

Community Impact Assessment

Initial Assessment Form v4 Nov 2010

The initial assessment is a quick and easy screening process.

It should:

- identify those policies, projects, services, functions or strategies which require a full Community Impact Assessment (CIA) by looking at:
 - negative, positive or no impact on people that possess any of the protected characteristics
 - opportunity to promote equality for people that possess any of the protected characteristics
 - data / feedback
- prioritise if and when a full CIA should be completed
- justify reasons for why a full CIA is not going to be completed

Service	
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Title of Policy, Function Or Service	
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Type of Policy, Function Or Service	Existing:	
	New/proposed	
	Changed	

Step 1 - Identify Aims

Q1. What Are the Aims of Your Policy, Function or Service?

Q2. Who Is Going To Benefit From This Policy, Function Or Service and How?

Step 2 - Assess Potential Impact**Q3. Thinking about each of the groups below, does, or could the policy, function, or service have a negative impact on people who possess the protected characteristics below?**

Group	Yes	No	Unclear
Age			
Disability			
Race			
Sex			
Sexual orientation			
Religion or belief			
Gender Reassignment			
Marriage and Civil Partnerships			
Pregnancy and Maternity			
Relationships between groups			
Other socially excluded groups			

If The Answer Is “Yes” Or “Unclear” Consider Doing A Full CIA**Step 3 - Assess Potential to Promote Equality****Q4. Does, or could, the policy, project or service help to promote equality for on people who possess the protected characteristics?**

Group	Yes	No	Unclear
Age			
Disability			
Race			
Sex			
Sexual orientation			
Religion or belief			
Gender Reassignment			
Marriage and Civil Partnerships			
Pregnancy and Maternity			
Relationships between groups			
Other socially excluded groups			

If The Answer Is “No” Or “Unclear” Consider Doing A Full CIA

Step 4 - Collect and Use Evidence			
Q5. Have you undertaken any consultation on this policy, function or service?			
Yes		No	
If yes give details of who has been consulted (internally and externally) and a brief summary of any equality and diversity issues raised			
Q6. Do you have any feedback data from people with any of the protected characteristics that influences, affects or shapes this policy, function or service?			
Group	Yes	No	Unclear
Age			
Disability			
Race			
Sex			
Sexual orientation			
Religion or belief			
Gender Reassignment			
Marriage and Civil Partnerships			
Pregnancy and Maternity			
Relationships between groups			
Other socially excluded groups			
If the answer is “no” or “unclear”, no-one knows or opinion is divided consider doing a full CIA			

Step 5 – Finalise Your Decision			
Q7. Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, project or service?			
Yes		No	
If you have to complete a full CIA use the easy to follow toolkit and form on Intranet			
Q8. How Have You Come To This Decision?			
You only need to answer this question if you answered yes to Q7.			
Q9. What Is Your Priority For Doing The Full CIA?			
High		Medium	
			Low

Step 6 – Details of People Involved			
Q10. Who was involved in the CIA, and how?			
Name of Lead Officer			
Signature			
Date		Contact number	
Head of Service Endorsement			
Signature			
Date		Contact number	

Please send a copy of your completed CIA to the **Corporate Equality Group for approval**. We will contact you any comments or queries about your initial CIA.

Step 7 – CIA Group Approval or Complete a full CIA			
CIA Approval			
The Community Impact Assessment Group has approved this CIA			
The Community Impact Assessment Group as approved this CIA in principle subject to further evidence being provided			
Name of Lead Officer			
Signature			
Date		Contact number	

Step 8 – Publish Your Approved CIA	
Please confirm an electronic copy of the approved CIA has been sent to the Website Officer to be published on the Council’s website.	