



Community Impact Assessment

Name of Proposal: Property Strategy

Project Sponsor: Mark Deaville, Cabinet Member for Commercial

Project Manager: Ian Turner, Head of Commercial and Property

Date: 08/08/19

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>Please note:</p> <ul style="list-style-type: none"> • 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. 			
<p>Evidence Base: (Evidence used/ likelihood/ size of impact)</p> <p>How certain are you about the assessment of each potential impact, and what evidence have you used to arrive at the decision?</p> <p>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

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	Not affected			
Disability	Mobility issues	Changes to properties as a consequence of this policy will include accessibility considerations and disability discrimination act requirements.	A significant part of the property estate is old and some of it listed or in conservation areas which can present challenges to building adaptation.	Currently Council properties have a good level of accessibility. All new builds are regulated to appropriate standards and all renovations and maintenance works fully consider accessibility issues.
Sex	Not affected			
Age	Not affected			
Religion or Belief	Not affected			
Gender Reassignment	Not affected			
Sexual Orientation	Not affected			
Pregnancy and Maternity	Not affected			
Marriage and Civil Partnership	Not affected			
The duty to have due regard to the need to eliminate discrimination also covers marriage and civil partnerships in relation to employment issues.				
Impact on SCC Staff	Staff with mobility issues	Changes to properties as part	Risks may be identified as part	All property changes will be

Protected Characteristics:	Which groups will be affected	Benefits	Risks	Mitigations / Recommendations
<p>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.</p>	<p>All staff</p>	<p>of rationalization will include accessibility considerations and disability discrimination act requirements.</p> <p>A more efficient property estate allows more resources to be spent on front line services</p>	<p>of individual property decisions and should be managed within the decision-making process.</p>	<p>undertaken following the decision-making process.</p>
<p>Evidence Base: (Evidence used/ likelihood/ size of impact) Minimal Impact</p>				

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.

Category Area	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
(Areas highlighted are suggestions only and there may be other impacts in these categories)				
Mental Health and Wellbeing	No groups affected	N/A	N/A	N/A
Will the proposal impact on the mental health and wellbeing of residents or services that support those with Mental Health issues?				
Healthy Lifestyles	No groups affected	N/A	N/A	N/A
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?				
Accidents and Falls Prevention	No groups affected	N/A	N/A	N/A
Does the proposal reduce or increase the risk of: falls in older people, childhood accidents, road accidents, or workplace accidents?				
Access to Social Care	No groups affected	N/A	N/A	N/A
Will the proposal enable people to access appropriate interventions at the right time?				
Independent Living	No groups affected	N/A	N/A	N/A
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?				
Safeguarding	No groups affected	N/A	N/A	N/A
Will the proposal ensure effective safeguarding for the most vulnerable in our communities?				
Evidence Base: (Evidence used/ likelihood/ size of impact) Minimal Impact				

Economy

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

Category Area	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
(Areas highlighted are suggestions only and there may be other impacts in these categories)				
Economic Growth	New business start-ups Residents of a local area	This policy is supportive of new business start-ups and where possible, space could be leased to innovate new businesses. Sale of a property could lead to economic regeneration of a local area.	N/A	N/A
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?				
Poverty and Income	No groups affected	N/A	N/A	N/A
Will the proposal have an impact on income? Will it reduce the gap between high and low earners?				
Workplace Health and Environments	Employees of Staffordshire County Council	Using our buildings more efficiently and introducing smarter working gives employees more control over their hours and patterns of work. It offers them the chance to improve their quality of life and reduce their levels of stress by cutting down on excessive hours, fitting other activities or responsibilities into their routine, and reducing their journey times to work. We have already seen benefits for mental health with people who work flexibly seeing a noticeable improvement in their mental health.	N/A	N/A
Will the proposal impact on working conditions and the health of Staffordshire’s workforce?				
Access to jobs/ Good quality jobs	Residents of Staffordshire employed	The regeneration of a location could result in the increase in	N/A	N/A

Category Area	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
(Areas highlighted are suggestions only and there may be other impacts in these categories)		construction jobs and dependent on final purpose, longer term employment opportunities		
Will the proposal create the right conditions for increased employment in more and better jobs?				
Evidence Base: (Evidence used/ likelihood/ size of impact) Minimal 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?

