
TITLE: Review of Grant to Citizens Advice West Suffolk

Committee: Operational Services Committee

Date: 18th January 2021

Author: Lewis Bage, Communities and Partnerships Manager

[V127]

1.0 ISSUE

- 1.1 To consider the outcome of a review of the grant awarded to Citizens Advice West Suffolk (CAWS) for 2020/21 and determine whether the grant be awarded for 2021/22.

2.0 RECOMMENDATION(S)

- 2.1 Members are asked to:

- (i) Note the review findings
- (ii) Award a grant of £23,166.03 to CAWS for 2021/22 via a Service Level Agreement for 2021/22

3.0 BACKGROUND

- 3.1 The Council currently provides grant funding (through a Service Level Agreement (SLA) to CAWS to provide free, confidential, impartial and independent advice to enable local residents to deal with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more.
- 3.2 In 2020/21 a grant of £23,166.03 was awarded to CAWS.
- 3.3 This grant is not guaranteed to CAWS beyond 2020/21. A decision to award a grant is undertaken on an annual basis.

4.0 REVIEW

- 4.1 The Council is committed to ensuring that all residents have access to services that meet their needs. It is recognised that the district is evolving as well as dealing with the impacts of COVID-19 and therefore it is essential that services are in place to effectively meet the needs of communities, in particular those that are most vulnerable. This review is to determine whether a future grant to CAWS is effectively meeting the aims of the Council to deliver these required services and to ensure that the approach taken by the Council is the most cost effective and that best value is being achieved.
- 4.3 A full copy of the Review is located at Appendix 1 of this report.

5.0 ARGUMENTS/CONCLUSIONS

Three options have been identified and presented in the format of an Options Appraisal (included in the Review at Appendix 1 of this report).

6.0 RECOMMENDATION

6.1 To ensure that all residents in the district receive the help and advice they need, especially during these unprecedented times of COVID-19, and for the reasons set out in the Review (Appendix 1) and Option 1 of the Options Appraisal included in the Review, Members are recommended to enter into a SLA with CAWS for 2021/22 using the existing SLA criteria. Once the pandemic and its associated restrictions ease, the Council's Housing and Community Advice service will seek to create a housing and advice hub in the Newmarket area.

6.2 The outputs of the 2020/21 Service Level Agreements will be used as the baselines for 2021/22.

7.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

The SLA for 2021/22 will cost £23,166.03 and will be funded from resources in the Communities & Partnerships budget.

Equality Impact Assessments attached at Appendix 2.
Carbon Impact Assessment attached at Appendix 3.

8.0 APPENDICES

8.1 Appendix 1 - Review of SLA Provided to CAWS
Appendix 2 - Equality Impact Assessment
Appendix 3 - Carbon Impact Assessment

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
CAWS Service Level Agreement 2020/21	Room F008, The Grange	Lewis Bage Communities and Partnerships Manager (01353) 665555 E-mail: lewis.bage@eastcambs.gov.uk

REVIEW OF GRANT PROVIDED TO CITIZENS ADVICE WEST SUFFOLK (CAWS)

AIM OF REVIEW

The Council is committed to ensuring that all residents have access to services that meet their needs. It is recognised that the district is evolving as well as dealing with the impacts of COVID-19 and therefore it is essential that services are in place to effectively meet the needs of communities, in particular those that are most vulnerable.

This review is to determine whether a future grant to CAWS is effectively meeting the aims of the Council to deliver these required services and to ensure that the approach taken by the Council is the most cost effective and that best value is being achieved.

BACKGROUND

The Council currently provides grant funding through a Service Level Agreement (SLA) to CAWS to provide free, confidential, impartial and independent advice to enable local residents to deal with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more. The nature of the assistance provided will depend on a client's needs.

In 2020/21 a grant of £23,166.03 was awarded to CAWS.

This grant is not guaranteed to CAWS beyond 2020/21. A decision to award a grant is undertaken on an annual basis.

REVIEW SCOPE

This review will:

- Identify services included in the SLA
- Identify similar or identical services to those listed within the SLA that are delivered by other organisations to East Cambridgeshire communities
- Identify any duplication of services and opportunities to deliver enhanced services to residents
- Assess volume and demand for services outlined in the SLA (using SLA monitoring information)
- Consider value for money based on SLA monitoring information
- Develop an options appraisal to outline the advantages and disadvantages of options available to the Council
- Identify funding to support delivery of best possible service to residents

SERVICES WITHIN THE CAWS SLA

The SLA requires CAWS to provide assisted information and general help (as defined by the Advice Quality Standard) on topics including consumer advice, money advice, welfare benefits, employment, housing, family and personal matters, taxes, immigration and nationality, health and education.

