

Community Impact Assessment

Climate change annual report and Climate change action plan, revision
3, November 2023

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Date: 16th October 2023



This is the County Council's Community Impact Assessment (CIA) policy providing both guidance and templates to help you to carry out your assessment. It is split into three sections as follows:

- Section 1 CIA Guidance**
- Section 2 The CIA Template**
- Section 3 Submitting your CIA**

Section 1: The CIA Guide

What is a CIA?

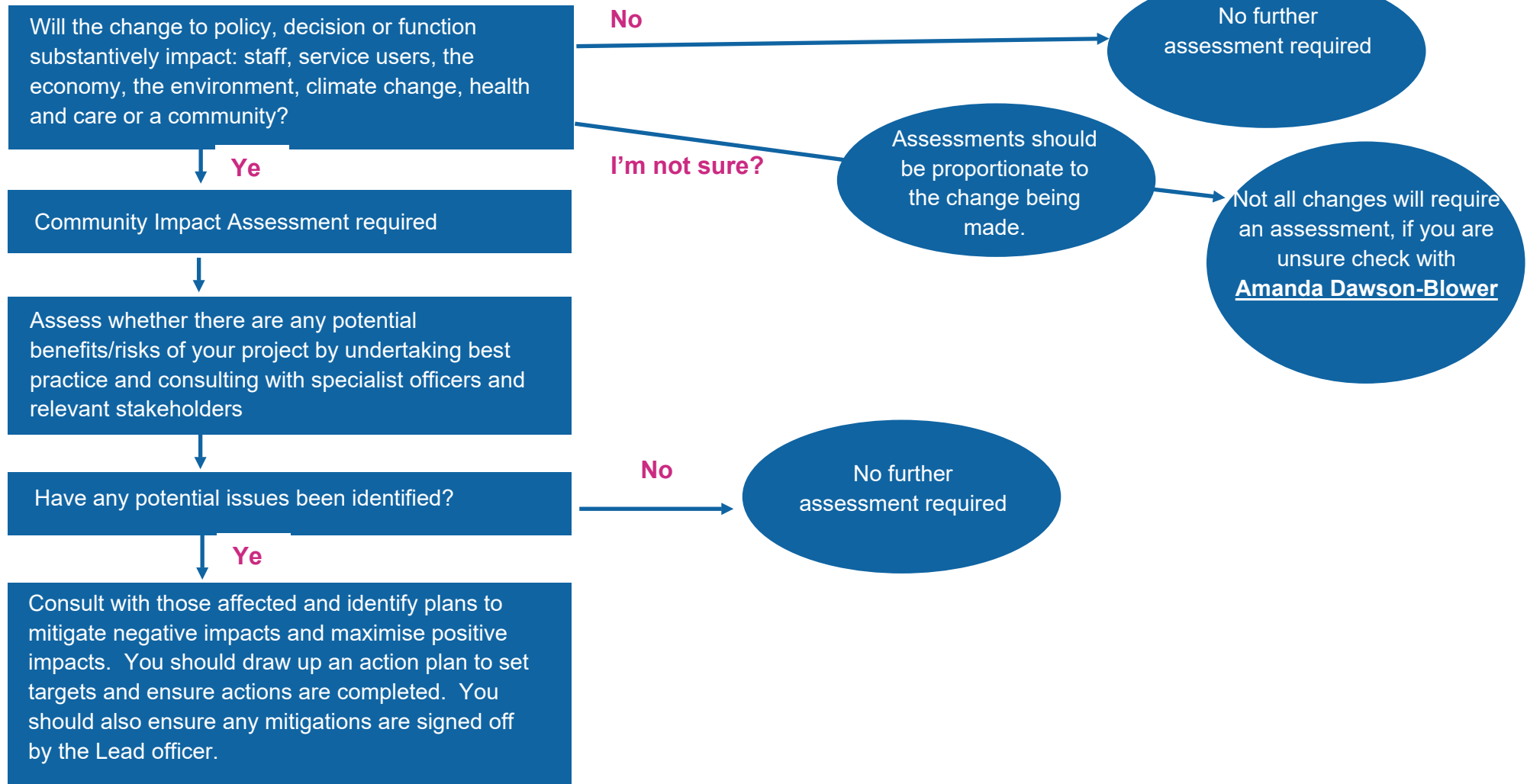
Equality, Diversity and Inclusion is at the heart of everything we do as a Council. A CIA is a helpful tool that we use to assess the impact of our work on our communities, in line with our commitment to equality. By completing a thorough CIA we are able to ensure that we minimise potential negative consequences for everybody.

When do I need to undertake a CIA?

