

Community Impact Assessment

Checklist & Signature Sheet

This should be commenced at the start of the Community Impact Assessment (CIA) process.

Name of Strategy/Policy/ Service or Function:	Petitions Scheme: Scheme for Handling Petitions made to the Authority
Initial CIA 🖂	Full CIA
Please check the following steps	have been completed before signing below:
•	mpleted eted (where appropriated) t Officers/Service Areas/Partners
Signed:	
Job Title: Carolyn Sharples Date commenced Assessment: 1	Department: Committee and Member Services 4/04/2010 Date completed: 14/04/2010
Received by and date received in Please sign the CIA as indicate to:	the People & Policy Team: d above, retain a copy and send a copy of the CIA
Liz Murphy Head of People and Policy Rossendale Borough Council Stubbylee Hall Stubbylee, Bacup Rossendale OL13 0DE <u>lizmurphy @rossendalebc.gov.l</u>	<u>uk</u>
MANAGEMENT ACTION REQUI	RED (to be completed by the Head of P&P)
 Referred back to Assessor for Refer to Committee: Considered by Community Im Published/made publicly avail Signed:	(specify committee & date) spact Assessment & Scrutiny Group: (date) able on: (date)

¹ This date will be set on an annual basis as default for review unless otherwise specified by you.

Responsible Section/Team	Committee and Member	Version	•	1
	Services			
Responsible Author	Carolyn Sharples	Due for re	eview	June 2013
Date last amended	14/04/2010	Page 1 of	3	

Date Issued: June 2009

Issued by: Head of People & Policy

COMMUNTIY IMPACT ASSESSMEMT INITIAL SCREENING FORM

Name of Community Impact	Petitions Scheme: Scheme for Handling			
Assessment (the policy, decision,	Petitions made to the Authority			
strategy, programme, procedure, action				
plan, function or service etc.):				
Officer Name(s):	Carolyn Sharples			
Job Title & Location:	Committee and Member Services			
	Manager, Futures Park			
Service Area/ Team:	Committee and Member Services			
Telephone & Email Contact:	01706 252422 /			
	carolynsharples@rossendalebc.gov.uk			
Date Assessment:	Commenced:	Completed:		
	14/04/2010	14/04/2010		

ls	the policy	or	decision	under	review	(please	tick)
ıo	LITE DOILE	OI.	uccision	ulluci	ICAICA	IDICASC	ucni

New/Proposed ⊠	Modified/adapted	Existing
rtotiir ropodda 🖂	····oaiiioa/aaaptoa	=/og

1. Scope of the Community Impact Assessment

The Petitions Scheme outlines how residents can submit petitions to the Council and how the Council will deal with them and respond.

2. Aims & Objectives – summaries the main aims/objectives of the policy, decision, strategy, action plan, project or procedure (please refer to CIA Guidance for details)

To adopt a scheme for the Duty to Respond to Petitions as required by the Local Democracy, Economic Development and Construction Act 2009.

- To detail how the Council will deal with and respond to petitions.
- To detail the essential requirements of a petition and how petitions can be submitted by petition organisers.
- To detail the requirement of petitions submitted in hard copy and online.
- To detail the minimum number of signatures required under different circumstances e.g. Petitions which are area specific or from Community Groups.

² Policy can be defined as a policy document, decision, strategy, function, service, action plan, programme, procedure, initiative or process.

Responsible Section/Team	Committee and Member	Version	1
	Services		
Responsible Author	Carolyn Sharples	Due for review	June 2013
Date last amended	14/04/2010	Page 2 of 3	

Date Issued: June 2009

Issued by: Head of People & Policy

3. Impact – Could a particular group of people be affected differently in either a negative or positive way?						
	Positive Impact – it could benefit	Negative Impact – it could disadvantage/ affect differently	Neutral Impact (Neither)	Please indicate whether this is high (H), medium (M) or low (L). If a negative impact is identified please complete a Full CIA ³		
Women						
Men						
Race (Ethnicity or Nationality) – BME or Majority Population - please state which group(s):						
People with a disability (physical, learning/ mental health)						
Lesbians, gay men and bisexual people						
Transgendered people			\boxtimes			
Older people (60+)						
Younger people (17-25), and children						
Religious / Faith groups⁴						
Other excluded groups (e.g. careers, rurally isolated, gypsies & roma travelers, people on low incomes etc.). Please state which group(s):						
Is a Full Community Impact Assessment require Lead Officer signature:	ed? Yes: 🗌 No	ɔ :□	Head of P&P Date:	signature:		

Responsible Section/Team	Committee and Member Services	Version	1
Responsible Author	Carolyn Sharples	Due for review	June 2013
Date last amended	14/04/2010	Page 3 of 3	

Date Issued: June 2009

Issued by: Head of People & Policy

³ If you have identified any negative impact you *will* need to complete a Full Community Impact Assessment. If there are no negative impacts identified you do not need to complete a Full Community Impact Assessment.

⁴ Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.