

Stage 1: Scope of the Equality Impact Assessment

**** NB. It is important that your Equality Champion (See Corporate, Equality and Young People on WySpace for a current list) is aware that the EIA is being undertaken, and is kept updated throughout the entire process ****

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

Recommendation to Cabinet regarding fees for High Wycombe Cemetery including an increase for the Saturday burial charge to include staff standby costs.

2. What is the purpose? (A short statement about its aim or objectives)

To agree to new cemetery fees for 2016/17 including an increase to the Saturday burial charge to cover the cost of standby charges that was recommended by a resolution of the High Wycombe Town Committee.

3. Who is affected? (The people it covers)

People wishing to have a burial or interment of cremated remains on a Saturday.

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector)

Funeral directors and the Grounds Maintenance contractors

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

Currently the standby costs of staff on call for Saturday services are funded by the cemetery budget. At the High Wycombe Town Committee meeting of November 2015, Councillors passed a resolution that the recommendation to Cabinet be amended to include an increase in the fees for a Saturday burial to cover these costs as the costs only arise because of the provision of a Saturday service and the burial service operates on the principle of full cost recovery, ie burial fees cover all directly related costs.

6. Does the service, or the way you implement it, affect the public, Members or staff directly?

Yes – the public

7. Does it affect how other services are provided?

No – as the costs are funded by the budget.

8. Is there information e.g. survey data or complaints that suggest that it is affecting particular groups of people?

No – The Saturday burial service is used by more than one faith.

9. Does it have employment implications? (eg Recruitment policy)

No

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will need to carry out a full Equality Impact Assessment.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out?

YES

11. What is the justification for the decision about full assessment? (Please provide details)

Yes to 6 above.

If the answer to Q10 is 'yes' stages 2-4 of the assessment must be completed within 3 months. If applicable, it will also need to be completed in line with the rolling 3 year plan. Head of Service sign off will be required after Stage 4 only.

*If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** and needs to be sent to Claire Hook, Equality Officer at claire_hook@wycombe.gov.uk. Then, if following the challenge process*

a) it is agreed with the Equality Officer that no further Stages need to be completed please ensure that your Head of Service signs off the assessment (below) and returns it to the Equality Officer for publication.

OR

b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off at this until Stages 2-4 have been completed.

12. Who undertook this assessment?

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Job Title: Commissioning Manager

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This preliminary impact assessment was approved by the following Head of Service:

Name:

Date:

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the rolling 3 year programme.

Stage 2: Information Gathering

<p>1. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state all sources of information you have used to map and understand the individuals and their needs)</p>
<p>Statistics from the last five years show the use of the Saturday burial service is not linked to only one faith group. Muslim and other burials have taken place infrequently on Saturdays and there have been a small number of interments of ashes.</p>
<p>2. Please describe the groups and / or mechanisms you use to engage / consult with service users? High Wycombe Town Committee</p>
<p>3. Is this ongoing? (if not please give reasons why) Yes</p>
<p>4. Have you done any work to understand the impacts of your service/ policy/ review on these user groups? This may include any consultation/ research / studies you have used.</p>
<p>No.</p>
<p>5. Is there any further consultation or research planned? No</p>
<p>6. If there are gaps in your knowledge are there any experts/relevant groups that can be contacted to get further views or evidence on these issues? No</p> <p>6a. If Yes, please list them and explain how you will obtain their views: N/A</p>
<p>7. Do you need to carry out further research? No</p> <p>7a.If yes give details: N/A</p>

Stage 3: Making a Judgement (Analysis)

1. Please state what you have done to date to take into account the needs / promote service for each of the protected characteristics with respect to this policy / procedure / function / review.	
Age	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
Disability	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
Gender	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
Gender reassignment	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
Low income	The higher cost of burials on a Saturday has been considered previously, and a decision reached that full recovery of burial costs are the minimum necessary, even though full recovery of all cemetery related costs is not achieved. Cremation, which costs less than a burial, is available to all. The alternative would be to have the burial on a weekday.
Race	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
Religion / belief	The proposed increase in Saturday burial fees will impact anyone who wishes to hold a burial on a Saturday and this is not limited to any one religion
Sexual orientation	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
Marriage / civil partnership	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
Pregnancy / maternity	This is a proposed increase to the Saturday burial charge and will be promoted once final fees and charges have been approved. No work regarding this protected characteristic has been carried out as it has not been relevant to the proposal.
2. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic.	
Age	No change

Disability	No change
Gender	No change
Gender reassignment	No change
Low income	There is already an additional charge for Saturday burials so the proposed increase is unlikely to affect this group who will have already discounted a Saturday burial.
Race	No change
Religion / belief	The increase may impact more on certain religious groups, such as those of Muslim and Jewish faiths that seek short notice burials
Sexual orientation	No change
Marriage / civil partnership	No change
Pregnancy / Maternity	No change
3. Which impacts are: a) Avoidable? Please explain your answers. N/A	
b) Unavoidable? Please explain your answers If the cost of Saturday burials is to be covered by the Saturday burial fees then this increase is unavoidable.	

Stage 4: Monitoring (Publication and Review)

1. Please state the actions you will take to promote equality or to address any adverse impact

Equality Improvement Plan (EIP)

Equality Target	Equality Action (many actions may work towards one target)	Intended outcome *	Deadline for completion	WDC officer responsible	Job Title	Email address	Phone number
(eg Improved evaluation by school children attending formal sessions)	(eg i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations)						
Greater choice for service users	All paperwork will make it clear that the cost of Saturday burials has increased and covers the costs incurred in undertaking the burial	Clarity for customers using the service.		Andy Sherwood	Contract Manager	andy_sherwood@wycombe.gov.uk	01494 421821

- Intended outcome relates to how the results of the action will be used. (for eg. If you have an action to consult please provide an intended outcome that shows what you will use the information gained for, and how this will make a real-life equality improvement for people).
- Please note that all actions MUST have a completion date – ‘ongoing’ is not acceptable.

NB you will be required to provide quarterly updates on these actions to your Equality Champion until they are completed.

Confirmation that actions are agreed and EIA approved for publication:

Head of Service signature... ..

Date received by Equalities Officer... ..

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the rolling 3 year programme.