Assisted information is a service in which staff are available to help clients' access information, and to identify where a client needs further information or advice. General help is diagnosing a client's problems, giving information and explaining options, identifying further action a client can take, and, giving basic assistance such as filling in forms, helping a client draft letters, and

contacting third parties to seek information on the client's behalf. Where necessary for a particular client, the service provided by the service will also include contacting a third party to negotiate on the client's behalf. The service covered by the SLA does not include casework as defined by the Advice Quality Standard i.e. with casework, the service provider takes responsibility for further action, whereas with a general help service, the client retains responsibility for the case. Casework also includes representing a client at appeal proceedings where necessary, which general help does not.

In addition to the above, the SLA monitors the following:

- Participation in local campaigns resulting in better outcomes for East Cambs residents
- Match ECDC funding pound for pound using ECDC core grant to lever in additional match funding from other sources
- Development of face-to-face outreach work outside of main office
- Recruitment and training of volunteers to provide service delivery
- Research and campaigning work influencing local and national policies
- Provision of a number of methods of engagement including face-to-face, email, letter, telephone, social media and webchat

SIMILAR SERVICES PROVIDED BY OTHER ORGANISATIONS

The majority of services provided by CAWS in East Cambs as part of the SLA are provided by the Council. In recent years, the Council has evolved to meet the changing needs of residents in order to provide full, holistic services. In April 2020, the Council's Housing department was rebranded as Housing and Community Advice as the Council recognised the significant changes that the department had made over a number of years.

The Council's Housing and Advice service currently includes five officers that have completed parts 1 and 2 of the Community Money Advice (CMA) Level 3 Award in Generalist Debt Advice, and while local authorities are excluded from the legal requirement to be authorised for most credit-related regulated activities, including credit broking, debt counselling and debt adjusting, the entire Housing and Community Advice team is scheduled to complete the Financial Conduct Authority Compliance Course provided by the Institute of Money Advisors (IMA), however due to COVID-19 this training has been delayed.

The Council's Housing and Advice team is made up of officers possessing both basic and specialist knowledge on a number of topics and are fully equipped to deliver varying levels of advice. Any clients seeking support beyond the team's current remit are signposted to appropriate agencies, examples may include specialist pension advice and complex legal or education related matters. The team employs officers who have specific knowledge to assist with specialist matters such as settled status, small claims, fuel debts and mediation. The following list outlines the breadth of advice topics dealt with by the Housing and Advice team:

- Debt such as council tax arrears, water supply arrears and fuel debts, it is able to carry out income and expenditure assessments and devise personal budget plans
- Taxes
- Family and personal matters such as parental evictions, child maintenance and support payments, relationship advice, mediation and divorce
- Education related advice such as school issues, grants and loans, free school meal entitlement, admissions and appeals and transport to school
- Benefits advice such as help filling in forms, housing benefit, Personal Independence Payments enquiries, income support, carers' allowances, budgeting support and advice for Universal Credit applications and Digital assistance
- Employment such as contracts, grievances, terms and conditions of employment, tribunals and redundancies

- Consumer advice such as issues relating to buying goods or services, building repairs and improvements, faulty goods, complaints, fraud, scams and private sales
- Legal such as drafting letters on behalf of residents, boundary disputes, small claims, personal injury and legal advice relating to housing issues under housing law
- Immigration advice including rights to reside and settled status, staying in the UK longer, rights, travel documents, Brexit related matters and immigration housing rights and eligibility
- Health matters including referrals into residential care homes, enquiries relating to residential care homes, mental health, counselling and private health care
- Pension advice including general pension advice (such as options available and advising when people can take their pension), personal pensions, tax implications and assistance with complaints
- Financial Skills such as budgeting and money management, advice regarding loans and debt management companies, and financial capability advice
- Housing including rent arrears, recovery of deposits, right to buy, homelessness, planning issues, landlord issues, anti-social behavior, illegal evictions)

The Council has a track record for delivering against the needs of its residents and this can be evidenced through its approach to multi-agency community hubs, drop-in services and the establishment of referral pathways. The Council's Housing and Advice webpages are frequently updated providing live links to a range of both internal and external support available to residents.

During 2019/20, the Council assisted 1,627 customers with Housing related enquiries and 3,250 customers with matters relating to Housing Benefit. Housing Benefit queries included copying documents, providing explanation letters and dealing with payment enquiries. The Council provided digital assistance to 314 residents and assisted 3,073 residents with Council Tax queries.

The Council has led on the establishment and development of community hubs in Ely, Littleport, Stretham and Earith Traveller Site. COVID-19 has delayed the planned expansion of the community hub network.

