

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:	Interim Policy Statement: Caf��s, Restaurants and Hotfood Takeaways
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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: Principal Planner

Department: Forward Planning

Date commenced Assessment: 12/12/2008

Date completed: 28/10/2009

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:	Interim Policy Statement: Café's, Restaurants and Hotfood Takeaways	
Officer Name(s):	Adrian Harding	
Job Title & Location:	Principal Planner, One Stop Shop, Lord Street, Rawtenstall, BB4 7LZ	
Department/Service Area:	Forward Planning	
Telephone & E-mail Contact:	01706 252586 adrianharding@rossendalebc.gov.uk	
Date Assessment:	Commenced: 12/12/2008	Completed: 28/10/2009

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).

The attached document is the Interim Policy on Hotfood Takeaways which require planning permission. The policy seeks to improve environmental quality and maintain the vitality and viability of town and local retail centres by controlling the location of Hotfood Takeaways, the number in any location, their appearance, hours of opening, noise generation, traffic generation and ensuring adequate disabled access. In addition, by controlling the location of Hot food Takeaways to be located away from schools and youth facilities, the policy aims to assist in the health and well being of children and young people.

Cabinet approval is sought to go out to consultation on the attached document for a period of 6 weeks seeking the views of the statutory consultees, local businesses and residents as well as other stakeholders. After the period of 6 weeks the responses will be collated and considered with the final document being amended where necessary. The Policy will be brought back to Cabinet for adoption and final publication.

- 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:

No specific intended groups identified as beneficiaries. The Policy applies to all hot food take away applications.

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):

Disabled citizens – the policy seeks to make sure that suitable access up to and into units proposed for Hot Food Takeaways is provided.

Children and Young People - the policy seeks to prevent Hot Food Takeaways being located close to schools and youth facilities to support the health and wellbeing agenda by reducing convenient access to high fat foods and therefore more likely to discourage unhealthy eating. .

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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.

A variety of information has fed into the creation of this policy. However as the policy has been consulted on with members of the public and other stakeholders, it is considered that this has been addressed by the sources outlined under 1(f).

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

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):
 6 weeks consultation with consultees, public and other stakeholders
 Collection, collation and consideration of responses
 Amendments to wording of policies and supporting text if required
 Return to Cabinet final adoption and publication
 Responsible Officer – Adrian Harding and Officers of Forward Planning Team

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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 type="checkbox"/>	<input type="checkbox"/>	Based on Officer knowledge of the Borough, a high proportion of hot food take away outlets are owned by the BME community. As a consequence, the Policy may affect this particular community, but not exclusively. The policy and application criteria treats all applicants equally in this respect.	<input checked="" type="checkbox"/>
	Black or black British people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Chinese or other ethnic people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Irish people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	White people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Chinese people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Other minority communities not listed above (please state)	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Disability	Physical/learning/mental health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	By providing improved access into proposed hot food takeaway establishments.	<input 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 type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Younger people (17-25), and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Discouraging hotfood take aways from being located close to schools and youth facilities is less likely to promote or encourage unhealthy eating.	<input type="checkbox"/>

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		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
				This also supports the health and wellbeing agenda.	

		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 type="checkbox"/>	<input type="checkbox"/>		<input checked="" 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: N/A

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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:
N/A

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:

The policy has a chapter which sets out how the policy will be monitored which includes equal opportunities consideration.

If any issues or responses arise out of the consultation process or as a result of appeal decisions, comments from Ombudsman enquiries or from Audit Commission reports, these will be considered and the policy revised where appropriate.

Review Date: November 2010.

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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
N/A	N/A	N/A	N/A	N/A	N/A

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