



Combined impact assessment (CIA)

This is a self-assessment tool to help officers think about how their policies, strategies, projects, procurements, commissioning and services might impact on our communities. It will help to ensure a consistent approach to completion of impact assessments across the council and help officers consider how any positive impacts of a particular proposal may be increased and any negative impacts reduced. A specific aim of the impact assessment is to help us identify ways to reduce inequalities wherever possible.

The tool covers a range of categories including equalities, climate and sustainability, health and other socio-economic factors that all contribute to thriving, healthy communities. These are arranged under three headings: People, Planet and Place.

How to use the tool

The CIA is a simple screening assessment that should be undertaken for all executive decisions and any major policy, financial or service changes.

A summary of this assessment should be included on all decision papers going to Executive or Council.

The self-assessment is intended to help officers reflect critically on their policy, strategy, project or service's impact and is designed to be used at the start of a work plan and then adapted/added to as you work through the project/plan. You should answer all the questions, even if the answer is 'unclear'. It is a reflective tool, not a framework for approving or rejecting a decision, so it will work best if each question is considered honestly and carefully. It is also important to consider direct and indirect impacts when answering these questions.

Where the term 'proposal' is used it also refers to strategies, policies, programmes and projects.

Full guidance is provided in the guidance document – please make sure you read that to help you complete the form.

Combined impact assessment (CIA)

What is being assessed?

[name/title of policy, strategy, project, plan, decision, service change]

Directorate

[Insert text here]

Service

[Insert text here]

Name of Officer(s) completing the Assessment

[Insert text here]

Date

[Insert date here]

What are the aims, objectives, expected outcomes?

[Identify the aims and objectives including the purpose and beneficiaries; how it fits with the Council's corporate priorities and strategic aims. Delete this note and insert text here]

If this is a proposed change to a policy/service/function – what is the change and why is it needed?

[Insert text here]

Impact screening

Work through each of sections below, thinking about the following questions:

- How will the proposal impact on the following areas and groups of people?
- Is the proposal likely to result in positive or negative impacts/risks? If so what are they?
- If an impact is 'unclear' how will you establish what the impact might be?
- What plans do you have in place, or are you developing, that will mitigate the likely identified negative impacts/risks?
- Are there any changes you could make to your proposal to improve positive impacts?

People

Equality and diversity

Which groups of people do you think will be or potentially could be impacted upon by these proposals?

- Consider employees clients, customers and service users
- Think about direct and indirect impacts

Equality characteristics	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Race and ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Equality characteristics	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage and civil partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maternity and pregnancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care experienced ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Armed Forces community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People in rural areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other – such as carers or specific groups like those experiencing homelessness or prison leavers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Where there is a reasonable concern that a decision, policy, project, plan or service change may have a substantial adverse impact on one or more protected characteristics a full Equality impact Assessment (EqIA) should be carried out. The full EqIA should be carried out using the Full EqIA template. The CIA Toolkit guidance gives more details about how and when an EqIA should be carried out.

Does the initial screening identify the need to complete a full EqIA?

Yes / No <delete as appropriate>

Socio-economic status

What impact will this proposal have on low income communities, households or individuals?

- Will it have any impact on those with no educational qualifications for example?

¹ Cumberland Council was the first council to adopt Care experienced as a protected characteristic.

- Will it support those vulnerable to falling into poverty such as lone parent households?

Characteristic	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Low-income communities or households	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Health

What impact will this proposal have on healthy life expectancy?

- Will it help to promote healthy, safe and independent living?
- Will it improve quality of life?
- Will it encourage healthy lifestyle choices?

Things to think about here include diet, physical activity, smoking, alcohol, and access to appropriate care.

Characteristic	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Healthy and risky behaviours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People having control over their own lives/mental wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Planet

Carbon emissions

What impact will this proposal have on reducing carbon emissions?

- Will it provide renewable sources of energy?
- Will it support and encourage residents to reduce carbon emissions?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Carbon emissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Energy use

What impact will this proposal have on energy usage (water, gas, electricity)?

- Will it help to improve energy efficiency?
- Have opportunities to be more energy efficient been considered?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Energy use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mitigation/adaption

What impact will this proposal have on mitigating against a changing climate?

- Will it have any impact on resilience to future extreme weather events, extreme heat or water shortage?

- Will it minimise potential future flood risk?
- Will the proposal introduce any adaptations

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Mitigation/adaptation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Transport and travel

What impact will this proposal have on overall vehicle use?