The Council works jointly with organisations that provide specific support such as Red2Green (mental health), CGL (drug and alcohol) and P3 (floating support). The Council's Energy Efficiency Officer (part-time) now forms part of the Housing & Community Advice Team; this enables advice and support to be provided to those in need. The Council participates in local campaigns (such as Eyes and Ears, Scams Awareness, Prevent and White Ribbon) and attracts external funding into the district.

During the first six months of the Council's Housing service formally becoming the Housing and Advice team on 1st April 2020, residents from 21 areas were assisted. Benefits, employment and housing related matters were the most common issues dealt with. Most people accessing the service were from Ely, Littleport and Soham. Of the areas where most CAWS clients accessed their services, the Council's Housing and Community Advice team assisted the following number of unique customers: Bottisham (2), Burwell (1), Woodditton (0), Isleham (1) and Fordham (0).

PERFORMANCE, VOLUME AND DEMAND FOR SERVICES

In 2019/20, CAWS provided advice on a wide range of topics to 329 unique clients. The most common issues dealt with were benefits, debt and employment. Compared to the previous year, there were 41 less face-to-face contacts and 43 less contacts by email, however there was an increase of 60 contacts by telephone. CAWS continued to provide advice from their

office in Newmarket, as many of the East Cambs residents in that area may use Newmarket as a service centre. In 2019/20, there were 17 volunteers supporting the service with an economic value of volunteering of £165,873. This is the amount it would have cost CAWS to employ the volunteers. Training was provided to volunteers on a range of advice topics.

A survey conducted by CAWS during 2019/20 found that 93% of clients were likely to recommend the service and 77% noted that the service helped them find a way forward.

254 debt issues were dealt with and 45 clients were assisted in 2019/20. There were 110 less debt advice issues recorded than the previous year, CAWS advised that this was due to the Money Adviser being on maternity leave and the advice being provided by the volunteer advisers who are less familiar at recording issues

150 clients had a welfare benefit issue connected with their enquiry, 17 of which required some in depth support and 45 were supported at specialist level. 13 clients were supported with rent arrears and 1 client was supported with mortgage arrears. 6 clients supported with council tax arrears at specialist level.

£58,631 income was gained for Council residents through CAWS work which could be reinvested into the local economy. For every £1 of local authority funding invested into CAWS, the fiscal benefit to local authorities is £0.85 and a benefit of £4.79 in financial value to society.

CAWS obtained funding from other sources such as Ofgem, MS Society, Citizens Advice, Suffolk Community Foundation to add value to the grant made by ECDC.

CAWS participated in local campaigns and in 2019/20 participated in Scams Awareness fortnight and the Big Energy Savings Week.

Client numbers show an increase in Universal Credit, employment advice and general welfare benefits issues. The majority of East Cambs clients came from Woodditton, Burwell, Fordham and Isleham, and Bottisham.

CAWS provided support to people experiencing issues arising from Brexit including providing help to apply for pre-settled or settled status online and supported those experiencing immigration issues. Pre-settled or settled status will be needed after December 2020 to prove that someone has the legal right to be in the UK and are eligible to work, use the NHS and rent a home.

In addition to general help and assisted information funded by the SLA, CAWS also provide casework to East Cambs residents on matters such as benefits, debt, employment, consumer and immigration. CAWS has four Debt Relief Order (DROs) intermediaries who can submit application and also help clients when eligible to apply for charitable support to pay for bankruptcies and DROs. CAWS has a Consumer Specialist and also a Child Maintenance Support Specialist who helps clients negotiate their payments and deal with the Child Support Agency. They also have a specialist who is able to help clients with Settled Status applications. 115 debt prevention issues were dealt with in 2019/20 and 24 clients were assisted. This was 37 more issues than the previous year. 17 clients were given advice at specialist level, with £151,251 of debt written off through bankruptcies and Debt Relief Orders.

150 clients had a welfare benefit issue connected with their enquiry, 17 of which required some in depth support and 45 were supported at specialist level. 13 clients were supported with rent arrears and 1 client was supported with mortgage arrears. 6 clients supported with council tax arrears at specialist level.

CAWS offer a wide range of volunteering roles including reception work, general administration, advising, specialist case worker and trustee. They fit the volunteer role to the skill set and requirements of the individual. Each role receives full training and support throughout their time with CAWS.

Volunteers benefit from working as part of a team as it reduces social isolation and gives them a sense of belonging. Volunteers gain satisfaction from knowing that they are making a difference, giving back to society and keeping them mentally active. CAWS help to improve IT, phone, customer service, research, administration and interviewing skills. Many volunteers use the experience gained from volunteering with CAWS to demonstrate they meet the person specification on job application forms.

