

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:	Neighbourhood Forums and Neighbourhood Plans - One Year On
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Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed (where appropriated)
- Notified all relevant Officers/Service Areas/Partners

Signed:

Job Title:

Department:

Date commenced Assessment:

Date completed:

Received by and date received in the People & Policy Team:

Please sign the CIA as indicated above, retain a copy and send a copy of the full CIA, including the Action Plan, to:

Liz Murphy
Head of People and Policy
Rossendale Borough Council
Stubbylee Hall
Stubbylee, Bacup
Rossendale
OL13 0DE
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of P&P)

- Referred back to Assessor for amendment. Date:
- Refer to Committee. Specify Committee & Date:
- Considered by Community Impact Assessment & Scrutiny Group. Date:
- Published/made publicly available on. Date

Signed:..... (Head of P&P) Date:

Date of Review¹:

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

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Community Impact Assessment Form

Name of Strategy/Policy:	Neighbourhood Forums and Neighbourhood Plans - One Year On	
Officer Name(s):	Catherine Price	
Job Title & Location:	Area Manager	
Department/Service Area:	Place Directorate - Communities Team	
Telephone & E-mail Contact:	01706 252541 catherineprice@rossendalebc.gov.uk	
Date Assessment:	Commenced: 30/07/2010	Completed: 17/08/2010

1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure, project or decision (refer to "**Notes for Guidance**" for details).

<p>To present to cabinet the 4 Neighbourhood Plans for the areas: Haslingden, Helmshore and Edenfield Rawtenstall Bacup Whitworth</p> <p>To provide a review of the implementation and development of the Forums following the refresh in 2009.</p> <p>To present recommendations for the future development of the forums.</p>

- b) Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

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c) Main or intended groups identified as beneficiaries, targets or users of (or affected in any other way) this strategy, policy, project, procedure or decision?
Please specify in box below:

- Customers/citizens of the district
- Targeted/specific groups of customers/citizens (indicate below in [d]).
- Elected Members/Councillors
- Internal colleagues/customers or other public authorities e.g. government agencies
- Community Groups/voluntary sector groups or campaign/interest groups
- Staff/employees (in their contractual position) and/or potential employees/trainees.
- Any other stakeholder e.g. trade unions, contractors, suppliers, district partners, public agencies (not directly under Council control), intermediaries representing interest groups e.g. tenants, developers, legal agencies or third parties.

Main beneficiaries:
All the above are beneficiaries, targets or deliverers of the Neighbourhood Forums and Plans

d) Please detail below specific equality groups who will be the main beneficiaries, targets and users of this strategy, policy, project, procedure or decision, or who will be affected in any other way.

Key equality groups as main beneficiaries or affected in any other way (where appropriate):
 Young People
 Older People
 BME Groups
 People from Rural Communities
 All of the above are benefitted by specific challenges and actions in the Neighbourhood Plans.

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e) To assist with the assessment you may need to consider collecting the following information, before completing the table in Section 2:

- NATIONAL DATA e.g. surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA e.g. demographics, service mapping studies & relevant research.
- MANAGEMENT INFO e.g. data collected for operational/financial or other purposes.
- MONITORING DATA e.g. information already available or collected. For example: disability type, age band, gender, location. (ref. existing LPSIs).
- CONSULTATION/CONTACT DATA e.g. user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK e.g. results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
- Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
- OTHER e.g. frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

Please detail in the box below, the information you have considered to make this decision/recommendation regarding the communities affected by this.

The following information has been used to inform the plans

- Local data, using MOSAIC
- Consultation Data from public drop-in sessions and forum business meetings, as well as website
- Views of LSP Officers and other agencies through business meetings
- Other specific consultation at rural forums and BME groups e.g. Asian Ladies Group
- Other including the PLACE survey and CORE strategy consultation data - to check the validity of the data received

f) Is further consultation, data collection or research still required?

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):
 It is always the case that more consultation can be carried out. It is intended that the plans are working documents which will develop and evolve and so engaging with all groups within the community will be ongoing. The information gained to feed into the plans has been tested against the wider community with public drop in sessions, use of the feedback section of the website, the Rossendale Alive Newsletter, and comparisons with other surveys. Specific consultation with rural and BME Groups has also been carried out.

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2. Impact – Evidence

Using the table below please tick whether you have evidence that the policy/strategy/decision has a negative, positive or neutral impact **from an equalities perspective** on any of the equality groups listed below. **Throughout this document please also give consideration to the wider community cohesion impacts within and between the groups identified.**

		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
Gender	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)	Asian or Asian British people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific engagement and actions are included in the plans to benefit this group	<input type="checkbox"/>
	Black or black British people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	as above	<input type="checkbox"/>
	Chinese or other ethnic people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	as above	<input type="checkbox"/>
	Irish people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	as above	<input type="checkbox"/>
	White people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Chinese people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific engagement and actions are included in the plans to benefit this group	<input type="checkbox"/>
	Other minority communities not listed above (please state)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	as above	<input type="checkbox"/>
Disability	Physical/learning/mental health	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Sexuality	Lesbians, gay men and bisexuals	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Gender Identity	Transgender people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Age	Older people (60+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific engagement and actions are included in the	<input type="checkbox"/>

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		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
				plans to benefit this group	
	Younger people (17-25), and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	as above	<input type="checkbox"/>

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		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
Belief	Faith groups *	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Other Groups (e.g. carers, rurally isolated, gypsies & roma travellers, people on low incomes)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific engagement and actions are included in the plans to benefit this group	<input type="checkbox"/>

Notes:

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

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3. Impact – Nature/Type

- a) Could you further improve the strategy, project, policy, procedure or decision's positive or neutral impact? If "Yes", this should be detailed in the Action Plan.

YES NO

- b) You need to think about how you can mitigate any adverse or negative impact(s) of the proposal, or how you might use the policy, strategy, project, procedure or decision to promote a positive impact. You must consider whether you have identified that this proposal has a:

High Impact: that the policy, project or decision will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

OR:

Lower Impact: the policy, project or decision will have a negative or adverse impact (that may not be lawful). You will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy/decision, stating what the changes should be
- Revise the policy/decision, stating the revisions
- Consult further if you feel that you do not have enough information.

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions:

The plans do not have an adverse impact on any equality group. NB The plans will be available in alternative formats to ensure that no group is discriminated against by being unable to read or interpret the plans.

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4. Impact Assessment - Summary

Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council detailing these in the Action Plan at the back at this document. If no specific actions have been identified please detail your key findings below:

Key Findings:

The Plans have identified specific challenges and actions intended to benefit specific equality groups.

These challenges are representative of other consultations carried out and data available.

Targeted and broad consultation has been carried out to develop the plans.

Engagement work is constant and ongoing as the plans are working documents.

5. Impact Assessment – Further Action

Please give the details of the monitoring/evaluation/review process that has/will be set up to check the successful implementation of the policy, project, strategy or decision including improved outcomes/impact and identify the review date.

Evaluation/ monitoring/ review process:

Each Plan will be monitored by the forum members in ways agreed by the forums. This may mean updates on all actions at every meeting, or themed meetings where specific linked actions are looked at. Periodically the whole plan will be reviewed by the forum to check against progress.

Whilst there is no legal obligation to fulfil the work required but ultimately it is for the Chief Officer of each partner of the plan to be accountable to the forums.

Review Date: October 2011 (12 Months after implementation)

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6. IMPACT ASSESSMENT ACTION PLAN

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments

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