

**Community Impact Assessment  
Checklist & Signature Sheet**

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

|   |  |
|---|--|
| <b>Name of Strategy/Policy/Service or Function:</b> | Illegal Eviction and Harassment Policy |
|---|--|

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: Health and Housing Manager Department: Health, Housing and Regeneration  
Date commenced Assessment:05.01.11 Date completed: 14.02.11

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](mailto: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 Review<sup>1</sup>:

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

|                                 |                                  |                       |   |
|---------------------------------|----------------------------------|-----------------------|---|
| <b>Responsible Section/Team</b> | Health, Housing and Regeneration | <b>Version</b>        | 1 |
| <b>Responsible Author</b>       | R Lawlor                         | <b>Due for review</b> |   |
| <b>Date last amended</b>        | 05.01.11                         | <b>Page 1 of 3</b>    |   |

**COMMUNITY IMPACT ASSESSMENT  
INITIAL SCREENING FORM**

|   |   |                               |
|---|---|-------------------------------|
| <b>Name of Community Impact Assessment (the policy, decision, strategy, programme, procedure, action plan, function or service etc.):</b> | Illegal Eviction and Harassment Policy            |                               |
| <b>Officer Name(s):</b>   | Rebecca Lawlor                                    |                               |
| <b>Job Title &amp; Location:</b>  | Health and Housing Manager<br>Futures Park        |                               |
| <b>Service Area/ Team:</b>  | Health, Housing and Regeneration                  |                               |
| <b>Telephone &amp; Email Contact:</b>   | 01706 252402<br>rebeccalawlor@rossendalebc.gov.uk |                               |
| <b>Date Assessment:</b>   | <b>Commenced:</b><br>05.01.11                     | <b>Completed:</b><br>14.02.11 |

**Is the policy<sup>2</sup> or decision under review (please tick)**

New/Proposed

Modified/adapted

Existing

|  |
|--|
| <b>1. Scope of the Community Impact Assessment</b>   |
| Adoption of Illegal Eviction and Harassment Policy for tenants within the rented sector.   |
| <b>2. Aims &amp; Objectives – summarise the main aims/objectives of the policy, decision, strategy, action plan, project or procedure (please refer to CIA Guidance for details)</b>   |
| To get agreement to adopt the proposed Illegal Eviction and Harassment Policy providing a clear response and statement of the role of the Council in dealing with potential cases.<br><br>On adoption of this policy a detailed Communication Plan for promoting this policy will be developed for tenants with focused messages to those most at risk such as young people. |

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

|                                 |                                  |                       |   |
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| <b>3. Impact – Could a particular group of people be affected differently in either a negative or positive way?</b>                                   |   |  |                                     |  |
|---|---|--|-------------------------------------|--|
|   | <b>Positive Impact – it could benefit</b> | <b>Negative Impact – it could disadvantage/ affect differently</b> | <b>Neutral Impact (Neither)</b>     | <b>Please indicate whether this is high (H), medium (M) or low (L). If a negative impact is identified please complete a Full CIA <sup>3</sup></b> |
| <b>Women</b>  | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Men</b>  | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Race (Ethnicity or Nationality) – BME or Majority Population - please state which group(s):</b>  | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>People with a disability (physical, learning/ mental health)</b>   | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Lesbians, gay men and bisexual people</b>  | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Transgendered people</b>   | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Older people (60+)</b>   | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Younger people (17-25), and children</b>   | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Religious / Faith groups<sup>4</sup></b>   | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| <b>Other excluded groups (e.g. careers, rurally isolated, gypsies &amp; roma travelers, people on low incomes etc.). Please state which group(s):</b> | <input type="checkbox"/>                  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |  |

**Is a Full Community Impact Assessment required? Yes:  No:**   
**Lead Officer signature:** Rebecca Lawlor

**Head of P&P signature:**  
**Date:** 05.01.11

<sup>3</sup> 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.

<sup>4</sup> 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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