). However, the life expectancy for both men and women living in deprived areas is six years less.

The changes in the population bring its own challenges and these coupled with the rurality of the borough mean that we need to ensure that the services we provide are holistic, inclusive and accessible to all. Stafford Borough Council is committed to promoting diversity and equality of opportunity to everyone it comes into contact with. Inclusivity is at the heart to all our core values and is explicitly expressed within the three business objectives contained in our corporate business plan:

- To deliver innovative, sustainable economic and housing growth to provide income and jobs .
- To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing resilient communities that promote health and wellbeing.
- To tackle Climate Change by implementing our Climate Change and Green Recovery objectives

- To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.

Our vision is to have a prosperous and attractive borough with strong communities and we realise that this vision can only be achieved if we ensure that we promote equality for all groups of people and eliminate discrimination and harassment both in our role as an employer and as a provider of services.

4. Considering the impact of everything we do

As an authority we have a responsibility to provide excellent services to the public that are value for money to the taxpayer. This is at the core of our values and our approach to equalities, our Corporate Business Plan and also the work we are undertaking on Covid Recovery. Covid has changed everyone's lives; our residents, businesses and the Council (both for employees and Members).

As part of our recovery strategy and planning we acknowledged that now there are opportunities to create a new normal, building on what we have achieved over the past 12 months and linking it to the Digital Customer Strategy, promoting the digital workplace supported by appropriate infrastructure. We now need to consider what our "new normal" is for Customers; Employees, the Council's Operating Model; and Members and how far, and at what pace we want to move forward on our journey over the next 3 years.

Customer expectation is changing and the customer experience is important and needs to be at the core of everything the council does. We need to enable customers to succeed the first time they engage with any of our services and the opportunity to procure a new digital service platform will help us to achieve this. Capitalising on some of these opportunities and benefits would:

- Provide a more efficient service to customers
- Streamline and transform systems and processes
- Reduce our carbon footprint
- Reduce operating costs
- Improve the wellbeing of staff and members

We also aspire to be an employer of choice so the way we operate in the future will be critical to making sure that we are able to attract the right person for the right role. It will be important for us to drive this forward through our recruitment, learning and development and engagement strategies.

5. What are Community Impact Assessments?

The Duty does not set out a particular way for assessing the impact of policies on equality. However, the Duty does require local authorities to have due regard to the aims of the equality duty through their decision making process, service delivery and policy formulation. It is necessary for decision makers to understand the potential impact that their decisions could have on people with different characteristics. Therefore we will continue to carry out Community Impact Assessments as a tool to determine the impact policies and decisions will have on different groups of people.

A Community Impact Assessment is a way of evidencing how proposals for proposed policy, procedure, practice or service do, or may, affect people differently, and if so, whether it affects them in an adverse way. This process is designed to be holistic in the sense that it requires individuals to assess against a framework that encompasses health and community.

Assessments are carried out on all new policies and services, as they are developed and as part of a review programme for existing policies and services. All issues are considered alongside the protected characteristics: age (including children and young people), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6. Procurement

The Equality Act 2010 commits the Council to ensuring that contractors and suppliers also abide by the requirements of the Public Sector Equality Duty.

We will ensure that:

- This policy is communicated to all potential contractors and service providers.
- Contractors and service providers have equality and diversity policies, procedures and practices in place.
- Those acting on our behalf will develop and deliver goods, facilities and services that are appropriate and accessible.
- We will provide opportunities for all to bid for contracts
- We will conduct impact assessments on all major procurement and commissioning activities in order to ensure that they meet equality and diversity commitments.

7. Our commitment as an Employer

The Council aims to promote equality of opportunity for all existing and potential employees, by avoiding working and recruitment practices or arrangements that are discriminatory and engendering a working environment that develops good practice, acts to eliminate prejudice and values diversity. Employment issues covered include

appointments, training, promotion, terms and conditions of service and termination of employment.

- All decisions relating to recruitment, training, promotion or termination will be made on a purely objective basis, relating to skills, experience and ability, and recorded on the forms provided. Guidance Notes on recruitment and selection procedures will be published on the intranet.
- Qualifications or conditions applied must be justifiable in terms of the demands of the job.
- Tests must be non-discriminatory and relate purely to the demands of the job.
- Applicants with a disability are guaranteed an interview if they meet the essential job related criteria; (the Council have the two ticks accreditation)
- Special needs will be met at interview, subject to prior notification. Recruitment details will be available on-line in large print or colour contrast
- Necessary and reasonable adjustments will be made under Section 39 of the Equality Act 2010 for new employees, and for existing employees who develop disabilities.
- Managers and staff involved in recruitment will receive mandatory training and guidance including awareness of equal opportunity issues including the need to encourage people from disadvantaged groups to seek employment with the Authority.
- All staff are made aware of their duty to ensure that the policy is adhered to. This will be highlighted at induction and reinforced by training, in particular Diversity training, and guidance as appropriate.
- Robust policies have been developed, re-defined and publicised as required, e.g. Bullying and Harassment Policy, Grievance and Disciplinary procedures, to ensure that everyone is treated without bias.
- The Council has in place an objective job evaluation process.

