



Staffordshire  
County Council

# Community Impact Assessment – Checklist and Executive Summary

**Name of Proposal:** Staffordshire History Centre: stage 1 National Lottery  
Heritage Fund Application

**Project Sponsor:** Janene Cox, Commissioner for Culture, Communities and  
Rural Environment

**Project Manager:** Joanna Terry, Head of Archives and Heritage

**Date:** 13/03/19

# 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.	√	<p>The Staffordshire History Centre project is an effective way of preserving the collections of the Archive and Heritage Service and ensuring access is expanded to residents and communities across Staffordshire.</p> <p>It supports the County Council's vision for a connected Staffordshire where everyone has the opportunity to prosper, be healthy and happy. The History Centre will contribute to economic growth in the area with the creation of a new visitor attraction and jobs created the project. Increased volunteer opportunities and activities delivered at the centre and for communities will increase wellbeing of participants.</p> <p>The Archive and Heritage Service operates from multiple sites with a focus on onsite visits. The closure of Lichfield Record Office and opening the History Access Point in Lichfield Library has been delivered as the first phase of moving to a single site service.</p> <p>The proposals will deliver £468,00 savings which are agreed in the MTFS.</p>
It is clear what the decision is or what decision is being requested.	√	Cabinet approval is required to approve the submission of the stage 1 National Lottery Heritage Fund application and development phase funding. Approval is also sought to earmark capital funding for the stage 2 application assuming the project proceeds to this stage.
For decisions going to Cabinet, the CIA findings are reflected in the Cabinet Report and <b>potential impacts are clearly identified and mitigated for</b> (where possible).	√	Findings from the CIA are appended to the report with key impacts and mitigations highlighted.

The <b>aims, objectives and outcomes</b> of the policy, service or project have been clearly identified.	√	The aims and objectives for the Archive and Heritage Service are articulated in the Service <a href="#">Forward Plan</a> . The Staffordshire History Centre will deliver the key priorities identified in the Forward Plan.
The <b>groups</b> who will be affected by the policy, service or project have been clearly identified.	√	The main groups affected by the project are the current users of the Archive and Heritage Service, staff who manage and deliver the Service, and Friends and volunteers who support the service.
The <b>communities</b> that are likely to be more adversely impacted than others have been clearly identified.	√	Communities in Lichfield were impacted by the closure of Lichfield Record Office in December 2017. This has been mitigated by the opening of the History Access Point in Lichfield Library and clear guidance on how to access collections held in Stafford. Other groups identified are staff who work in the service through the restructure and changes to job roles.
Engagement / consultation has been undertaken and is representative of the residents most likely to be affected.	√	Extensive consultation with current and non-service users was completed in 2015. Further work completed in 2017-2018 during the development phase of the project.  Staff have been engaged with through the project development phase, team briefings, 1-1s and workshops.
A range of people with the appropriate knowledge and expertise have contributed to the CIA.	√	The senior staff in the Service have contributed to the CIA.
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.	√	Consultation, audience research, stakeholder engagement events, staff knowledge and results of customer surveys have been used to develop the project.
<b>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.</b>	√	The PSED groups positively affected are older people, younger people and people from ethnic minorities. The project will deliver activities to increase engagement with these groups.  Staff will be adversely impacted as a result of redundancy risk and changes to job roles.
The next steps to deliver the project have been identified.	√	If Cabinet approves submission of the stage 1 application the next steps are outlined in the project plan at Appendix B

**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.

	<b>Which groups will be affected?</b>	<b>Benefits</b>	<b>Risks</b>	<b>Mitigations / Recommendations</b>
<p><b>PSED</b> – What are the impacts on residents with a protected characteristic under the <b>Equality Act 2010</b>?  <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></p>	<p>Service is currently used by predominantly white people, older age group, some with disabilities. Even split by gender. Staff are white, more female staff.</p>	<p>Project is being developed to target non-users of the service and diversify the range of users. Audience analysis has been carried out and targeted consultation used to develop the facilities and activity plan.</p>	<p>Lack of awareness of facilities and new offer, alienation of current users. Staff at risk of redundancy.</p>	<p>Include current users and staff in consultation for new service offer. Promote new offer with strong marketing plan. Ensure correct HR processes are used when consulting staff.</p>
<p><b>Health and Care</b> – How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?</p>	<p>Older people.</p>	<p>Provision of accessible facilities welcoming to older people, dementia friendly, wide range of volunteer opportunities to promote wellbeing and independence.</p>	<p>Insufficient budget for high quality accessible facilities, lack of awareness of new volunteer opportunities</p>	<p>Ensure budget for access is priorities. Promote volunteer opportunities via voluntary sector agencies.</p>
<p><b>Economy</b> – How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?</p>	<p>Residents, visitors, contractors, staff</p>	<p>New archive and heritage attraction, business start-up space available. Activities targeted at non-users of the service.</p>	<p>Lack of awareness of offer and take up of new business space. Lack of staff knowledge of new offer and collections.</p>	<p>Ensure Business Plan Consultant carries out robust research and analysis to test new model. Marketing plan for the project. Training plan for staff and reviewed risk assessments.</p>

<p><b>Environment</b> – How will the proposal impact on the physical environment of Staffordshire?</p>	<p>Current users, staff and volunteers</p>	<p>Redeveloped site and new facilities. Preservation of grade II* listed building.</p>	<p>Unable to get planning permission for reuse of listed building. New building fails to meet standards.</p>	<p>Early involvement of planners and conservation officers. Ensure testing and modelling of designs at early stage, use tried and tested solutions.</p>
<p><b>Localities / Communities</b> – How will the proposal impact on Staffordshire's communities?</p>	<p>Communities across the county but especially in Stafford and Lichfield. Schools, young people, residents, visitors, volunteers, families, remote users.</p>	<p>Countywide activity programme including touring exhibitions and offsite events. New learning programme, new cultural facilities, increased volunteer opportunities, family friendly, activities to target rural communities.</p>	<p>Lack of awareness of facilities and poor take up. Not all communities can easily access facilities in Stafford. Travelling to access volunteer opportunities.</p>	<p>Ensure activity plan and online services are developed and promoted, influence parking provision near to the Centre. Include stakeholders and communities in development of new facilities and activity plan. Develop programme in consultation with schools and young people. Pilot activities. Ensure project includes expenses and training for volunteers. Influence planners around parking facilities.</p>