

# Community Impact Assessment Template

**Name of Proposal: Scientific Services Review**

**Project Sponsor (if applicable):**

**Project Manager or Lead: Trish Caldwell**

**Date: 16 May 2017**

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## Completing a 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 supporting the council's approach of [Achieving Commissioning Excellence](#).
- A good CIA will involve input from more than one person. A **Project 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 transferred to the '**Checklist and Executive Summary**' template. Then both documents need to be approved/signed off by the appropriate people. Depending on the size of your project, this could be your manager, project lead, sponsor or SLT.
- For CIAs that are going to **Cabinet**, only the '**Checklist and Executive Summary**' should be submitted as part of the Cabinet Papers. The full CIA document should be submitted as a **Background Paper**.

## Completing the CIA template

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

Which groups will be affected	Benefits	Risks	Mitigations / Recommendations
<p>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.</p> <p>Also consider staff, residents and other external stakeholders.</p>	<p>Think about the impact the proposal may have on each of the different category areas, and identify the benefits of each decision.</p>	<p>Think about the impact the proposal may have on each of the different category areas, and identify the risks associated with the proposal.</p>	<p>Set out any recommendations as to how the benefits will be maximised and the risks minimised.</p> <p>Also highlight any trade-offs that may occur.</p>
<p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• Potential impacts should <b>not</b> be included if it is considered highly unlikely that they would occur.</li> <li>• Where <b>no major impacts</b> have been identified, please state N/A.</li> <li>• Due to the publication of CIAs, it is <b>advisable not to record personal details of members of the public</b>, such as names or addresses.</li> </ul>			
<p><b>Evidence Base: (Evidence used/ likelihood/ size of impact)</b></p> <p>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.</p>			

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 Template

**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.

Please consider:

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

Protected Characteristics:	Which groups will be affected	Benefits	Risks	Mitigations / Recommendations
• Race	N/A			The traded service currently provides testing facilities for public and private sector business and individuals. There will be no direct implications on the listed protected characteristics and any amendments to the service office will consider the legal obligations detailed in the Equality Act 2010.
• Disability	N/A			Same as above
• Sex	N/A			Same as above
• Age	N/A			Same as above
• Religion or Belief	N/A			Same as above
• Gender Reassignment	N/A			Same as above
• Sexual Orientation	N/A			Same as above
• Pregnancy and Maternity	N/A			Same as above

<ul style="list-style-type: none"> <li>• <b>Marriage and Civil Partnership</b> The duty to have due regard to the need to eliminate discrimination also covers marriage and civil partnerships in relation to employment issues.</li> </ul>	N/A			Same as above
<b>Impact on SCC Staff</b> If the proposal affects SCC staff, consider the workforce profile compared against the protected characteristics pre and post change, the impact of job losses, available support for staff, and HR protocols.	There is a direct impact on the staff employed to work in the laboratory.		14.4 fte staff are employed in specialist scientific roles within the laboratory. If agreed, closure is likely to result in job losses for many if not all staff. 56% of the workforce are female 44% male across a range of ages. No staff are pregnant or on maternity leave	Following a Cabinet decision, appropriate consultation will take place with staff in accordance with SCC's recognised processes and protocols. Staff identified at risk of redundancy as part of the consultation exercise will be given access to redeployment opportunities in accordance with SCC's Redeployment Policy. All staff will be treated equally through the process in accordance with the Equality Act 2010.
<b>Evidence Base: (Evidence used/ likelihood/ size of impact)</b>				

**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. Please consider the Care Act 2014 and the Health and Social Care Act 2012.

<b>Category Area</b> (Areas highlighted are suggestions only and there may be other impacts in these categories)	<b>Which groups will be affected</b>	<b>Benefits</b>	<b>Risks</b>	<b>Mitigations / Recommendations</b>
<b>Mental Health and Wellbeing</b> Will the proposal impact on the mental health and wellbeing of residents or services that support those with Mental Health issues?	N/A			The traded service currently provides testing facilities for public and private sector business and individuals. There will be no direct implications on Health and Care.
<b>Healthy Lifestyles</b> 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?	N/A			Same as above
<b>Accidents and Falls Prevention</b> Does the proposal reduce or increase the risk of: falls in older people, childhood accidents, road accidents, or workplace accidents?	N/A			Same as above

<b>Access to Social Care</b> Will the proposal enable people to access appropriate interventions at the right time?	N/A			Same as above
<b>Independent Living</b> 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?	N/A			Same as above
<b>Safeguarding</b> Will the proposal ensure effective safeguarding for the most vulnerable in our communities?	N/A			Same as above
<b>Evidence Base: (Evidence used/ likelihood/ size of impact)</b>  The traded service currently provides testing facilities for public and private sector business and individuals. There will be no direct implications on Health and Care.				

