

INITIAL COMMUNITY IMPACT ASSESSMENT FORM

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Tell Us Once Service	
Lead Officer Name(s):	Joanne Hargreaves	
Job Title & Location:	Information Manager	
Department/Service Area:	Customer Services	
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Date Assessment: 20/10/2011	Commenced: 20/10/2011	Completed: 20/10/2011

We carry out Community Impact Assessments to analyse the effects of our decisions, policies or practices. The CIA should be undertaken/started at the beginning of the policy development process – before any decisions are made.

The main aims/objectives of this policy¹ are:
This impact assessment considers the decision whether or not the Council should deliver the Tell Us Once (TUO) service with the DWP. This will enable citizens to notify central and local government of a change of circumstance (a birth or a death) just once, and trusting them to share this information with other relevant departments and local authority services. In addition to DWP and local authorities, the key stakeholders are HM Revenue & Customs (HMRC), Cabinet Office, HM Treasury, Driver and Vehicle Licensing Agency (DVLA) and Department for Transport (DfT), Identity and Passport Service (IPS), Communities and Local Government (CLG), Improvement and Development Agency (IDeA), Local Government Association (LGA) and Information Commissioner's Office (ICO).
The introduction of the TUO service has a general wider community and service user benefit, and is not aimed at any specific protected equality groups.

Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

INTERNAL ONLY

MANAGEMENT ACTION REQUIRED (to be completed by the Head of P&P following review by Management Team)

- Outcome of CIA agreed/approved by Management Team: Yes No
- Is a full CIA required Yes No
- Referred back to Assessor for amendment :24.10.11 (date)
- Published/made publicly available on: (date)

Signed:..... (Head of P&P) Date:
Date of Review²:

¹ Policy refers to any policy, strategy, project, procedure, function, decision or delivery of service.
² This date will be set on an annual basis as default for review unless otherwise specified by you.

Responsible Section/Team	Customer Services	Version	1.0
Responsible Author	Joanne Hargreaves	Due for review	Oct 2012
Date last amended	25/10/2011	Page 1 of 2	

1. Equality Impact

Using the table below please tick whether the policy/strategy/decision has a positive, negative or no impact from an Equalities perspective on any of the protected equality groups listed below. **Please also give consideration to wider equality of opportunity and community cohesion impacts within and between the groups identified.**

Equality		Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts or reasons why it will be of positive benefit or contribution)	No Impact
Age	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"/>
Disability	Physical/learning/mental health	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Gender Reassignment	Transsexual people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Pregnancy and Maternity		<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"/>		<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"/>
	Gypsies & Travellers	<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"/>
Belief or Religion		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Gender	Women	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Men	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Sexual Orientation	Lesbian women, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Marriage and Civil Partnership (employment only)		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Contribution to equality of opportunity		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Contribution to fostering good relations between different groups (people getting on well together – valuing one another, respect and understanding)		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Human Rights http://intranet/site/scripts/documents_info.php?categoryID=86&documentID=251		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

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