

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:	Green Travel Plan (Draft)
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Initial CIA

Full CIA

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: E Hussain.....

Job Title: Principal Policy Officer Department: People & Policy
Date commenced Assessment: 15.06.10 Date completed: 02/07/10

Received by and date received in the People & Policy Team: 02/07/10

Please sign the CIA as indicated above, retain a copy and send a copy of the CIA 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 :N/A (date)
- Refer to Committee: Policy O&S date 27.07.10 (specify committee & date)
- Considered by Community Impact Assessment & Scrutiny Group:08.07.10 (date)
- Published/made publicly available on: (date)

Signed:..... (Head of P&P) Date:
Date of Review¹: 2011

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 INITIAL SCREENING FORM

Name of Community Impact Assessment (the policy, decision, strategy, programme, procedure, action plan, function or service etc.):	Green Travel Plan (Draft)	
Officer Name(s):	Emma Hussain	
Job Title & Location:	Principal Policy Officer	
Service Area/ Team:	People & Policy	
Telephone & Email Contact:	01706 252451 emmahussain@rossendalebc.gov.uk	
Date Assessment:	Commenced: 15.06.10	Completed: 02/07/10

Is the policy² or decision under review (please tick)

New/Proposed

Modified/adapted

Existing

1. Scope of the Community Impact Assessment

The scope of this Community Impact Assessment covers the impact of the introduction of the proposed corporate Green Travel Plan.

Specific actions/initiatives within the Plan, as explored, may require impact assessments to be considered against them.

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)

The Green Travel Plan (GTP) sets out the general principles and commitment of the Council and is a package of specific measures aimed at promoting sustainable travel within Rossendale Borough Council. There is also a strong link to health and wellbeing for our employees and our commitment to promoting healthy lifestyles and choices. This Travel Plan takes account of the Council's internal and external facing roles but is primarily an internal policy.

The Government has set clear aims for the development of more sustainable transport. Green Travel Plans can play a part in achieving this by encouraging and promoting more sustainable ways of travelling to, from and at work. Locally, there is commitment through the Council's Corporate Plan, the Sustainable

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

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Community Strategy and the Borough's Environmental Strategy.

When implementing actions and initiatives of the GTP, those that are able, we be asked to try to participate in making green changes to their travel, while acknowledging that some people may not be able to do some because of their circumstances. This is in line with our Equality Duties and commitments.

The aim of the GTP is to develop a coherent, consistent, environmentally sustainable approach to travel within Rossendale Borough Council.

Key objectives:

Intention to reduce the overall amount of car travel, particularly single occupancy vehicle journeys, with a focus on business journeys.

Increase the use of alternative modes of transport to, from and at work (pedestrian/cycle/public transport).

Ensure awareness of the green travel options & choices, and the benefits of green travel - revise internal business travel arrangements and introduce initiatives to encourage staff to adopt environmentally friendly methods of working and travelling.

Provide opportunities for reducing the need to travel for all purposes & encourage active travel - ensure all staff have access to travel / transport information.

Reduce the environmental impact of our travel and transport - reduce CO2 emissions (kg) produced by business and fleet travel.

Reduce the level of business travel mileage and associated costs

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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 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:

Head of P&P signature:

Lead Officer signature: E Hussain

Date: 02/07/10

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.

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