



North West Leicestershire
District Council

Burial Services

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT

Name of the policy or service being assessed:

Service Area: **BURIAL SERVICES**

Date Impact Assessment completed:

Is this a policy or service? **Policy** **Services** **Procedure**

Is this a new or existing policy or function? **New** **Existing**

Names and roles of the people carrying out the Impact Assessment:

1. Keith Fairbrother – Head of Street Management
2. Lindsay Weaver – Street Scene Manager
3. Alison Hayter – Burials Officer
4. Sue Blackburn – Burials Officer
- 5.

Head of Service: Keith Fairbrother

Signature



Date: 26 March 2009

PART 1

AIMS AND IMPLEMENTATION OF THE POLICY

Identifying the aims of the policy

What is the policy? What is the aim, objective, or purpose of the policy?

To provide a burials service, including advice, to residents in the Coalville Special Expense area of the district and relatives of the buried in the Coalville, Whitwick and Hugglescote cemeteries

Rationale behind the policy and its delivery

The Council has a statutory duty around which the policy and procedures are designed

Who is affected by the policy? Who is intended to benefit from it and how?

Who are the main stakeholders in relation to this policy?

What outcomes would other stakeholders want from this policy?

Are there any groups who might be expected to benefit from the intended outcomes but which do not?

Residents in the Coalville Special Expense area of the district and those living outside this area who wish to be buried in Coalville, Whitwick or Hugglescote cemeteries

Policy Priorities:

(How does the policy fit in with the Council's wider aims? Include Corporate and Local Strategic Partnership Priorities)

How does the policy relate to other policies and practices within the Council?

What factors/forces could contribute/detract from the outcomes?

N/A

How the policy is implemented

Is the service/policy provided solely by one service or in conjunction with another service or through a Partnership?

If external partners are involved – what are the measures in place to ensure that they comply with the Council's Equal Opportunities policy?

The service is provided "in-house" by the Street Management section

There is a close working relationship with Funeral Directors in the area

Users and beneficiaries are:

(Indicate profile by target groups and assess relevance to policy aims and objectives e.g. workforce to reflect the community.)

Relatives of the deceased and Funeral Directors are users of the services

Action needed:

(Include short-term measures to be taken to provide a baseline where no or little information is available)

None

PART 2			
ASSESSMENT OF IMPACT			
	From the evidence available Identify how the groups are reflected in the take up of the service	From the evidence does the policy have an actual or potential negative impact	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity
Race	N/A	No	N/A
Gender	N/A	No	N/A
Disability	N/A	No	N/A
Age	N/A	No	N/A
Religion/Belief	Not affected as the service is available to all religions	No	N/A
Sexual Orientation	N/A	No	N/A
Other groups		None identified	

PART 3: PROCESS OF POLICY OR SERVICE DELIVERY AND MONITORING

Operation Times

When is the service provided – are there seasonal issues; are there barriers to the service based on the time and delivery of the service which may affect the target groups?

The service is provided in-house all year round, including Bank Holidays

Methods of communication to the public (external) and internally

What methods do you use to communicate this service? Include review and assessment of methods, media, translations, interpretation etc, bearing in mind the extent to which these media forms are accessible to all sections of the community.

Externally:

Information is provided to Funeral Directors and to the public on demand

Considerations should be given to placing information on the Council's website and in different languages

Internally:

N/A

How will the results of the EIA feed into the Service and Financial Planning process?

No changes required

Future Monitoring and Consultation

How and when will the policy be monitored?

Identify areas for future consultation and any barriers to participation in consultation with proposals to overcome these.

Ongoing monitoring of policy and procedures

PART 4**MEASURES TO REDUCE DISPROPORTIONATE OR ADVERSE IMPACT – POSITIVE IMPACT**

Specify measures that can be taken to remove or minimise the disproportionate impact or adverse effect identified at the end of Part 3. If none were identified in Part 3, identify how disproportionate impact or adverse effect could be avoided in the future. (Consider measures to reduce any adverse impact and better achieve the promotion of equality of opportunity).

RACE:

N/A

GENDER:

N/A

DISABILITY:

N/A

AGE:

N/A

RELIGION/BELIEF:

N/A

SEXUAL ORIENTATION:

N/A

PART 5 – ACTION PLAN

Recommendation	Key Activity	Responsible Officer	Milestones	Progress	Date of Completion
1. Consider providing information on the Council's burial services in different languages	1.1. Investigate need for information in different languages	Burials Officer			Sept 2009
	1.2. Prepare information in different languages if necessary	Burials Officer			March 2010
2. Update and improve the information provided on the Council web site on it's burial services and cemeteries	2.1. Assess requirements for information to be put on the web site	Burials Officer			Sept 2009
	2.2. Update the web site with the necessary information	Burials Officer			March 2010