



Staffordshire  
County Council

# Community Impact Assessment – Checklist and Executive Summary

**Name of Proposal:** Staffordshire County Council Apprenticeship Strategy

**Project Sponsor:** Darryl Evers – Director of Economy, Infrastructure and Skills.

**Project Manager:** Anthony Baines – County Commissioner for Skills and Employability.

**Date:** 15/04/19

# 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.	√	
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 <b>potential impacts are clearly identified and mitigated for</b> (where possible).	√	
The <b>aims, objectives and outcomes</b> of the policy, service or project have been clearly identified.	√	
The <b>groups</b> who will be affected by the policy, service or project have been clearly identified.	√	
The <b>communities</b> 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.	N/A	
A range of people with the appropriate knowledge and expertise 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.	√	
<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 next steps to deliver the project have been identified.

√

**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
<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>	N/A	N/A	N/A	N/A
<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>	Social Workers within the social care services.	Apprenticeships will be used to meet skills shortages and retention issues – growing our own workforce.	Shortage of Social Workers	Use Apprenticeships as part of the workforce development and recruitment policies for the service areas.
<p><b>Economy</b> – How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?</p>	Existing and future potential employees within the Council looking to commence or	It supports the development of key skills including leadership and development of existing staff and will encourage young and local people into the workforce.	Existing and future skills shortages could increase. Lack of succession planning and career pathways.	Structured approach to recruitment and career progression through the Apprenticeship model.

	improve their career path.	Improve new skill levels, re-skilling and upskilling, progression in work which could increase earnings and spending potential in the local economy.		
<b>Environment</b> – How will the proposal impact on the physical environment of Staffordshire?	N/A	N/A	N/A	N/A
<b>Localities / Communities</b> – How will the proposal impact on Staffordshire’s communities?	<p><b>Council employees working to support local communities.</b></p> <p>Local residents looking for a career within the public sector.</p>	<p><b>Structured standards through the Apprenticeship model that will enhance the training and development that allows employees and new recruits to have appropriate and up to date skills and professional behaviours.</b></p> <p><b>The Strategy will help to promote public sector career opportunities for local residents. This will also support the wider economic growth agenda as well as underpinning the strategies that promote social mobility within local communities.</b></p>	<p><b>Employees will not have the skills needed for new ways of working in the future. The Council is unable to offer structured career pathways which may impact and undermine the public services provided to local communities.</b></p> <p><b>Limited opportunities and scope to attract a wider and diverse workforce that would be better equipped to support our local communities.</b></p>	<p><b>Structured approach to recruitment and career progression through the Apprenticeship model.</b></p> <p><b>The Strategy provides a steer and the parameters to create and maintain policies and procedures that will support recruitment and enhance retention of the Council’s workforce.</b></p> <p><b>By adopting the Strategy the Council is creating a structured recruitment approach that will enable the Council to access a wider and more diverse workforce.</b></p>