Some volunteers stay with CAWS for 20 years whilst others use the short-term volunteering opportunity as a stepping stone to employment. CAWS volunteers can be: students working towards their first job; mothers returning to work; law students; people looking for a career change or retired people. The majority of CAWS paid staff were originally CAWS volunteers who gained the skills and experience for their paid roles whilst volunteering.

OPTIONS APPRAISAL

Assessing the services being delivered by the Council and the outcome of the 2019/20 CAWS SLA, enabled Officers to develop an options appraisal which outlines the advantages and disadvantages of options available to the Council

Option 1: Maintain Status Quo (i.e. one year SLA)	
Advantages: <ul style="list-style-type: none"> • Impartial and independent advice service • Minimal disruption to services • The grant provided allows CAWS stability to explore other income streams • No reputational damage to ECDC • Fixed cost of £23,166.03 • Due to the impacts of COVID-19, the demand for CAWS services are expected to increase, including some of issues deferred such as eviction notices not being served. Upon recommencement of enforcement and action against such matters, the number clients requiring support is expected to rise • The location of CAWS ensures an increased service to residents south of the District where the Housing & Community Advice Service has not yet established a community hub however it is the intention of the Council that once the pandemic and its associated restrictions ease, the Council's Housing and Community Advice service will seek 	Disadvantages: <ul style="list-style-type: none"> • Rigid performance targets reduce opportunities for flexible and innovative ways of working • There is some known duplication of services being provided by other organisations including ECDC (however due to COVID-19, planned Community Hubs in the areas served by CAWS have not been established and therefore their effectiveness cannot be evaluated)

to create a housing and advice hub in the Newmarket area.	
Option 2: Re-tender SLA service using revised criteria	
<p>Advantages:</p> <ul style="list-style-type: none"> • New criteria provides an opportunity for alignment with ECDC strategies and Corporate Plan priorities • By reviewing SLA criteria there is an opportunity to review what services are provided by various organisations to minimise duplication • Testing the market could provide an opportunity to obtain better value, attract innovative solutions to the criteria and provide opportunity for organisations to develop a consortia to deliver services more effectively 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Due to COVID-19, planned Community Hubs in the areas served by CAWS have not been established and therefore their effectiveness cannot be evaluated • There is a risk that no tender responses are received which could result in a gap in service provision • There is insufficient evidence to determine whether alternative provisions in place in the areas served by CAWS are effective, therefore there is currently no requirement for a revised criteria/service • Due to COVID-19 and Brexit, demand for advice services are expected to increase and it is unknown if alternative services serving the areas covered by CAWS are effective • Changes may take time to embed • CAWS and the national Citizens Advice services are a well-established advice brand
Option 3: ECDC and other agencies to directly deliver the service via Community Hubs	
<p>Advantages:</p> <ul style="list-style-type: none"> • Track record for delivery of prevention and support services • Direct control of service being offered • Opportunity to design innovative and flexible service • Established relationships with external organisations • Access to specialist advice • Better alignment with ECDC strategies • Offers residents a one stop shop • Opportunity for CAWS to provide services within the community via the Hubs in addition to their existing methods of engagement • Adds value and an alternative to CAWS offer with more places for residents to go seeking advice and services 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Due to COVID-19, planned Community Hubs in the areas served by CAWS have not been established and therefore their effectiveness cannot be evaluated • Location of ECDC clients accessing advice service prior to 2019/20 unknown therefore comparisons cannot be made or evaluated • Due to COVID-19 and Brexit, demand for advice services are expected to increase Insufficient evidence available to determine whether alternative provisions in place in the areas served by CAWS are effective) • Advice provided via Hubs may not be perceived as independent

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:	Review of Grant Provided to Citizens Advice West Suffolk (CAWS)
Lead Officer (responsible for assessment):	Lewis Bage, Communities and Partnerships Manager
Department:	Communities and Partnerships
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date EIA Completed:	21.12.2020

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

This review is to determine whether a future grant to CAWS is effectively meeting the aims of the Council to deliver required services and to ensure that the approach taken by the Council is the most cost effective and that best value is being achieved.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Vulnerable residents and the wider community especially in areas located close to Newmarket

- (c) **Is the EIA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

Performance information illustrating demand and use of services has been obtained to inform the proposal.

- (d) **Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics?** (please tick all that apply)

Ethnicity	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	Religion and Belief	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexual Orientation	<input checked="" type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	Marriage & Civil Partnership	<input checked="" type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>	Caring Responsibilities	<input checked="" type="checkbox"/>

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Performance information illustrating demand for services is outlined at Appendix 1 and impacts are detailed at Option 1 of Options Appraisal at Appendix 1

(e) Does the policy have a differential impact on different groups?

