



Staffordshire  
County Council

## Community Impact Assessment – Checklist and Executive Summary

**Name of Proposal:** The award of the Provision and Installation of PVC-u Windows, Aluminium Doors and Ancillary Work – Non-Domestic Framework Agreement, ref IA1834

**Project Sponsor:** Ian Turner, Assistant Director for Commercial and Assets

**Project Manager:** Paul Timmins, Senior Category Manager, Commercial Team

**Date:** 19/02/20

## 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	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 <b>potential impacts are clearly identified and mitigated for</b> (where possible).	Yes	
The <b>aims, objectives and outcomes</b> of the policy, service or project have been clearly identified.	Yes	
The <b>groups</b> who will be affected by the policy, service or project have been clearly identified.	Yes	
The <b>communities</b> that are likely to be more adversely impacted than others have been clearly identified.	Yes	
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.	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 <b>evidences</b> 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.

	<b>Which groups will be affected?</b>	<b>Benefits</b>	<b>Risks</b>	<b>Mitigations / Recommendations</b>
<b>PSED</b> What are the impacts on residents with a protected characteristic under the Equality Act 2010? 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.	N/A			
<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?	N/A			
<b>Economy</b> How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?	Small-and-Medium Enterprises ('SME'). The Framework Agreement does successfully attract local Staffordshire suppliers with local supply chains.	Successful appointments to the Framework Agreement (and the corresponding supply chains) for this type of employer contribute well to the local economy and the employment market. This type of work provides opportunity to up-skill and train existing and new Staffordshire residents in much-needed construction trades.	Incumbent Framework suppliers who have been previously reliant on County Council work could suffer some economic impacts should they not be appointed this time around. This tends to be more prevalent where there may be a very high reliance on County Council work only and/or they are SME.	It is difficult to protect against suppliers who unfortunately are not re-appointed to the new framework. Where applicable, TUPE may apply and reduce the liability of a supplier.
<b>Environment</b>	Various groups.	The deliverables from this	None.	None.

How will the proposal impact on the physical environment of Staffordshire?		Framework Agreement contribute to improved facilities both internally and on the exterior of the Council estate, e.g. schools and corporate estate – all public facing. An improved 'image' and efficient building management has many advantages, for example, cost saving from efficient and reliable windows and doors etc.		
<b>Localities / Communities</b>	Various groups.	As per the Environment inclusion above.	None.	None.
How will the proposal impact on Staffordshire's communities?				