Celebrating Successes

- Enabling all our people to be who they are is at the heart of this strategy. If we forget the people behind an equalities issue, we will fail to meet their needs in the best and most inclusive way. But we also believe in recognising and celebrating all the good work that is helping to build and maintain strong relationships between people of different backgrounds, skills and experiences within our workplaces and communities. We want to show how equality matters and the difference it makes to people that they are welcomed in, and can actively contribute to, our wider society. Improving our knowledge of communities, groups and networks and publicising local initiatives and activities will send a strong message that equality works for everyone.

8. Monitoring Workforce Diversity

We will ensure that as a responsible Authority we will collect data on equality and diversity against each of the characteristics. We will use this data to monitor progress against our targets; identify discrimination; assess the impact of changes in employment practices and policies and to assess equality of opportunity in learning and development.

Each year the information on the workforce is published publicly this can be found at <https://www.staffordbc.gov.uk/equalities-and-diversity1>

9. Strategic Objectives and Outcomes

The overarching aim of this policy is that consideration to equality becomes an intrinsic part of daily working, the organisation culture and service delivery. There are two areas of focus that support the aim and objectives in the corporate business plan and these relate to:

- Organisational commitment
- Delivering the best outcomes for residents, businesses and visitors in our borough

Organisational Commitment

Objective	How do we demonstrate this?	Why is this important?
Members, senior managers and staff continue to demonstrate their commitment to equality	Equality and Inclusion is included in the portfolio of Cabinet Lead for Resources	The Council is able to demonstrate the commitment to promoting a culture where equality principles are embedded in everything that we do
	the portfolio of Cabinet Lead for Resources	
	Responsibility for Equality and Inclusion held at senior management level	The Council is able to demonstrate that its Policies/Strategies/Processes are fair and equitable, modern and driving changes required
	Recruitment, Selection, Training, Harassment, Bullying and Discrimination process/policies are reviewed and redesigned as appropriate	The Council is able to evidence how training is making an impact on workforce diversity and in creating an inclusive workforce
	Responsibility for equalities is detailed in job descriptions	
	Equality and Inclusion is embedded in each service area	
	Equality and Inclusion training is rolled out to all staff and elected members and evaluated	

Equality and Inclusion Policy
and CIA's published on the
Council website

Services and policies
are developed using
community impact
assessments
throughout the authority

CIA's undertaken for all new
or revised services,
contracts, policies and
published on the intranet.

High level strategic plans
should ensure inclusivity and
demonstrate equality in service
provision

Actions arising from CIA's
incorporated into cabinet
reports and provision made
in all services and plans

Equality principles included
in all contracts and services

Ensure that workforce
information includes
analysis narrative and
identifies gaps and
plans to address the
gaps

Workforce profile
information is analysed and
published on the council
website on an annual basis

Demonstrates compliance with
Equality Duty 2010

Information will be easier to
understand and will identify
plans to address gaps, meet
targets and assess the impact
of changes in policies and
practices.

Delivering the best outcomes for residents, businesses and visitors in our Borough

Objective	How do we demonstrate this?	Why is this important?
Operate as One Team	<p>Everyone working for the council understanding how they support the delivery of the corporate business objectives and vision.</p> <p>Working together to achieve business objectives</p> <p>Utilising skills and abilities of others to deliver priorities Working collectively, collaboratively to drive forward the ambitions of the council</p> <p>Working together to build resilience in order to achieve the best for the organisation</p> <p>Being an employer of choice</p>	<p>Council able to deliver better outcomes whilst protecting front line services and demonstrating future sustainability</p>
Embrace digital transformation to improve the customer, member, employee experience	<p>Offering different ways in how customers can interact, engage, and communicate with us (Channel Choice)</p> <p>Offering different way in how customers can access our services</p> <p>Communicating and engaging with everyone in the council</p> <p>Investing and developing our members and employees</p> <p>Access Audit and DDA compliance</p> <p>The Website is accessible and easy to use</p>	<p>Our services need to be accessible to all residents.</p> <p>Services provided need to reflect local communities, their demographics and needs.</p> <p>Customer satisfaction and value for money needs to be at the heart of our performance management framework.</p> <p>There needs to be an emphasis on two-way communications - using relevant channels to share information that residents, businesses, partners and other organisations within our communities need to know.</p> <p>Residents, customers,</p>

Services are Digital by Design

businesses and others are listened to through both formal and informal consultations.

