

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:	Updated Planning and Other Applications Validation Policy
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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:

Job Title: Planning Manager

Department: Development Control

Date commenced Assessment: 13/10/2010 Date completed: 13/10/2010

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 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 : (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 INITIAL SCREENING FORM

Name of Community Impact Assessment (the policy, decision, strategy, programme, procedure, action plan, function or service etc.):	Updated Planning and Other Applications Validation Policy	
Officer Name(s):	Paul Talbot	
Job Title & Location:	Planning Technician/OSS	
Service Area/ Team:	Development Control	
Telephone & Email Contact:	01706 238637	
Date Assessment:	Commenced: 13/10/2010	Completed: 13/10/2010

Is the policy² or decision under review (please tick)

New/Proposed

Modified/adapted

Existing

1. Scope of the Community Impact Assessment
The report updates an existing policy to take account of revised Government guidance.
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 ensure that the planning service provides a quicker, more efficient and predictable service.

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

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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 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:

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.

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