

Health Impact Assessment (HIA) Template

Overview

A Health Impact Assessment (HIA) is a tool to be used to assist people to work together, internally and externally, to improve health and reduce health inequality and health equity. In doing this we should look to improve elements such as the resident's lifestyle as well as the wider determinants of health such as educational attainment, housing, green spaces, environmental, employment and economic stability. This approach helps to create "win-win" solutions e.g., good spatial planning has many non-health benefits but if designed appropriately it can increase physical activity, improve mental health and reduce carbon emissions which improves respiratory health.

HIAs give invaluable information not only about potential effects on health, but also how to manage them. It therefore provides the opportunity to amend the design of a proposed plan, strategy, policy or project to protect and improve health. Ultimately the purpose of a HIA is to inform decisions on how we can maximise the positive and minimise the negative health impacts. It informs decisions as to whether the impact on health of a particular proposal is acceptable or not.

Not all proposals require a HIA to be undertaken. This will depend on the type, scale and location of the strategy, policy, plan or programme. For further information please read the [HIA Guidance](#).

This template is a tool to take you through the steps of completing a Core HIA. It is designed to be completed by you and your department if required, and complements a Community Impact Assessment (CIA). For large scale proposals, you should consider using a Comprehensive HIA.

Getting started.....

Before you start to complete the HIA template it is important to think about;

- **Relevant contributors / key experts** – consider involvement, engagement and / or consultation with colleagues and stakeholders with relevant expertise to ensure that a full range of views are considered. This will help shape the design/outcomes of the strategy, policy, plan or programme.
- **Impact** - consider the impact the proposal may have on each of the different category areas and identify the benefits/risks associated with the proposal. Potential impacts should not be included if it is considered highly unlikely that they would occur.
- **Groups affected** – consider people who are likely to be affected by the strategy, policy, plan or programme. This could be people in a particular area, a street, or a group of people with similar characteristics e.g. older people, young people or people with care needs. Also consider staff, residents and other external stakeholders.
- **Evidence of impact** - identify what evidence you will use to determine your decision in relation to the impact. This may be information from the proposal, research, any data you have used etc.
- **Recommendations** – consider any recommendations to maximise benefits and minimise / mitigate risks.
- **Monitoring and reporting** – consider how you will follow up on recommendations and impacts and monitor/report your findings.

Title of proposal for HIA:					
Lead Officer, Directorate and Service Area:					
Date undertaken:					
SLT sign off and date:					
Contributors / Key experts:					
Locality affected:					
Impact:					
Category	Positive	Negative	Neutral	Description of impacts / issues identified.	Recommendation(s) to maximise benefits and minimise / mitigate risks
Housing					
Diet and Nutrition					
Physical Activity					
Transport, travel and connectivity					

Employment and Income					
Education and skills					
Environment and Air Quality					
Climate Change					
Community Safety					
Equality and Social Cohesion					
Access to Public Services					

Groups likely to be affected:		
Characteristic:	<i>Describe how affected and how it is intended to address the impacts / issues?</i>	N/A
Age:		
Gender:		
Sexual orientation:		
Gender reassignment:		
Race and ethnicity:		
Religion or Belief:		
Disabilities:		
Marriage & Civil Partnership:		
Pregnancy, Maternity, Parenting:		
Economic activity (inc. any employment/ studies/voluntary activities etc).		
Other:		
All:		
Summary of evidence used in HIA:		

Next Steps

Prior to submitting your Health Impact Assessment (HIA) for approval, please ensure that the below actions have been completed, to reassure yourself / SLT / Cabinet that the HIA process has been undertaken appropriately;

- The proposal supports the Council's Strategic Plan, Public Health Delivery Plan and Medium Term Financial Strategy.
- The appropriate people have been involved to provide knowledge and expertise to inform the HIA and any recommendations and where appropriate, involvement of Public Health colleagues has been sought.
- The appropriate evidence has been used to inform the HIA and recommendations – engagement / consultation, data, research, local knowledge and has been noted.

When you are satisfied you have completed the above actions, the HIA needs to be approved as appropriate – depending on the nature of your proposal, this could be your Manager, Assistant Director or SLT. You should then follow up to ensure the recommended actions have been taken and monitor the impacts.