

Community Impact Assessment – Checklist and Executive Summary

Name of Proposal: Staffordshire History Centre – new operating model for Archive and Heritage Service

Project Sponsor: Janene Cox, Commissioner for Culture and Communities

Project Manager: Joanna Terry, Head of Archives & Heritage

Date: 15 June 2017

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 (tick)	Comments/Actions
The project supports the Council's Business Plan, priorities and MTFS.	√	Deliver £260,000 savings in MTFS, supports Business Plan.
It is clear what the decision is or what decision is being requested.	√	Decision sought to remodel Archive & Heritage Service
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).	√	Report covers impacts of project and mitigations
The aims, objectives and outcomes of the policy, service or project have been clearly identified.	√	Project delivers vision for the Archive & Heritage Service/
The groups who will be affected by the policy, service or project have been clearly identified.	√	Project has involved key stakeholders in development of project.
The communities that are likely to be more adversely impacted than others have been clearly identified.	√	Impacts on Lichfield clearly identified and mitigated as far as practical.
Engagement / consultation has been undertaken, and is representative of the residents most likely to be affected.	√	Consultation carried out in 2015, continued engagement on going as project is developed.
A range of people with the appropriate knowledge and expertise have contributed to the CIA.	√	Developed with key staff.
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.	√	Consultation, audience research, stakeholder engagement events, staff knowledge and results of customer surveys have been used to develop the project.
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.	√	Groups have been considered and potential impacts captured.

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
PSED – What are the impacts on residents with a protected characteristic under the Equality Act 2010 ? <i>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.</i>	Service is currently used by predominantly white people, older age group, some with disabilities. Even split by gender. Staff are white, more female staff.	<i>Project is being developed to target non users of the service and diversify the range of users. Audience analysis has been carried out and targeted consultation used to develop the facilities and activity plan.</i>	<i>Lack of awareness of facilities and new offer, alienation of current users. Staff at risk of redundancy.</i>	<i>Include current users and staff in consultation for new service offer. Promote new offer with strong marketing plan. Ensure correct HR processes are used when consulting staff.</i>
Health and Care – How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?	Older people.	Provision of accessible facilities welcoming to older people, dementia friendly, wide range of volunteer opportunities to promote wellbeing and independence.	Insufficient budget for high quality accessible facilities, lack of awareness of new volunteer opportunities.	Ensure budget for access is priorities. Promote volunteer opportunities via voluntary sector agencies.
Economy – How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?	Residents, visitors, contractors, staff	New archive and heritage attraction, business start-up space available. Activities targeted at non-users of the service.	Lack of awareness of offer and take up of new business space. Lack of staff knowledge of new offer and collections.	Ensure Business Plan Consultant carries out robust research and analysis to test new model. Marketing plan for the project. Training plan for staff and reviewed risk assessments.
Environment – How will the proposal impact on the physical environment of Staffordshire?	Current users, staff and volunteers	Redeveloped site and new facilities. Preservation of grade II* listed building.	Unable to get planning permission for reuse of listed building. New building	Early involvement of planners and conservation officers. Ensure testing

			fails to meet standards.	and modelling of designs at early stage, use tried and tested solutions.
Localities / Communities – How will the proposal impact on Staffordshire’s communities?	Communities across the county but especially in Stafford and Lichfield. Schools, young people, residents, visitors, volunteers, families, remote users.	Countywide activity programme including touring exhibitions and offsite events. New learning programme, new cultural facilities, increased volunteer opportunities, family friendly, activities to target rural communities.	Lack of awareness of facilities and poor take up. Not all communities can easily access facilities in Stafford. Travelling to access volunteer opportunities.	Ensure activity plan and online services are developed and promoted, influence parking provision near to the Centre. Include stakeholders and communities in development of new facilities and activity plan. Develop programme in consultation with schools and young people. Pilot activities. Ensure project includes expenses and training for volunteers. Influence planners around parking facilities.