

Appendix 4: Local Authority Review Matrix for HIA Reports

Below is an accessible version of the Review Matrix used by Public Health and Environmental Health Officers to assess HIAs submitted as part of planning applications in the Greater Cambridge area. Applicants do not need to complete a copy of this Matrix but may use it to help frame the final HIA Report.

Criteria for each section should use the following grading

- A – Adequate
- F – Further detail needed
- I – Inadequate
- N/A – Not applicable

Criteria for each section should consider the following comments

- What's missing?
- Are there any weaknesses/what needs strengthening?
- What's helpful or completed well?

Section 1: Description of the proposed development

1.1 There is a clear description of the project being assessed. It includes the aims and objectives of the proposal. The report describes the physical characteristics of the existing site. The report describes characteristics of the proposed development. The report includes timescales and duration of any demolition, construction phases.

1.2 Policy context for the project has been researched (using both national and local sources), noting any relevant health and wellbeing policies/strategies.

Section 2: Identification of population groups affected by the development

2.1 A process to identify groups of the population likely to be affected by the proposal has been undertaken, including groups with characteristics protected by the Equality Act 2010.

2.2 Evidence to support the inclusion of identified groups has been provided (qualitative and quantitative).

Section 3: Identification of geographical area and associated health priorities

3.1 A process to identify the geographical scope of the assessment has been undertaken.

3.2 Health priorities for the affected geographical area have been identified for inclusion in the assessment. Any additional themes identified should also be included here.

Section 4: Assessment of health

4.1 Baseline (Local Profiling)

4.1.1 The report provides a narrative which interprets the data collected in the context of the HIA.

4.1.2 The HIA uses robust data sources which could include other key environmental or technical specialists involved in the proposed development.

Section 5: Evidence

5.1 The sources of evidence used are relevant to the project and scale of the HIA.

5.2 Evidence and data sources used are clearly referenced.

5.3 The quality and depth of evidence is sufficient to inform the assessment of likely impacts.

5.4 There is some critical assessment of the literature used.

5.5 Any limitations of the evidence collected are highlighted and a rationale is provided.

Section 6: Stakeholder engagement

6.1 There is evidence of discussion with the appropriate Local Authority Officer to agree a proportionate approach to stakeholder engagement, and this approach has been followed.

6.2 The report identifies all stakeholder groups relevant to the health impact assessment for the proposed development, including groups whose health and wellbeing is likely to be directly affected by the proposal.

6.3 The methods of engagement were appropriate, and their effectiveness has been evaluated.

6.4 The evidence obtained has been used to influence the design of the proposal.

Section 7: Health effects

7.1 The impacts on health been identified (as outlined within the criteria of the Greater Cambridge Shared Planning HIA Checklist). In identifying health impacts, the HIA has also included those for vulnerable groups and/or people with characteristics protected by the Equality Act (2010).

7.2 Where necessary, proportionate mitigation has been proposed.

Section 8: HIA conclusions and recommendations

8.1 A conclusion is provided summarising the key outcomes with a list of recommendations.

8.2 The recommendations identify how assets that improve health will be maintained and who will maintain them (e.g. a Monitoring Plan has been provided).

Conclusions of the HIA Assessor:

(Provide commentary on the overall quality of the HIA identifying strengths and weaknesses).