Community Impact Assessment Checklist and Executive Summary

Name of Proposal:

Call-Off Contract for the Supply of ICT Equipment and Services

Project Sponsor:

Vic Falcus, Head of ICT

Project Manager:

Stewart Cottiss, ICT Account Manager

Date Completed:

12/08/21

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.	✓	
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 **aims, objectives and outcomes** of the policy, service or project have been clearly identified.	✓	
The **groups** who will be affected by the policy, service or project have been clearly identified.	✓	
The **communities** that are likely to be more adversely impacted than others have been clearly identified.	✓	
Engagement / consultation has been undertaken and is representative of the residents most likely to be affected.	✓	
A range of people with the appropriate knowledge and expertise have contributed to the CIA.	✓	
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.	✓	
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.	✓	
The next steps to deliver the project have been identified.	✓	

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? 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	N/A	N/A	N/A
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?	N/A	N/A	N/A	N/A
Economy How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?	N/A	N/A	N/A	N/A
Environment How will the proposal impact on the physical environment of Staffordshire? Does this proposal have any Climate Change implications?	N/A	The disposal provisions within The Contract ensure that 99.9% of W.E.E.E (Waste Electric and	None identified	N/A

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
		Electronic Equipment) get re-cycled.		
Localities / Communities How will the proposal impact on Staffordshire's communities?	Local communities	The Contract will divert any ICT equipment which has any serviceable life remaining into local community projects.	None Identified	N/A