



Staffordshire
County Council

Community Impact Assessment Checklist and Executive Summary

Name of Proposal:

Provision of Apprenticeship Services

Project Sponsor:

Darryl Evers – Director for Economy, Infrastructure and Skills

Project Manager:

Chris Bamsey – Head of Apprenticeships and Technical Skills

Date Completed:

20/05/20

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 apprenticeship strategy supports the People Plan and workforce development planning.
It is clear what the decision is or what decision is being requested.	Yes	Approval to use ESPO as the DPS for apprenticeship provision.
For decisions going to Cabinet, the CIA findings are reflected in the Cabinet Report and potential impacts are clearly identified and mitigated for (where possible).	Yes	The report explains the choice of recommended DPS to replace the Nottingham City Council Directory of Approved Training Providers which is being withdrawn in September.
The aims, objectives and outcomes of the policy, service or project have been clearly identified.	Yes	The report identifies the aims and outcomes of the proposed required changes.
The groups who will be affected by the policy, service or project have been clearly identified.	N/A	
The communities 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.	N/A	
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	A sourcing plan was produced by the Commercial Team with input from the Skills & Employability team.
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.	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.

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
<p>PSED</p> <p>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.</p>	All Staffordshire residents will receive services delivered by Council and school employees with new and updated skills.	Employees will be well trained and develop skills that they need now and in the future. They will receive training from quality assured training providers.	Low risk that providers on the ADPS might go out of business.	The ESPO Dynamic Purchasing System has other providers that would be able to continue with the training.
<p>Health and Care</p> <p>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>	All Staffordshire residents will receive services delivered by Council and school employees with new and updated skills.	Employees will be well trained and develop skills that they need now and in the future. They will receive training from quality assured training providers.	Low risk that providers on the ADPS might go out of business.	The ESPO Dynamic Purchasing System has other providers that would be able to continue with the training.
<p>Economy</p> <p>How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?</p>	New Apprentices employed by the Council will gain new skills that will help with progression in work.	<i>Higher skills level.</i>	Low risk that providers on the ADPS might go out of business.	The ESPO Dynamic Purchasing System has other providers that would be able to continue with the training.
<p>Environment</p> <p>How will the proposal impact on the physical environment of Staffordshire? Does this proposal have any Climate Change implications?</p>	N/A			
<p>Localities /</p>	N/A			

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
Communities				
How will the proposal impact on Staffordshire's communities?				