Publishing a set of corporate Customer Standards annually.

Consulting residents are consulted about new and changes to existing services.

Producing a Communications Plan for every major project or key initiative.

10. Monitoring and Review

The policy will be reviewed in three years' time in line with the corporate business plan and will be performance managed through our scrutiny process. We will be open and transparent in how we work and conduct consultation and engagement activities for all of our major projects so that we can ensure our residents are able to have their say and be part of the process.

For further information please contact Corporate Business and Partnerships:
corporatebusiness@staffordbc.gov.uk

APPENDIX 1: Protected Characteristics

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or a range of ages (e.g. 18-30 year olds)

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.

Gender reassignment

The process of transitioning from one sex to another.

Marriage and civil partnership

Marriage is a union between a man and a woman or between a same-sex couple.

Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins.

Religion and belief

Religion has the meaning usually given to it but belief includes religious and philosophical belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex (gender)

A man or a woman

Sexual Orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or both sexes

APPENDIX 2: Definitions

Direct Discrimination

Direct discrimination consists of treating a person less favourably than others on the grounds of age, disability, gender reassignment, race, religion and belief, sex, sexual orientation, marriage and civil partnerships and pregnancy and maternity.

Discrimination by Perception

A person treated less favourably or harassed/victimised based on a perception that the affected has one of the protected characteristics and is targeted because of this.

Discrimination by Association

Associative discrimination is behaviour motivated against an individual because of their associations with someone who has a protected characteristic.

Indirect discrimination

Indirect discrimination is a condition or requirement that applies to all, but in practice:

- has a detrimental effect upon a group of individuals
- means that a smaller proportion of people of a particular protected group can comply than the proportion of other persons;
- and cannot be justified

Discrimination Arising from Disability

Someone is treated unfavourably because of something connected to their disability and there is no good reason for doing this. It is also disability discrimination if someone does not make adjustments to allow disabled people to access a service or carry out a job. For example by providing information leaflet in Braille. This is called the duty to make reasonable adjustments.

Harassment

Harassment takes many forms. It is the unwelcome physical, verbal or non-verbal conduct that creates an intimidating, hostile or humiliating environment for the recipient.

The definition of harassment according to the act is described as follows:-

- violating a person's dignity
- creating an intimidating, hostile, degrading, humiliating or offensive environment for the person

Equality Act 2010

This brings together the majority of existing equality legislation into one place so that it is easier to use.

Equality Information

The information that you hold or will collect about people with protected characteristics, and the impact of your decisions and policies on them.

Equality Objectives

A requirement to prepare, set and publish objectives is one of the specific duties set out under the equality duty.

Protected Characteristics

The public sector equality duty covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

Title of proposal/policy/strategy		<p>Please ensure that you have read the following before completing the CIA</p> <ul style="list-style-type: none"> A CIA will help you to identify the potential impacts, risks and benefits of your proposed policy, service or project. Doing this at an early stage enables engagement and research to be undertaken to identify actions that will either lessen the risk or maximise the benefits. The assessment will also help you to identify mitigating factors whereby risks may be balanced out to an extent by the benefits. This template should be used to support the development of a proposal during the planning stage, therefore should identify how it contributes to the Council's MTFS and Corporate Business Plan. A CIA Team should be identified with different, but relevant expertise to ensure that a full range of views are considered. Engagement and/or consultation should take place with appropriate and representative groups of people that are most likely to be affected. This must then be used to help shape the design/outcomes of the project. Please note that due to the publication of CIAs, it is advisable not to record personal details of members of the public, such as names or addresses. Once completed, the main findings from your CIA should be incorporated into section 6 of your Cabinet report before submission and then included as an appendix. Please ensure that this is signed off by your Head of Service.
Date Conducted		
Lead Officer and Service Area		
CIA Team (Must include a range of people with the appropriate knowledge and expertise in the subject area)		
Head of Service Sign off and Date		
Summary of recommendations and mitigations (Please include in section 6 of cabinet report)		
Impact on Public Sector Equality Duty (taken from section 1 – p.3):		
Wider community Impact (taken from section 2 – p.4-8):		
Leadership Team Sign off and Date		

The table below describes what is required when completing the key sections of your assessment.

