

Community Impact Assessment

Initial Assessment Form v4

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	Corporate Strategy & Communications
----------------	-------------------------------------

Title of Policy, Function Or Service	Swale Borough Strategy
---	------------------------

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?

The borough strategy is a statutory requirement which rests with the council, although preparation and ownership is the responsibility of all the partners represented in the Locality Board partnership architecture. The strategy provides the long-term vision for the borough and is thus an overarching reference point for other strategies and plans developed by all relevant partners. In addition to setting out a long-term vision, the strategy also includes a number of medium-term joint actions for working in partnership as a 'roadmap' to achieving the vision. The strategy is structured around the five thematic partnerships which form the operational level of the Locality Board partnership.

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

The strategy will impact on everyone living in, visiting, working or studying in the borough. It has been developed from a thorough analysis of a robust evidence base, including the statistical profile of the borough contained in 'Swale in 2011', perception

data from the local area perception survey, and data provided by partners from a variety of sources, including strategic needs assessments. In addition to containing a number of cross-cutting medium-term objectives, the overarching vision provided by the strategy is expected to influence the commissioning and resource-allocation decisions of all the partners involved. The strategy is not in itself intended or expected to have a disproportionately negative or positive impact on any particular group.

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			
<p>Many of the organisations with whom the council most naturally consults on new policies are themselves represented within the Locality Board architecture and so have contributed directly to the development of the strategy. This includes elected members from both KCC and SBC on the Locality Board, strategic partners such as Kent Police and Eastern and Coastal Kent PCT on the Public Services Board, and a high number of other local agencies from a range of sectors on the thematic partnerships. Nonetheless, the Locality Board has been keen to ensure that any interested party who wishes to comment on the draft document is proactively given an opportunity to do so. The strategy has therefore been sent to all the parish councils in the borough asking for feedback, and has also been discussed individually with a number of groups and organisations felt broadly to represent people with protected characteristics under equalities legislation, including older people and a number of different faith groups. These conversations have all demonstrated broad support for the priorities and actions in the strategy, and none has unearthed any inadvertent negative or positive potential impact on any protected group.</p>			
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	Awaited.		
Disability	✓		
Race	✓		
Sex		✓	
Sexual orientation	✓		
Religion or belief	Awaited.		
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?			
The strategy is a very high-level policy document updating the understanding of the needs of the borough shared by a number of local agencies working in partnership. It is not intended to have any positive or negative impact on any particular group, including those with protected equalities characteristics, and none of the feedback from consultees to date has indicated any likelihood that it could do so.			
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?			
Louise Matthews, as head of service. David Clifford, as lead officer. Sarah Porter, as equalities lead.			
Name of Lead Officer		David Clifford	
Signature			
Date	8 March 2012	Contact number	01795 417456
Head of Service Endorsement		Louise Matthews	
Signature			
Date	8 March 2012	Contact number	01795 417533

Please send a copy of your completed CIA to the **Community Impact Assessment 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 as shown below	
<input style="width: 100%; height: 40px;" type="text"/>	

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.	
--	--