Generally, changes to services, policies and strategies we deliver, and commission, will require an assessment to measure their impact upon communities and their environment. Assessments should be proportionate to the change being made. Not all changes will require an assessment, if you are unsure you can check with [Amanda Dawson-Blower](#), who will also be able to provide you with support to undertake your CIA if required.

Most Cabinet reports will require a CIA and key information from your assessment should inform your recommendations within the report. For more information about the County Council's decision-making processes and to access the Cabinet report template, visit the [Committees and Decision Making](#) StaffSpace pages.

CIA Screening Process



- **Read the guidance** before you start! We also have a [CIA Learning Hub module](#) with tools and resources to support you too.
- If your project involves processing **personal data** in a different way, contact infogov@staffordshire.gov.uk.

- It is important to **undertake your CIA early**, during the planning stage of your project, it is a tool to help inform your decision and should not be undertaken after you have made your decision. It is therefore important to ensure adequate lead-in time to undertake necessary data gathering and analysis.
- Undertaking **research and engagement** will provide you with an evidence base 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. Again, you should take a proportionate approach to the amount of research and engagement you undertake.
- **Involve other people** - they may have some creative solutions for enhancing positive and reducing negative impacts! A project team will provide different expertise and if your project relates to a specific location involve the relevant [Strategic Delivery Manager](#).
- **Complete the CIA Template** - The templates below in section 2 set out what is required to complete the various key sections of your CIA. The template enables you to record which groups of people will potentially be most affected by your project (utilising the data gathering/analysis undertaken earlier), what the benefits and/or risks may be and how you will mitigate any potential risks.
- **Provisional assessments** – At the initial stages, you may not have all the evidence you need so you can conduct a provisional assessment. However, you must put in plans to gather the required information so that a full assessment can be completed.
- **Submit your CIA** – Section 4 sets out how to submit your CIA and also contains a checklist of actions that should be completed before submission – it will be useful to familiarise yourself with this checklist before beginning your assessment.

Section 2: The CIA Template

Important points to note when completing the template:

- The CIA is split into a number of different categories – you don't have to fill in all of them, just those that are relevant to your project
- When your assessment is complete, delete the sections not applicable
- Ensure you only include relevant information to keep the forms as succinct as possible

➤ Equality Assessment

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have ‘due regard’ to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a ‘relevant protected characteristic’ and people who don’t.

In this section you should consider whether your proposal will impact upon any of the following protected characteristics. Your assessment should also consider where different protected characteristics (e.g. age and gender, or gender and ethnicity) could interact with each other, and any impact this may have for potential inequalities. This will help ensure changes/new practices highlight all opportunities to be inclusive by design (i.e. considering benefits and/or risks and any necessary mitigation).

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
Age - older and younger people	People of all ages will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being through a cleaner, greener and more resilient local environment.	No specific risks relating to different genders have been identified at this stage.	When engaging with communities to encourage and drive forward the climate change agenda, endeavor to do this in an accessible way to residents who are elderly, particularly those who are digitally excluded. Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.
Disability - people who are living with different conditions and disabilities, such as: mental illnesses, long term conditions, Autism and other neurodiverse conditions, learning disabilities, sensory impairment and physical disabilities.	People with disabilities will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being for	No specific risks relating to people with disabilities.	When engaging with communities to encourage and drive forward the climate change agenda, endeavour to make it accessible to all, including those with disabilities such as visual impairment or learning disabilities.

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
	everyone through a cleaner, greener and more resilient local environment		Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.
Gender reassignment - those people in the process of transitioning from one sex to another	People who have undergone gender reassignment or are transitioning will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being through a cleaner, greener and more resilient local environment.	No specific risks relating to gender reassignment have been identified at this stage.	Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.
Marriage & Civil Partnership - people who are married or in a civil partnership should not be treated differently at work	N/a	No specific risks relating to gender reassignment have been identified at this stage.	Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.
Pregnancy & Maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	Pregnant women will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being through a cleaner,	No specific risks relating to gender reassignment have been identified at this stage.	Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
	greener and more resilient local environment.		
<p>Race - people defined by their race, colour, and nationality (including citizenship) ethnic or national origins</p>	<p>People of all ethnicities will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being through a cleaner, greener and more resilient local environment.</p>	<p>No specific risks relating to race have been identified at this stage.</p>	<p>When engaging with communities to encourage and drive forward the climate change agenda, endeavour to do this in an accessible way to residents who do not have English as their first language.</p> <p>Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.</p>
<p>Religion or Belief - people with any religious or philosophical belief, including a lack of belief. A belief should affect a person's life choices or the way they live for it to be considered</p>	<p>People of all religions and beliefs will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being through a cleaner, greener and more resilient local environment.</p>	<p>No specific risks relating to religion or belief has been identified at this stage.</p>	<p>Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.</p>
<p>Sex - men or women</p>	<p>People of all genders will benefit from the County Council reducing carbon</p>	<p>No specific risks relating to different genders have been</p>	<p>Mitigations/recommendations will be developed as impacts are</p>

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
	emissions through enhanced quality of life and well-being through a cleaner, greener and more resilient local environment.	identified at this stage.	identified as the action plan is reviewed each year.
Sexual orientation - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	People of all sexual orientations will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being through a cleaner, greener and more resilient local environment.	No specific risks relating to gender reassignment have been identified at this stage.	Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.