Which groups will be affected	Impact	Evidence of impact	Mitigations / Recommendations
Which groups of people will be impacted by the proposed policy, service or project? This could be people in a particular area, a street, or a group of people with similar characteristics e.g. older people, young people or people with care needs. Also consider staff, residents and other external stakeholders.	Think about the impact the proposal may have on each of the different category areas and identify the benefits/risks associated with the proposal.	Please identify what evidence you have used to determine your decision of yes or no in relation to the impact. This can be information from the proposal, research, any data you have used etc.	Set out any recommendations as to how the benefits will be maximised and the risks minimised. Also highlight any trade-offs that may occur.
	Please note: <ul style="list-style-type: none"> Potential impacts should not be included if it is considered highly unlikely that they would occur. Where no major impacts have been identified, please state N/A. Due to the publication of CIAs, it is advisable not to record personal details of members of the public, such as names or addresses. 		

Community Impact Assessment 2021

Section 1: Public Sector Equality Duty (PSED)

APPENDIX 2

Use this section to identify if the proposal will impact on our legal obligations under the Equality Act 2010 for both residents, staff and members. In summary, those subject to the general equality duty must have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity between different groups and foster good relations between different groups. Consider the following questions:

1. Who is currently using the service, across the protected characteristics?
2. What relevant information is available from the Census and population trends data?
3. What were the findings of the engagement/consultation?
4. What do we know about their experiences and outcomes?
5. Is there any relevant national, regional and/or local sources of research/evidence available?
6. Is there any relevant information from partners or voluntary, community, social enterprise organisations?
7. What is the analysis of the impact on those with relevant protected characteristics?

Protected Characteristics	Does the proposal impact on, or cause any issues for these groups?		Use this section to identify the impacts/issues and to explain why there are no issues if you indicated No.	Please indicate how you intend to address the impacts/issues.
	Yes	No		
Race				
Disability				
Sex				
Age				
Religion or Belief				
Gender Reassignment				
Sexual Orientation				
Pregnancy and Maternity				
Marriage and Civil Partnership				

Community Impact: Economic Growth

Category Area	Does the proposal impact on, or cause any issues in these areas?		Use this section to identify the impacts/issues and to explain why there are no issues if you indicated No.	Please indicate how you intend to address the impacts/issues.
	Yes	No		
Covid-19 or Brexit				
Business Start Ups				
The built environment and land use				
Economic and sustainable growth				
Rural communities				
Gaining employment and access to better jobs?				

Community Impact: Improving quality of Life, providing a safe, clean, attractive place to live and work, promoting wellbeing and stronger communities

Category Area	Does the proposal impact on, or cause any issues in these areas?		Use this section to identify the impacts/issues and to explain why there are no issues if you indicated No.	Please indicate how you intend to address the impacts/issues.
	Yes	No		
Community Recovery/Living with Covid				
Does the proposal promote clean and attractive environments				
Recycling and minimising residual waste				
Health and wellbeing of our residents				
Opportunities for volunteering				
Participation in social and leisure activities				
Community safety				
Areas of deprivation and vulnerable communities				
Access to safe and suitable accommodation				

Community Impact: Climate Change and Green Recovery

Category Area	Does the proposal impact on, or cause any issues in these areas?		Use this section to identify the impacts/issues and to explain why there are no issues if you indicated No.	Please indicate how you intend to address the impacts/issues.
	Yes	No		
Covid-19 Recovery				
Reducing emissions from our own activities				
Encouraging others to take action that contributes to carbon neutrality/sustainable development within communities				
Mitigating and adapting to climate change				
Supporting green recovery objectives				

Community Impact: Financially sustainable and responsive to customer need

Category Area	Does the proposal impact on, or cause any issues in these areas?		Use this section to identify the impacts/issues and to explain why there are no issues if you indicated No.	Please indicate how you intend to address the impacts/issues.
	Yes	No		
Financial Recovery				
Customer contact and interaction with our services				
Does the proposal have any additional risks and impacts not yet identified?				
Financial/Resource Implications				
Are there any financial/resource implications associated with the proposal?	Yes	No	If Yes, please state them here:	Please state how your proposals for addressing the implications here:

Once completed, please return to Corporate Business and Partnerships: corporatebusiness@staffordbc.gov.uk

ITEM NO 9**ITEM NO 9**

Report of:	Head of Development
Contact Officer:	Alex Yendole
Telephone No:	07800 619530
Ward Interest:	Walton, St Michael's and Stonefield
Report Track:	Cabinet 01/07/2021 Council 20/07/2021

COUNCIL**20 JULY 2021****Stone Town Neighbourhood Plan - Adoption**

The following matter was considered by Cabinet at its meeting held on 1 July 2021 and is submitted to Council for approval.

