

Community Impact Assessment – Checklist and Executive Summary

Name of Proposal: Development of a Council Workforce Strategy

Project Sponsor: John Henderson: Chief Executive

Project Manager: Sarah Getley: Head of OD and Interim Head of HR

Date: 14/12/18

Final Checklist – Prior to submitting your Community Impact Assessment (CIA), please ensure that the actions on the checklist below have been completed, to reassure yourself/ SLT/ Cabinet that the CIA process has been undertaken appropriately.

Checklist	Action Completed (tick)	Comments/Actions
The project supports the Council's Business Plan, priorities and MTFS.	Yes	
It is clear what the decision is or what decision is being requested.	Yes	
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).	Yes	
The aims, objectives and outcomes of the policy, service or project have been clearly identified.	Yes	
The groups who will be affected by the policy, service or project have been clearly identified.	Yes	
The communities that are likely to be more adversely impacted than others have been clearly identified.	N/A	
Engagement / consultation has been undertaken and is representative of the residents most likely to be affected.	Yes	
A range of people with the appropriate knowledge and expertise have contributed to the CIA.	Yes	
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.	Yes	
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.	Yes	
The next steps to deliver the project have been identified.	Yes	

Executive Summary – The Executive Summary is intended to be a collation of the **key issues and findings** from the CIA and other research undertaken. This should be completed **after** the CIA and research has been completed. Please structure the summary using the headings on the left that relate to the sections in the **CIA template**. Where no major impacts have been identified, please state N/A.

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
PSED – What are the impacts on residents with a protected characteristic under the Equality Act 2010 ? <i>Highlight any concerns that have emerged as a result of the equality analysis on any of the protected groups and how these will be mitigated. It is important that Elected Members are fully aware of the equality duties so that they can make an informed decision and this can be supported with robust evidence.</i>	All County Council staff directly and where adopted by partners, staff in partner organisations.	An action in the Strategy is to understand diversity information better, including reporting in order to develop approaches to increase representation from protected groups at all levels of the organisation and close the gender pay gap. The Strategy also includes provision for building skills and through the use of the Apprenticeship levy, encourage younger people into the workforce.	Only risks are associated with the failure to achieve the goals set out in the Strategy and therefore the benefits.	Detailed implementation plan together with clear monitoring arrangements.
Health and Care – How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?	N/A – no direct impact.			
Economy – How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?	N/A no direct impact			
Environment – How will the proposal impact on the physical environment of Staffordshire?	N/A no direct impact			

Localities / Communities – How will the proposal impact on Staffordshire's communities?

N/A no direct impact