

Community impact Assessment Guidance

What is a Community Impact Assessment?

A community impact assessment is a tool to help you to make fair and non-discriminatory decisions about your policy.

It is designed to show that you have given due regard to the aims of the statutory General Equality Duty;

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

When undertaking a Community Impact Assessment it is useful to remember that it is not an end in itself, but the start of a continuous improvement process to develop better outcomes for everyone.

The term 'policy' refers to what you are assessing. In this context, the term includes the different things that we do, including service reviews, non-key strategies and plans, functions, procedures, practices, decisions and projects.

What's its purpose?

The purpose is to document and evidence what impacts a policy will have, or is having, and whether appropriate mitigating actions can be taken to the lessen any negative effect. It is also to capture the good things that you are doing.

Tips for completing the Form

Completing the Impact Assessment is best **completed by the lead officer** for the development of the policy, and should **include other key stakeholders and officers**.

Section 1 overview

Be sure to describe the function of your policy as clearly and fully as possible.

Section 2 Impact Assessment

Remember to include your reasoning and evidence where appropriate.

This area gives you a frame work for organising the information and clearly laying out the impact that the policy will have on protected characteristics.

When you are completing this section give as much information about the reasons for your decisions as possible.

It is crucial that you include evidence to support these decisions. This evidence will be published in it's raw form along with the completed impact assessment. This is inline with the aims of the government regarding transparency and allows informed challenge to our decisions.

Q3. Help boxes have been provided and can be accessed via the intranet. They will be updated on a regular basis – [Assessing Impact](#). The help boxes will provide information on a national, regional and local level when it is available.

If you have gaps in your information talk to Delivery and Planning, who may be able to fill those gaps with information that they already hold - 80131.

Don't stop if you don't have information. Plan to gather information and record this in section 4.

- Q4.** For **each** of your impacts be specific about the reasoning. Use evidence where you can aim to gather evidence where you don't have it.
- Q5.** Consultation is an important part of the development of any policy. You may have already done some and there is a space to provide links to the results of that consultation.
- Q6.** If there are gaps in your consultation, such as a group of people with a relevant protected characteristic that you have not spoken with, then you might like to arrange to consult with them. Contact the Community Engagement Team – 82131 – for advice and support on how to do so.

Remember to forward all of the information you have used to equalityanddiversity@telford.gov.uk and contact the Equality and Diversity team before progressing. **It will save time.**

Section 3 Mitigating Actions

Now that you have identified a range of impacts, you must look to mitigate, or enhance, any of your identified negative or positive impacts.

Treat this like you would a risk identified in a risk assessment. Plan your mitigation in a proportionate manner and consider;

- How can it be avoided completely
- How can you lessen the effect
- Do you need to plan in case an impact occurs

Ask a critical friend(s), to look over the details of the impact assessment. The more views you have the more robust it will be and the better the outcomes. Keep in mind that you are trying to demonstrate due regard for the three aims of the General Equality Duty.

Getting Agreement and Final Draft

When you are confident with the contents of the assessment you will need to seek agreement from your line manager or management team.

This is because it will be published in a draft format alongside any consultation that you need to undertake on the final policy. This is an important step and allows people to contribute effectively to the policy's development whilst highlighting any unintended or unidentified impacts.

Section 4 Monitoring, Review and Publishing

You must indicate when, and how, you will monitor and review the impacts of the policy. Make use of SMART planning principles to layout your plan.

When publishing the policy, the impact assessment and the data that you have used, is your responsibility. You should consider at least web publishing in the appropriate place. Speak to your Web Champion to identify the location.

E-mail equalityanddiversity@telford.gov.uk so that they can take appropriate steps to summarise and link the data to the Equality and Diversity Impact Assessment pages. Remember to include all of the relevant information, or a link to the web pages that the information is mounted on.