1 Purpose of Report

- 1.1 To recommend that Council approve that the Stone Town Neighbourhood Plan be formally adopted as part of the statutory development plan for Stafford Borough following a referendum held on 6 May 2021.

2 Recommendation

- 2.1 That the Stone Town Neighbourhood Plan (please see attached [BOOKLET](#)) be formally adopted and consequently 'made' to form part of statutory Development Plan for Stafford Borough and be used when determining planning applications in Stone Town (**APPENDIX 1** to this report sets out the Decision Notice).

3 Key Issues and Reasons for Recommendation

- 3.1 The Stone Town Neighbourhood Plan has been informed by a robust community consultation. It has undergone successful Examination to ensure it satisfies the basic conditions set out below:-
- (a) The plan must have regard to national policies and advice contained in guidance issued by the Secretary of State
 - (b) Contribute to the achievement of sustainable development
 - (c) Be in general conformity with strategic policies of the development plan for the area

- (d) Be compatible with European Rights (EU) and European Convention on Human Rights (EUCR) obligations
 - (e) not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017 (d).
- 3.2 Following a successful Examination, the Stone Town Neighbourhood Plan received a yes vote in favour of the plan at a referendum held on 6 May 2019. Local people endorsed the plan with 3,811 yes votes, to 636 people who voted no. It is the sixth Neighbourhood Plan in Stafford Borough to pass a referendum.
- 3.3 To comply with the Planning and Compulsory Purchase Act 2004, local planning authorities are required to 'make' a Neighbourhood Development Plan as soon as reasonably practicable following a referendum.
- 3.4 As with any planning decision, there is a risk of a legal challenge to the Neighbourhood Plan, and / or judicial review of the Council's decision to agree or refuse to make the Neighbourhood Plan. At all stages of preparing the Stone Town Neighbourhood Plan the Council has ensured that the process meets the statutory requirements and follows Regulations, so that the decision making process is clear and transparent.

4 Relationship to Corporate Business Objectives

- 4.1 From the Corporate Business Plan 2021-2024 the following Corporate Business Objectives are relevant:

Corporate Business Objective 1 'To deliver sustainable economic and housing growth to provide income and jobs.'

Corporate Business Objective 2 'To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.'

5 Report Detail

- 5.1 In August 2015 Stone Town Council applied to designate the Parish as a Neighbourhood Area. This was approved by Stafford Borough Council in December 2015. Following approval a Neighbourhood Plan Working Group consisting of local volunteers was established to prepare the Neighbourhood Plan.

- 5.2 The Stone Town Neighbourhood Plan has been subject to extensive community consultation, and supported by an evidence base. The Town Council published a pre-submission version of the Neighbourhood Plan and invited the public to comment between 19 June 2018 and 31 July 2018. Following the consultation, Stone Town Council made subsequent amendments in order to produce the submission version of the plan.
- 5.3 In September 2018 Stone Town Council submitted their Neighbourhood Plan, with supporting documents (Basic Conditions Statement, Consultation Statement and a Screening Assessment), to the Council for a six week publication period of consultation between 6 November and 19 December. The independent Examination took place between February and August 2019 when the appointed Examiner considered the representations received and all of the relevant documents.
- 5.4 On 16 August 2019, the Council received the Examiner's Report on the Stone Town Neighbourhood Plan, which recommended that the Neighbourhood Plan, subject to the Examiner's recommended modifications, should proceed to Referendum.
- 5.5 Stone Town Council considered the Examiner's Report and its recommendations, and were satisfied with the proposed amendments to the Plan, which were agreed through Stafford Borough Council.
- 5.6 After reviewing the Examiner's Report, it is considered that the modifications made to the Stone Town Neighbourhood Plan satisfy the basic conditions and subsequently published a decision statement to take forward the Neighbourhood Plan and proceed to referendum.
- 5.7 Following a delay caused by the Covid pandemic a referendum was held on 6 May 2021 to enable local people within the Parish to vote on making (adopting) the Stone Town Neighbourhood Plan (please refer to the attached **BOOKLET**).

