

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:	Rossendale Shopfront Design Guide
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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: Assistant Conservation Officer

Department: Planning

Date commenced Assessment: 6th Sept 2010 Date completed: 6th Sept 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.):	Rossendale Shopfront Design Guide	
Officer Name(s):	Michael Taylor	
Job Title & Location:	Assistant Conservation Officer	
Service Area/ Team:	Development Control	
Telephone & Email Contact:	01706 238642 michaeltaylor@rossendalebc.gov.uk	
Date Assessment:	Commenced: 6 th Sept 2010	Completed: 6 th Sept 2010

Is the policy² or decision under review (please tick)

New/Proposed

Modified/adapted

Existing

1. Scope of the Community Impact Assessment

The assessment covers the community affected by the design guide. This includes the group most directly affected – shop owners and potential investors – and the wider community who are affected by the design and appearance of shopfronts.

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 aim of the shopfront design guide is to encourage good practice in the design of new shopfronts and the improvement of existing frontages. It will provide advice on the principles of good design and recommendations on issues such as the detailing of fascias, signage and security measures. Its objective is to encourage design practices which meet the commercial requirements of local businesses whilst also providing shopfronts that are in keeping with the character, scale and appearance of Rossendale's townscape.

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

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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 CIA ³
Women	<input type="checkbox"/>	<input type="checkbox"/>	√	
Men	<input type="checkbox"/>	<input type="checkbox"/>	√	
Race (Ethnicity or Nationality) – BME or Majority Population - please state which group(s):	<input type="checkbox"/>	<input type="checkbox"/>	√	
People with a disability (physical, learning/ mental health)	√	<input type="checkbox"/>		L
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	√	
Transgendered people	<input type="checkbox"/>	<input type="checkbox"/>	√	
Older people (60+)	<input type="checkbox"/>	<input type="checkbox"/>	√	
Younger people (17-25), and children	<input type="checkbox"/>	<input type="checkbox"/>	√	
Religious / Faith groups⁴	<input type="checkbox"/>	<input 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"/>	√	

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

Head of P&P signature:

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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Lead Officer signature:

Date:

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