

Community Impact Assessment

It is intended that you complete this form if you have identified a high negative impact to our communities and employees.

Sections 1 & 2 should be completed early in policy development and before any consultation/engagement activity takes place

Sections 3 & 4 should be completed before policy approval.

You will find the information from this assessment useful for the Equality Implications section of any report you are completing.

Make use of the supporting guidance – Community Impact Assessment

Section 1 – Overview

1. What is the title of the policy?

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2. What are the objectives of the policy? For example, what are we aiming to achieve? Who does it benefit? Please provide a brief description

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3. Who does this policy affect? (Delete as appropriate)

- Customers/service-users
- Partners
- Employees
- Other (please specify)

4. What period does the policy cover? (start date & end/review date)

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5. Your contact details:

Name of person completing impact assessment and their post	
Telephone	
Date started	
Other officers/Stakeholders involved	

Section 2 – Impact Assessment

1. Will this policy have a significant impact on any of the following groups of people with regard to the General Equality Duty?

Positive and negative impacts should be assessed with regard to the General Equality Duty;

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between different groups

Please mark all boxes indicating whether an impact has occurred, this could be **positive** or **negative**. Mark **None** if there is no impact. Help boxes are available to assist.

People of different ages

[Helpbox - Age](#)

People with ill health or people with a disability

[Helpbox - Disability](#)

People of different gender

[Helpbox - Gender \(Sex\)](#)

People who are transgender

[Helpbox - Transgender](#)

Different racial groups

[Helpbox - Race](#)

People with different religion or beliefs

[Helpbox - Religion or Beliefs](#)

People of different sexual orientation

[Helpbox - Sexual Orientation](#)

Women who are pregnant or breast-feeding

[Helpbox -Pregnancy and Maternity](#)

People that are married or in a civil partnership

[Helpbox - Marriage or Civil Partnership](#)

People affected by deprivation

[Helpbox - people affected by deprivation](#)

Impact (X)		
Positive	Negative	None

2. What is the expected impact?

For each impact **positive** or **negative** please explain the reasoning and provide evidence for that response. Remember to fully reference the evidence and attach it if it is appropriate.

You can find more information to fill any gaps that may have by contacting Delivery & Planning - 80131

3. What engagement and consultation have you already carried out?

Please answer the following questions and include any additional information that is relevant;

- Who have you consulted/engaged with?
- What the consultation/engagement told you?
- What you have changed or intend to change as a result of the consultation?
- How and when you intend to feedback?

Remember to attach the information when you submit the Community Impact Assessment.

4. Please give brief details of any further engagement/consultation you plan to carry out with any of the above groups, particularly where you feel you don't have sufficient information.

You can contact the Community Engagement team for support – 82131

You are at the end of Section 2 - have you completed all questions in this section?

Please ensure all questions are answered and then send your information to;
Equalityanddiversity@telford.gov.uk

You can ask questions or for any support by contacting 01952 382104 or e-mail
equalityanddiversity@telford.gov.uk

The Equality and Diversity Team will help you address/respond to any issues in
Section 3 – Mitigating Actions

Section 3 – Mitigating Actions

1. For each significant **negative** impact identified in Section 2 (Questions 3 & 4), what action have you taken, or will you be taking, to reduce/manage these impacts?

Please bring forward any **negative** impacts identified earlier in the form and explain what action you will take to mitigate against them (The earlier help boxes include help on mitigating actions).

2. For each significant **positive** impact you identified in Section 2 (Questions 3 & 4) what action have you taken, or will you be taking, to maximise the opportunity?

Please bring forward any **positive** impacts identified earlier in the form and explain what action you will take to enhance these. (The earlier help boxes include help on enhancing positive impacts).

Remember to integrate any actions you have identified in to your service/team plans.

3. How do any of the above actions contribute to the aims of the General Equality Duty;
 - eliminate unlawful discrimination, harassment and victimisation
 - advance equality of opportunity
 - foster good relations between different groups

Identify the specific aim that each action.
It is not necessary that you meet all of the aims in a single policy or action.

Section 4 – Review and Monitoring

1. From what date will this policy be implemented?

If you don't know, insert the date your line manager will consider it

2. How will the actual impact of the policy be monitored and reviewed?

Use SMART action planning techniques to describe the processes/forums by which the impacts will be monitored and evaluated.

Ensure that appropriate confirmation has been given by your line manager.

Line Manager/Head of Service Agreement

Community Impact Assessments will be published online and available on request. This will include the subject document, equality analysis, data sources and consultation evidence.

Please make sure that your Line Manager/Head of Service has been made aware of the content of the impact assessment and that they agree with it.

Arrange for your Line Manager/Head of Service to e-mail confirmation of agreement to; equalityanddiversity@telford.gov.uk

The Equality and Diversity team will create a summary for ease of access, please make sure that you forward any relevant documentation you have referred to with the e-mail, or a link to the appropriate web page.

Thank you conducting this Community Impact Assessment, should you have any questions please contact 01952 382104 or e-mail equalityanddiversity@telford.gov.uk