6	Implications	
6.1	Financial	The costs incurred in arranging an independent Examination and Referendum are supported by grant aid from the Ministry of Housing, Communities and Local Government (MHCLG). £20,000 has now been claimed to cover the costs incurred by the Council.
	Legal	Pursuant to Section 38A(4) of the Planning and Compulsory Purchase Act 2004, the Council as the Local Planning Authority must make a neighbourhood development plan to which the proposal relates if in each applicable referendum more than half of those voting have voted in favour of the plan, In accordance with the Council's Constitution, Neighbourhood Plans form part of the Council's Policy documents ¹ and must be approved or adopted by Full Council. The Stone Town Neighbourhood Plan meets the legal requirements and Basic Conditions of the Neighbourhood Planning Regulations. As stated above, there is a risk of a legal challenge to the Neighbourhood Plan, and / or judicial review of the Council's decision to proceed or not proceed to 'make' (adopt).
	Human Resources	The Council supports Parish Councils through the Strategic Planning and Placemaking team (previously the Forward Planning section) in the Neighbourhood Planning process and administer the legislative requirements. The Elections and Corporate Support Team have provided support throughout the referendum.
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.

¹ (see Part 3, Section 5 of the Constitution).

<p>6.2 Community Impact Assessment Recommendations</p>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation</p> <p>The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals in the Parish. This will enable any resident or business to see the requirements related to future development.</p> <p>Working from a consistent evidence base through the Town Council and with partners, ensures that Community Impact Assessment APPENDIX 2 recommendations made in relation to the Stone Town Neighbourhood Plan with policy-specific areas are also consistent and complementary to an approach that supports equality in both service provision and health outcomes.</p>
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Previous Consideration - Cabinet – 5 March 2020 - Minute No CAB93/20
Cabinet – 1 July 2021 – Minute No CAB14/21

Background Papers - File available in Development Department (Strategic Planning and Placemaking)



Stone Neighbourhood Development Plan

Decision Statement published pursuant to Regulations 19 and 20 of the Neighbourhood Planning (General) Regulations 2012.

At the Cabinet meeting on 1 July 2021, Stafford Borough Council formally decided to make (adopt) the Stone Neighbourhood Development Plan under Section 38A (4) of the Planning and Compulsory Purchase Act 2004 (as amended). This means the Stone Neighbourhood Development Plan has now been brought into legal force, forming part of the statutory development plan for Stafford Borough. Consequently the plan will be used to determine planning applications in Stone Town Parish.

Reasons for decision:

The Stone Neighbourhood Development Plan meets the basic conditions and is compliant with legal and procedural requirements. Paragraph 38A (4) (a) of the Planning and Compulsory Purchase Act 2004 requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum upon the plan have voted in favour of the plan being used to inform planning applications in the area. The Plan was endorsed by more than the required threshold in the referendum held on 6 May 2021.

This statement and the Stone Neighbourhood Development Plan (made / adopted version) can be viewed on the Stafford Borough Council website:

<https://www.staffordbc.gov.uk/stone-town-neighbourhood-plan-area>

Hard copies can be viewed at:

Stafford Borough Council
Civic Centre,
Riverside
Stafford
ST16 3AQ

Please telephone 01785 619000 for up to date opening times.

Community Impact Assessment

Title Of Community impact Assessment	Stone Town Neighbourhood Plan
Date Conducted	11/5/2021
Lead Officer and Service Area	Alex Yendole Development Service
CIA Team (To include a range of people with the appropriate knowledge and expertise in the subject area)	Alex Yendole
Head of Service Sign off and Date	

Please ensure that you have read the following before completing the CIA

- A CIA will help you to identify the potential impacts, risks and benefits of your proposed policy, service or project. Doing this at an early stage enables engagement and research to be undertaken to identify actions that will either lessen the risk or maximise the benefits. The assessment will also help you to identify mitigating factors whereby risks may be balanced out to an extent by the benefits.
- This template should be used to support the development of a proposal during the planning stage, therefore should identify how it contributes to the Council's MTFS and Corporate Business Plan.
- A CIA Team should be identified with different, but relevant expertise to ensure that a full range of views are considered.
- Engagement and/or consultation should take place with appropriate and representative groups of people that are most likely to be affected. This must then be used to help shape the design / outcomes of the project. Please note that due to the publication of CIAs, it is advisable not to record personal details of members of the public, such as names or addresses.
- Once completed, the main findings from your CIA should be incorporated into your Cabinet report before submission and then included as an appendix. Please ensure that this is signed off by your Head of Service.

Community Impact Assessment

The table below describes what is required when completing the key sections of your assessment.

