|  |  |  |
| --- | --- | --- |
| **Title of proposal/policy/strategy** |  | **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 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:** * 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.
 |

**Section 1: 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, 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**  |  |  |  |  |

**Section 2: Wider Community Impact**

**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**