Category Area	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
(Areas highlighted are suggestions only and there may be other impacts in these categories)				
Built Environment/ Land Use	No groups affected	N/A		Sites will be subject to relevant planning and environmental regulations and procedures
Will the proposal impact on the built environment and land use?				
Rural Environment	No groups affected	N/A		Sites will be subject to relevant planning and environmental regulations and procedures
Will the proposal impact on the rural natural environment or on access to open spaces?				
Air, Water and Land Quality	Everyone	A rationalised property estate will be more energy efficient having lower carbon emissions and running costs		Sites will be subject to relevant planning and environmental regulations and procedures
Will the proposal affect air quality (e.g. vehicle, industrial or domestic emissions), drinking water quality or land quality (e.g. contamination)?				
Waste and Recycling	No groups affected	N/A		Sites will be subject to relevant planning and environmental regulations and procedures
Will the proposal affect waste (e.g. disposal) and recycling?				
Agriculture and Food Production	No groups affected	N/A		Sites will be subject to relevant planning and environmental regulations and procedures
Will the proposal affect the production of healthy, affordable and culturally acceptable food?				
Transport	No groups affected	N/A		Sites will be subject to relevant planning and environmental regulations and procedures
Will the proposal affect the ability of people/ communities/ business to travel? Will the proposal impact on walking/ cycling opportunities?				
Noise	No groups affected	N/A		Sites will be subject to relevant planning and environmental regulations and procedures
Will the proposal cause disruptive noise?				
Evidence Base: (Evidence used/ likelihood/ size of impact) Minimal Impact				

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. Strategic Delivery Managers (SDMs) 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.

Category Area	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
(Areas highlighted are suggestions only and there may be other impacts in these categories)				
Community Development/ Capacity	All groups	Community development could take place in some circumstances, where it is commercially and financially viable. In these circumstances, community members could come together to take collective action and generate solutions to common problems using or purchasing a SCC building. Community wellbeing (economic, social, environmental and cultural) often evolves as a result.	N/A	N/A
Will the proposal affect opportunities to work with communities and strengthen or reduce community capacity?				
Crime/ Community Safety	Residents of Staffordshire	Community safety could be increased by buildings being used to host organisations that could use their skills, knowledge and techniques, to prevent and reduce crime, disorder and fear of crime and develop safer communities in which to live, work and visit. We could also work with partners to reconfigure or redevelop an area that has high crime.	N/A	N/A
Will the proposal support a joint approach to responding to crime and addressing the causes of crime?				
Educational Attainment and Training	Children and young people	SCC schools are transferring to an academy and this could	N/A	N/A

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?	Residents of Staffordshire	lead to a positive outcome for children and young people.		
Leisure and Culture	No affected groups	N/A	N/A	N/A
Will the proposal encourage people to participate in social and leisure activities that they enjoy?				
Volunteering	Residents of Staffordshire	The use of our buildings to host organisations that support volunteers.	N/A	N/A
Will the proposal impact on opportunities for volunteering?				
Best Start	Children and young people Residents of Staffordshire	Several our buildings are leased to organisations that support partners and children to get school ready.	N/A	N/A
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?				
Rural Communities	No groups affected		N/A	N/A
Will the proposal specifically impact on rural communities?				
Evidence Base: (Evidence used/ likelihood/ size of impact) Minimal Impact				

Submitting a CIA

Now transfer the main findings of this assessment to the '**Checklist and Executive Summary**' template. Then both documents need to be approved/signed off by the appropriate people. For CIAs that are going to **Cabinet**, only the '**Checklist and Executive Summary**' will be submitted as part of the **Cabinet Papers**. The Full CIA document will be submitted as a **Background Paper**.