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

<b>Category Area</b> (Areas highlighted are suggestions only and there may be other impacts in these categories)	<b>Which groups will be affected</b>	<b>Benefits</b>	<b>Risks</b>	<b>Mitigations / Recommendations</b>
<b>Economic Growth</b> Will the proposal promote the county as a “go to” location for business, and make it easy for businesses to start up, innovate and expand?	Whilst there isn't a direct impact, there is an impact of businesses want to locate near a laboratory.		Start-up businesses that want to locate close to the laboratory to use its testing facility may be discouraged and choose to set up in another authority region. This could have a knock on affect for other businesses and employment. This is seen as low risk.	The public and businesses will be able to access a Scientific Services service but it would be provided outside of Staffordshire. There was a pilot in place in 2016/17 where the service had an opportunity to generate income but it did not generate enough to fund its expenditure.
<b>Poverty and Income</b> Will the proposal have an impact on income? Will it reduce the gap between high and low earners?	N/A			There is no direct impact.
<b>Workplace Health and Environments</b> Will the proposal impact on working conditions and the health of Staffordshire's workforce?	SCC Scientific Services Laboratory staff		There may be an adverse impact on the laboratory staff who are made redundant.	Line management and HR support is available along with access to SCC's Thinkwell Service for those staff impacted by the review.
<b>Access to jobs/ Good quality jobs</b> Will the proposal create the right conditions for increased employment in more and better jobs?	SCC Scientific Services Laboratory staff		This proposal will reduce employment in Staffordshire if displaced staff look to use their skills in a similar role outside of the County (e.g. Wolverhampton or	Line management and HR support is available for those staff directly impacted by the review. Staff identified at risk through consultation will be given access to redeployment opportunities in

			Worcester)	accordance with SCC's Redeployment Policy and outplacement support will be made available to enable staff to transition on.
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**Evidence Base: (Evidence used/ likelihood/ size of impact)**

**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?

<b>Category Area</b> (Areas highlighted are suggestions only and there may be other impacts in these categories)	<b>Which groups will be affected</b>	<b>Benefits</b>	<b>Risks</b>	<b>Mitigations / Recommendations</b>
<b>Built Environment/ Land Use</b> Will the proposal impact on the built environment and land use?	There is no direct impact but it would release space in a building that could alternatively used.			The premises will form part of the next/future property review in Stafford.
<b>Rural Environment</b> Will the proposal impact on the rural natural environment or on access to open spaces?	N/A			
<b>Air, Water and Land Quality</b> Will the proposal affect	N/A			

air quality (e.g. vehicle, industrial or domestic emissions), drinking water quality or land quality (e.g. contamination)?				
<b>Waste and Recycling</b> Will the proposal affect waste (e.g. disposal) and recycling?	N/A			
<b>Agriculture and Food Production</b> Will the proposal affect the production of healthy, affordable and culturally acceptable food?	N/A			
<b>Transport</b> Will the proposal affect the ability of people/ communities/ business to travel? Will the proposal impact on walking/ cycling opportunities?	N/A			
<b>Noise</b> Will the proposal cause disruptive noise?	N/A			
<b>Evidence Base: (Evidence used/ likelihood/ size of impact)</b>				

**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 localities and communities your proposal may impact upon, and identify any communities that could be more adversely impacted than others. District Commissioning Leads (DCL's) have a great deal of knowledge about their relevant locality and they must be engaged with as part of your Project Team at an early stage of the process.

<b>Category Area</b> (Areas highlighted are suggestions only and there may be other impacts in these categories)	<b>Which groups will be affected</b>	<b>Benefits</b>	<b>Risks</b>	<b>Mitigations / Recommendations</b>
<b>Community Development/ Capacity</b> Will the proposal affect opportunities to work with communities and strengthen or reduce community capacity?	N/A			There is no direct impact.
<b>Crime/ Community Safety</b> Will the proposal support a joint approach to responding to crime and addressing the causes of crime?	Not a direct impact on Community Safety but will have an impact on Trading Standards, as they currently use the service for testing samples of food, consumer		Potential fraudulent / substandard / unsafe products may go undetected if costs of using another lab is more expensive so less testing is possible in line with budget constraints.	Trading standards could use a commercial approach to identify a number of potential labs to work with and do not restrict the appointment of a public analyst and agricultural analyst (which are statutory appointments) to one person.

	products etc.			
<b>Educational Attainment and Training</b> 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?	N/A			There is no direct impact.
<b>Leisure and Culture</b> Will the proposal encourage people to participate in social and leisure activities that they enjoy?	N/A			
<b>Volunteering</b> Will the proposal impact on opportunities for volunteering?	N/A			Same as above
<b>Best Start</b> 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?	N/A			Same as above
<b>Rural Communities</b> Will the proposal specifically impact on	N/A			Same as above

rural communities?				
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**Evidence Base: (Evidence used/ likelihood/ size of impact)**

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