YES/NO/Na

(f) Is the impact adverse (i.e. less favourable)?

YES/NO/Na

(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?

YES/NO/Na

(h) How have you engaged stakeholders in gathering evidence or testing the policy proposals? Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

Review findings have been shared and CAWS have had the opportunity to feedback and comment. As part of the Service Level Agreement, CAWS is required to provide performance monitoring data which is used to evidence of the level of demand for services. The Council's Housing and Community Advice team that also provide these services has been consulted on the review findings and recommendation.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

(i) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

Findings detailed at Appendix 1

(j) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

Details included within Options Appraisal at Appendix 1

(k) Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	x
Option 2:	Adjust the policy - to remove barriers or to better promote equality.	
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	
Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.	

- (I) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified?**
 Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

The recommendation ensures that services remain in place at a time and place where required, as outlined at Appendix 1.

This completed EIA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to the Principal HR Officer.**

All completed EIAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to attend a half-an-hour session to summarise the findings of the EIA to the Scrutiny and Verification panel.

Signatures:

Completing Officer:	Lewis Bage	Date:	21.12.2020
Head of Service:		Date:	

V1 (CfE Reports Jan 2020 onwards)

ECDC Carbon Impact Assessment:

Once complete, this CIA should be sent to Richard Kay (richard.kay@eastcambs.gov.uk) for review prior to including a summary of this CIA within your committee report.

Please provide a brief description of the policy/decision including the proposed outcomes?

To consider the outcome of a review of the grant awarded to Citizens Advice West Suffolk (CAWS) for 2020/21 and determine whether the grant be awarded for 2021/22.

Members are asked to:

- (i) Note the review findings
- (ii) Award a grant of £23,166.03 to CAWS for 2021/22 via a Service Level Agreement for 2021/22

Now consider whether any of the following aspects will be affected. Many are likely to be ticked 'neutral':

Aspect	Likely climate effect:			Commentary
	+ve	-ve	neutral	
The council's energy consumption via buildings (electricity, gas, oil). Tick +ve if consumption will reduce.			√	
The council's energy consumption via travel (eg petrol). Tick +ve if consumption will reduce.			√	
The councils water usage (especially hot water). Tick +ve if consumption will reduce.			√	
Creation of renewable energy. Tick +ve if it increases renewable energy production. Tick –ve if renewable energy is lost.			√	
Carbon offsetting – will the proposal offset carbon emissions such as through tree planting. Tick +ve if yes.			√	
Reducing carbon emissions through amending ongoing			√	

activities not covered above eg management of land, such as peat soils, in a way which reduces carbon dioxide emissions. Tick +ve if yes.				
If the project involves the creation or acquisition of a building, has the energy rating been considered? Are / will measures be included to make the building energy efficient, beyond basic building regulation or other legal requirements? Tick +ve if yes.			√	
Embodied energy - does your project/proposal include construction of buildings or other significant infrastructure? If no, then tick neutral. If yes, have genuine efforts been made to minimise the embodied energy* in the materials being used for that construction, and the source of such materials? If so, tick +ve.			√	

What information is available to help the carbon impacts identified above to be quantified?

(e.g. this might be a estimation of energy consumption provided by a constructor, an estimate of distance travelled to a new site etc.)

Can any negative outcomes be justified as appropriate or necessary?

N/A

Are any remedial or mitigation actions required?

No

Once implemented, will you monitor the actual impact of any +ve or -ve outcomes? Yes / No. If so, how?

N/A

Overall summary to be included in your covering report (i.e. what you put in this box should be replicated in your committee report, and therefore should provide the overall summary of the carbon impact, in language suitable for being placed in the public domain).

There are no positive or negative carbon impact implications arising.

Assessment completed by (name and position)	Lewis Bage Communities and Partnerships Manager
Date CIA completed	21.12.2020
Approved by Richard Kay	

*Embodied energy is the energy used (and therefore carbon dioxide or other greenhouse gases emitted) during the manufacture, transport and construction of building materials. So for example, if you are specifying concrete on a project then carbon dioxide (or equivalent) will have been emitted making that concrete. Different materials have high and low levels of embodied energy, with low being good. Not only can different materials have different embodied energy values, but the same material can also have differing embodied energy values depending on where it was sourced and transported. For example, stone sourced from China would have a far greater embodied energy within it than the same stone sourced locally, due to the carbon dioxide emitted during transportation. By way of examples, using stainless steel will likely have over 10 times more embodied energy within it, per kg, than timber.