Which groups will be affected	Benefits	Risks	Mitigations / Recommendations
Which groups of people will be impacted by the proposed policy, service or project? This could be people in a particular area, a street, or a group of people with similar characteristics e.g. older people, young people or people with care needs. Also consider staff, residents and other external stakeholders.	Think about the impact the proposal may have on each of the different category areas, and identify the benefits of each decision.	Think about the impact the proposal may have on each of the different category areas, and identify the risks associated with the proposal.	Set out any recommendations as to how the benefits will be maximised and the risks minimised. Also highlight any trade-offs that may occur.
	Please note: <ul style="list-style-type: none">Potential impacts should not be included if it is considered highly unlikely that they would occur.Where no major impacts have been identified, please state N/A.Due to the publication of CIAs, it is advisable not to record personal details of members of the public, such as names or addresses.		
Evidence Base: (Evidence used/ likelihood/ size of impact) How certain are you about the assessment of each potential impact, and what evidence have you used to arrive at the decision? E.g. Data – population trends data, census data, service data. Research – national, regional, local research. Engagement/ Consultation – with partners, the public, the voluntary sector.			

Use the following template to highlight the impacts of your proposal on each of the following categories: the Public Sector Equality Duty (PSED), Health and Care, the Economy, the Environment, and Localities/ Communities.

Community Impact Assessment

Public Sector Equality Duty (PSED) – Use this section to identify if the proposal will impact on our legal obligations under the Equality Act 2010 for both residents and staff. In summary, those subject to the general equality duty must have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity between different groups and foster good relations between different groups. Consider the following questions:			
1. Who is currently using the service, across the protected characteristics? 2. What relevant information is available from the Census and population trends data? 3. What were the findings of the engagement/consultation? 4. What do we know about their experiences and outcomes?		5. Is there any relevant national, regional and/or local sources of research/evidence available? 6. Is there any relevant information from partners or voluntary, community, social enterprise organisations? 7. What is the analysis of the impact on those with relevant protected characteristics?	
General Comments regarding protected characteristics		The nature of the Stone Town Neighbourhood Plan does not impact on any specific group of people but all those who live and work in the Parish.	
Protected Characteristics:	Who may be affected? ✓	Please indicate what the potential impact and or risks will be?	Mitigations / Recommendations
• Race		Not applicable	
• Disability		Not applicable	
• Sex		Not applicable	
• Age		Not applicable	
• Religion or Belief		Not applicable	
• Gender Reassignment		Not applicable	
• Sexual Orientation		Not applicable	
• Pregnancy and Maternity		Not applicable	
• Marriage and Civil Partnership		Not applicable	
Evidence Base: (Evidence used / likelihood / size of impact): Stone Town Neighbourhood Plan including the Basic Conditions Statement and Consultation Statement.			

Community Impact Assessment

Health and Care – Use this section to determine how the proposal will impact on resident's health and wellbeing, and whether the proposal will impact on the demands for, or access to health and care services.

Category Area	Who will be affected? ✓	Please indicate what the potential impact and or risks will be?	Mitigations / Recommendations
Mental Health and Wellbeing Will the proposal impact on the mental health / wellbeing of residents or services that support those with Mental Health issues?		The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals in the Parish. This will enable any resident or business to see the requirements related to future development.	
Healthy Lifestyles Will the proposal promote independence and personal responsibility, helping people to make positive choices around physical activity, healthy food and nutrition, smoking, problematic alcohol and substance use, and sexual health?		The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals including access the services and facilities.	
Accidents and Falls Prevention Does the proposal reduce or increase the risk of: falls in older people, childhood accidents, road accidents, or workplace accidents?	Not applicable		

Community Impact Assessment

Access to Social Care Will the proposal enable people to access appropriate interventions at the right time?	Not applicable		
Independent Living Will the proposal impact on people's ability to live independently in their own home, with care and support from family, friends, and the community?		The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals including access the services and facilities.	
Safeguarding Will the proposal ensure effective safeguarding for the most vulnerable in our communities?	Not applicable		
Evidence Base: (Evidence used / likelihood / size of impact) Stone Town Neighbourhood Plan including the Basic Conditions Statement, Screening Assessment and Consultation Statement			

Community Impact Assessment

Economy – Use this section to determine how the proposal will impact on the economy of Stafford Borough and the income of residents.