➤ Workforce Assessment

****This section only needs to be undertaken if your proposal affects SCC staff****

Key considerations:

- Consider the impact of your proposal on staff with different **protected characteristics** – the staffing profile data can be a useful source of evidence and can be presented below in graph form to supplement your narrative.
- You should consider the impact of job losses (pre and post change), changes to terms and conditions, available support for staff and what the HR protocols are.

- For support to complete this section, please contact your People Operations Adviser.

Who will be affected – consider the following protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation	Benefits	Risks	Mitigations / Recommendations
All staff	<p>Staff who live/work in Staffordshire will benefit from the County Council reducing carbon emissions through enhanced quality of life and well-being, through a cleaner, greener and more resilient local environment.</p> <p>SMART/Agile working will result in increased flexibility for staff.</p>	No specific risks to SCC staff	<p>It is recommended that all staff take part in the climate change training module available on the Learning Hub.</p> <p>Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.</p>

➤ Health and Care Assessment

A key priority within our Strategic Plan is to ‘Encourage good health and well-being, resilience and independence’. This section should therefore be used to identify the impact of the proposal on delivery of this priority.

Key considerations:

- Determine how the proposal will impact on resident’s health and wellbeing (mental and physical), and whether the proposal will impact on the demands for, or access to health and care services for those eligible for care and support under the Care Act 2014.
- Also consider whether your proposal promotes healthy lifestyles, personal responsibility and independence (including independent living) with support from family, friends and/or the community.
- Please contact the [Public Health Team](#) for further advice and guidance if the proposal potentially has a more significant impact on public health, or if you require further input into how to make that judgement.

Key considerations	Benefits	Risks	Mitigations / Recommendations
Active participants of low carbon impact travel	Greener travel such as cycling and walking which requires individuals to spend more time outside is proven to have positive benefits on mental health and wellbeing	Increased public use of roads and pathways may lead to increased, slips, trips and falls, due to these activities	<p>Communications around the availability of green travel options to be widely promoted.</p> <p>Staffordshire County Council is already actively engaged with walking and cycling, with the continued development and maintenance of cycleways and public footpaths.</p> <p>Mitigations/recommendations will be developed as impacts are identified as the action plan is reviewed each year.</p>

➤ Communities Assessment

Use this section to identify the impact of the proposal on communities.

Key considerations:

- Determine whether your proposal will provide opportunities to strengthen community capacity to create safer and stronger communities and provide opportunities for volunteering.
- Consider the different localities and communities your proposal may impact, identifying any communities that could be more adversely impacted than others, for example, rural communities.
- Engage with [Strategic Delivery Managers](#) (SDMs) – they have a great deal of knowledge about their relevant localities and will be key to providing insight and expertise.

Key consideration	Benefits	Risks	Mitigations / Recommendations
Enhanced education of Staffordshire children and encouragement of rural residents to take up opportunities of low carbon transport	<p>Although climate change is part of the curriculum for primary and secondary schools projects such as bikeability and the Air Aware campaign in targeted schools will enhance the learning.</p> <p>Travel by cycling/walking is proven to have positive health outcomes</p>	It will be harder for residents of rural communities to engage with low carbon impact travel, due to their geographic locality and access to resources.	<p>We shall be engaging with maintained schools as part of delivering the action plan, during these interactions we shall communicate effectively and positively with the leaders within the school community.</p> <p>If benefit can be drawn from our activities, to enhance the delivery of a “broad and balanced curriculum”, then this shall be implemented.</p>

Key consideration	Benefits	Risks	Mitigations / Recommendations
			Effective communications will be entered into for the promotion of active travel, where there is infrastructure and opportunity for residents and communities

➤ Economic Assessment

A key priority within our Strategic Plan is to ‘**Support Staffordshire’s economy to grow, generating more and better paid jobs**’. This section should therefore be used to identify the impact of the proposal on delivery of this priority.

Key considerations:

- Determine whether the proposal will impact economic growth and whether it will promote Staffordshire as a ‘go to’ location for new businesses to invest and start up and existing businesses to grow.
- Consider whether the proposal will impact upon resident’s income and access to good quality jobs.
- Also consider how the proposal will allow residents to improve, diversify and adapt their skills and qualifications.

