



# Community Impact Assessment – Checklist and Executive Summary

**Name of Proposal:** Keeping Staffordshire Moving – Highway Permit Scheme

**Project Sponsor:** James Bailey, Assistant Director Highways and the Built County

**Project Manager:** David Walters, Strategic Asset and Network Manager

**Date:** 27/02/20

## 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	The highway network is fundamental to Staffordshire's economy and to the wellbeing of its population, carrying large numbers of people by public and private transport and enabling the delivery of goods and services every day of the year. The highway also serves as a network that enables the provision of essential supplies of water, power and communications.
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.	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	
<b>The CIA <u>evidences</u> how the Council has considered its statutory</b>	Yes	

<b>Checklist</b>	<b>Action Completed</b>	<b>Comments/Actions</b>
<b>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.	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.	SCC and Amey staff	Additional roles created to support the delivery of the permit scheme as permit authority and highway works promoter		
<b>Health and Care</b>	Highway Users	Improve the quality and		

How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?

timeliness of information received from all activity promoters. Allowing better informed choices about using the highway network

Protect the structure of the street and the integrity of apparatus in it reducing the risk of trips and falls.

**Economy**

Highway Users

Increase the efficient running

<p>How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?</p>		<p>of the highway network through proactive management of activities on the highway, reduced congestion and delay as a result of permit activities.</p> <p>Improve the quality and timeliness of information received from all activity promoters.</p> <p>Encourage a proactive approach to planning and undertaking of works on the highway.</p>		
<p><b>Environment</b></p> <p>How will the proposal impact on the physical environment of Staffordshire?</p>	<p>Highway Users and those affected by the highway</p>	<p>Protect the structure of the street and the integrity of apparatus in it.</p> <p>Increase the efficient running of the highway network through proactive management of activities on the highway, reduced congestion and delay as a result of permit activities.</p> <p>Ensure the safety of those using the street and those working on activities that fall under the scheme.</p>		
<p><b>Localities / Communities</b></p>	<p>All</p>	<p>The scheme will improve the</p>		

How will the proposal impact on Staffordshire's communities?

quality and timeliness of information received from all activity promoters hence providing opportunities for greater knowledge of permit activities and who to contact