Category Area	Who will be affected? ✓	Please indicate what the potential impact and or risks will be?	Mitigations / Recommendations
Economic Growth Will the proposal promote the Borough and make it easy for businesses to start up, innovate and expand?		The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals including the local economy and town centre.	
Poverty and Income Will the proposal have an impact on income? Will it reduce the gap between high and low earners?	Not applicable		
Workplace Health and Environments Will the proposal impact on working conditions and the health of the Borough's workforce?	Not applicable		
Access to jobs / Good quality jobs Will the proposal create the right conditions for increased employment in more and better jobs?		The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals including the local economy.	
Evidence Base: (Evidence used / likelihood / size of impact) Stone Town Neighbourhood Plan including the Basic Conditions Statement			

Community Impact Assessment

Environment – Use this section to identify the impact of the proposal on the physical environment. How does the proposal support the utilisation and maintenance of Staffordshire’s built and natural environments, thereby improving health and wellbeing and strengthening community assets?			
Category Area	Who will be affected? ✓	Please indicate what the potential impact and or risks will be?	Mitigations / Recommendations
Built Environment/ Land Use Will the proposal impact on the built environment and land use?		The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals in the Parish. This will enable any resident or business to see the requirements related to future development as well as policies to protect the environment, including Local Green Space and Local Green Infrastructure areas.	
Rural Environment Will the proposal impact on the rural natural environment or on access to open spaces?		The Stone Town Neighbourhood Plan provides clear guidance to developers and also members of the public through planning policies and proposals in the Parish. This will enable any resident or business to see the requirements related to future development as well as policies to protect the environment.	
Air, Water and Land Quality Will the proposal affect air quality (e.g. vehicle, industrial or domestic emissions), drinking water quality or land quality?	Not applicable		
Waste and Recycling Will the proposal affect waste (e.g. disposal) and recycling?	Not applicable		

Community Impact Assessment

Agriculture and Food Production Will the proposal affect the production of healthy, affordable, culturally acceptable food?	Not applicable		
Transport Will the proposal affect the ability of people/ communities/ business to travel? Will the proposal impact on walking/ cycling opportunities?	Not applicable		
Noise Will the proposal cause disruptive noise?	Not applicable		
Evidence Base: (Evidence used / likelihood / size of impact) Stone Town Neighbourhood Plan including the Basic Conditions Statement, Screening Assessment and Consultation Statement			

Community Impact Assessment

Localities / Communities – Use this section to identify the impact of the proposal on communities. How will the proposal strengthen community capacity to create safer and stronger communities? It is important to recognise the different communities your proposal may impact upon, and identify any communities that could be more adversely impacted than others.			
Category Area	Who will be affected? ✓	Please indicate what the potential impact and or risks will be?	Mitigations / Recommendations
Community Development/ Capacity Will the proposal affect opportunities to work with communities and strengthen or reduce community capacity?	Not applicable		
Crime/ Community Safety Will the proposal support a joint approach to responding to crime and addressing the causes of crime?	Not applicable		
Educational Attainment and Training Will the proposal support school improvement and help to provide access to a good education? Will the proposal support the improved supply of skills to employers and the employability of residents?	Not applicable		
Leisure and Culture Will the proposal encourage people to participate in social and leisure activities that they enjoy?	Not applicable		
Volunteering Will the proposal impact on opportunities for volunteering?	Not applicable		

Best Start Will the proposal impact on parental support (pre or postnatally), which helps to ensure that children are school-ready and have high aspirations, utilising a positive parenting approach?	Not applicable		
Rural Communities Will the proposal specifically impact on rural communities?	Not applicable		
Evidence Base: (Evidence used / likelihood / size of impact)			

Community Impact Assessment

Checklist	Action Completed ✓	Comments/Actions
Does the project support the Corporate Business Plan, business objectives and MTFS.	✓	
It is clear what the decision is or what decision is being requested.	✓	
For decisions going to Cabinet, the CIA findings are reflected in the Cabinet Report and potential impacts are clearly identified and mitigated for (where possible).	✓	
The aims, objectives and outcomes of the policy, service or project have been clearly identified.	✓	
The groups who will be affected by the policy, service or project have been clearly identified.	Not applicable	
The communities that are likely to be more adversely impacted than others have been clearly identified.	✓	
Engagement / consultation has been undertaken, and is representative of the residents most likely to be affected.	✓	
Appropriate evidence has been provided and used to inform the development and design of the policy, service or project. This includes data, research, engagement/consultation, case studies and local knowledge.	✓	
The CIA evidences how the Council has considered its statutory duties under the Equality Act 2010 and how it has considered the impacts of any change on people with protected characteristics.	✓	
The next steps to deliver the project have been identified.	✓	
Findings have been incorporated into the Cabinet report for consideration.	✓	

Please return this completed CIA to Ella Smith: esmith@staffordbc.gov.uk