Key consideration	Benefits	Risks	Mitigations / Recommendations
Higher skilled workforce	With the increased uptake of green technologies, this will lead to the growth and development of higher skilled jobs.	These jobs are created outside of Staffordshire or the West midlands	It is recommended that as green technologies are adopted on a larger scale, that the necessary resource is identified and implemented to capture the potential for growth and enhanced jobs within the reach of Staffordshire residents. Tenders

Key consideration	Benefits	Risks	Mitigations / Recommendations
			for work to seek local suppliers where possible.

➤ Climate Change Assessment

A key priority within our Strategic Plan is to ‘Tackle climate change, enhance our environment, and make Staffordshire more sustainable’. This section should therefore be used to identify the impact of the proposal on delivery of this priority.

Key considerations:

- Our mission is to ‘Make Staffordshire Sustainable’, and we have made a commitment to achieve net zero emissions by 2050 across every aspect of our service provision and estate. Our [Climate Change StaffSpace page](#) sets out our plans to achieve this which will help you to consider the impact of your proposal on Climate Change and how it helps us to achieve our vision of “net zero”.
- If the project has some negative aspects with this strategic goal in mind, then you should demonstrate how this is to be mitigated.
- It would also be useful if there could be a carbon impact (tonnes of CO₂e), attributed to the completion of the entire project.
- Any carbon saving that can be attributed to the proposal, should also be explained and quantified.
- It is essential that you complete the [Climate Change Learning Hub module](#) before completing this assessment.
- If there are no climate change implications arising as a result of the project, you can provide background to show this has been considered.
- Please contact the Sustainability and Climate Change Team at sustainability@staffordshire.gov.uk for further advice and guidance.

Key considerations	Benefits	Risks	Mitigations / Recommendations
Our climate is changing and over the coming years we shall all feel the effects of climatic extremes which will impact on our lives and businesses. The County council has committed to becoming net zero by 2050 and mitigate its carbon emissions in line with the Paris agreement to keep global warming below 1.5oC.	Whilst SCC leads a strategic pathway for Staffordshire in the mitigation of carbon emissions, there will be many benefits to residents and businesses across the County, that embrace the changes needed to achieve our target.	There is a risk that with underinvestment and without the proper policies in place, that we will not progress fast enough to keep on our pathway to net zero in 2050.	It is recommended that all of the actions of the Authority are scrutinised to allow us to adhere to our strategic plan and 'Tackle climate change, enhance our environment, and make Staffordshire more sustainable'

➤ Environment Assessment

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?

Key considerations:

- You should consider whether your proposal will affect: the built environment; the rural environment including agriculture; air, water and land quality; waste and recycling; and ability to travel/access to transport, particularly sustainable methods.

Key considerations	Benefits	Risks	Mitigations / Recommendations
Land-owners, tenants and users of rural open spaces are starting to have their use of the	By limiting the mean temperature rise of the climate. It is hoped	If we do not reduce our carbon emissions, then average climate	Land management should consider how to maximise climate change resilience.

Key considerations	Benefits	Risks	Mitigations / Recommendations
<p>environment compromised due to climate change</p>	<p>that the impact of extremes in weather condition is kept to a minimum on the rural environment.</p>	<p>temperature will rise above recognised maximums, which will result in more extreme weather events and which may result in a negative impact on the rural environment</p>	<p>Flooding has become an ever more frequent event recently and the increased occurrence of flooding can be attributed to climate change.</p> <p>Reducing our carbon emissions in line with national recommendations will minimise the potential for future environmental impact, which will impact on livelihoods and habitats.</p> <p>It is therefore recommended that we adopt all measures possible to achieve “net zero” carbon emissions.</p> <p>Working with the wider community is also a priority to reduce the counties wider emissions, for example through the Making Staffordshire sustainable campaign branding.</p>

Section 3: Submitting your CIA

Prior to submitting your Community Impact Assessment (CIA), please ensure that the below actions have been completed, to reassure yourself / SLT / Cabinet that the CIA process has been undertaken appropriately.

- The project supports the Council's [Strategic Plan](#) and [Medium Term Financial Strategy](#)
- The aims, objectives and outcomes of the project have been clearly identified and 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 potential impacts are clearly identified and mitigated for (where possible)
- The appropriate evidence has been used to inform the CIA and decision – engagement / consultation, data, research, local knowledge
- The appropriate people have been involved to provide knowledge and expertise to inform the CIA / decision
- 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

Next Steps:

- When you are satisfied you have completed the above actions, the CIA needs to be approved as appropriate – depending on the size of your project, this could be your manager, project lead or SLT
- If your CIA is going to Cabinet, it should be submitted as part of the Cabinet papers
- You should also submit your CIA to amanda.dawson-blower@staffordshire.gov.uk