- Will it provide opportunities to reduce vehicle usage or adopt alternative low carbon vehicles?
- Will it support or promote active or low carbon travel?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Transport and travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Natural habitats and biodiversity

What impact will this proposal have on natural habitats and biodiversity?

- Will it have any impact on land use or areas of green/blue space?
- Will it encourage biodiversity and protect habitats?
- Will it conserve and enhance natural species?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Natural habitats and biodiversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Air quality and pollution

What impact will this proposal have on air quality?

- Will it reduce motor vehicle traffic congestion or idling vehicles?
- Will it reduce emissions of key pollutants?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Air quality and pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Waste

What impact will this proposal have on reducing waste and increasing recycling?

- Have circular economy principles been considered?
- Will it support and encourage residents to reduce waste and increase recycling?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Waste management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Where it is likely that a decision, policy, project, plan or service change may have a substantial impact on one or more of the factors above, then a more comprehensive assessment might be needed. Consult the CIA Toolkit guidance.

Place

Work and local economy

What impact will this proposal have on sustainable growth, employment and opportunities?

- How will it improve the local economy? (e.g. through inward investment)
- Will it help to create employment opportunities for local people? (e.g. through business support or encouraging and supporting people into employment)
- Will it help to create high quality jobs and improve earnings?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Work and local economy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Skills and education

What impact will this proposal have on skills and education?

- Will it help to improve access to education, learning or training?
- How will it improve qualifications and skills for local people?
- Will it raise aspirations and enhance life chances?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Skills and education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Housing

What impact will this proposal have on housing and homes?

- Will it help to improve the quality and/or availability of housing?
- Will it help to make sure there is enough of the right types of housing?
- Will it have any impacts in relation to the affordability of housing?
- Will it help to create places where people want to live?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Neighbourhoods

What impact will this proposal have on local places?

- Will it have any impact on public spaces or community facilities?
- Will it have any impact on access to leisure, culture and heritage?
- Will it help to ensure that public spaces are clean, welcoming or more accessible?
- Will it have any impact on how safe our neighbourhoods feel or are?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Neighbourhoods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Access to information, goods and services

Will this proposal have an impact on access to goods, information, facilities and services? (consider those in rural areas and those on lower incomes in particular)

- Will it improve access to information or services? (including advice and support services)
- Will it help those who struggle to access basic goods and services? (such as food, financial products)
- Will it improve connectivity and infrastructure?
- Will it improve availability or delivery of services to people living rurally?
- Specifically, will there be any impact on the Right to Food? (see note below for further explanation)

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Access to information, goods and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Right to Food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The **Right to Food** can be broken down into different elements.

Availability - food should be available for sale in markets and shops. Food should be available from natural resources.

Accessibility - food must be affordable. People should be able to afford food for an adequate diet without compromising on any other basic needs, such as school fees, medicines or rent. Physical accessibility means that food should be accessible to all, including people who are physically vulnerable.

Adequacy - food must satisfy dietary needs. Food should be safe for human consumption and free from contaminants including residues from pesticides, hormones or veterinary drugs. Adequate food should also be culturally acceptable so religious and cultural taboos must be accommodated.

Participation and community

Will this proposal help to build stronger communities?

- What impact will this proposal have on social inclusion?
- Will this proposal support community empowerment?
- Will this proposal give people and families the opportunity to make sure their voice is heard?

Factor	Positive impact	Negative impact	Neutral impact	Unclear impact	Comments (details of any likely impacts and any measures being taken to address those)
Participation and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary of impact

Summarise your results from your assessment below. Each category should have an overall colour-code applied to indicate its impact as per the guidance notes.

Impact area	Summary impact
People	
Planet	
Place	

Narrative summary

- What are the key risks/impacts – both positive and negative?
- Are there any groups affected more than others?
- Describe any linkages or conflicts between social, environmental and economic impacts (Combined Impacts)
- How will impacts and mitigating actions be monitored?
- What course of action are you advising as a result of this CIA screening? Has the need for a full EqIA, fuller climate impact assessment or fuller health impact assessment been identified?

[Insert text here]

[The CIA information and summary (along with any additional fuller impact assessments undertaken) should be reported as part of the approval process for the proposal.

Copy and paste the visual and narrative summary above into the decision/committee report template if applicable.]

Please send a copy of your completed CIA to the Strategy and Policy team policy@cumberland.gov.uk who will undertake quality assurance work to ensure we are achieving quality and consistency across the organisation.