

COMMUNITY IMPACT ASSESSMENT INITIAL SCREENING FORM

Name of Community Impact Assessment (the policy, decision, strategy, programme, procedure, action plan, function or service etc.):	Petitions Scheme: Scheme for Handling Petitions made to the Authority	
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: 14/04/2010	Completed: 14/04/2010

Is the policy² or decision under review (please tick)

New/Proposed

Modified/adapted

Existing

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. <ul style="list-style-type: none"> • 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 Services	Version	1
Responsible Author	Carolyn Sharples	Due for review	June 2013
Date last amended	14/04/2010	Page 2 of 3	

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 CIA³
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Men	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race (Ethnicity or Nationality) – BME or Majority Population - please state which group(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People with a disability (physical, learning/ mental health)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Transgendered people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Older people (60+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Younger people (17-25), and children	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religious / Faith groups⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other excluded groups (e.g. careers, rurally isolated, gypsies & roma travelers, people on low incomes etc.). Please state which group(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Is a Full Community Impact Assessment required? Yes: No:

Lead Officer signature: _____

Head of P&P signature: _____

Date: _____

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.

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	