



Equality Impact Assessment

Name of project/strategy/service being assessed	Proposed new cemetery – Queensway, Hazlemere	Cabinet meeting date <i>If applicable</i>	
Service area	Community Services	Date EIA created	04/07/16
Name of Completing Officer	Vickie McSwiggan		
Approved by Head of Service		Date approved	

Equality Impact Assessments (EIA's) are designed to ensure that Wycombe District Council complies with all relevant legislation and fulfils its duty under the Public Sector Equality Duty (PSED). This comprises of three limbs which are set out in Section 149(1) of the Equality Act 2010. This requires that all public bodies, in the exercise of its functions, to have '**due regard**' to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Each service area has an Equality Champion (see the Equalities tab on WySpace for an up to date list). Please ensure that the relevant Champion is aware that an EIA is being undertaken as, if needed, your Equality Champion can provide advice and guidance on completing the EIA. Guidance on the completion of an EIA, along with information on the PSED and protected characteristics can be found in the documents section of the Equality page on WySpace (via the Corporate tab), along with a quick reference guide located here as Appendix 1.



WDC Equality Assessment form

people ● place ● pounds

Stage 1 – Initial Scope of the Equality Impact Assessment

Please answer the five questions below to determine whether a full EIA needs to be conducted.

Will the service/policy/strategy affect any people or groups of people directly (including staff/members of the public)?	Yes	Yes	No	
Will it affect how other services are provided?	Yes		No	No
Will it have employment implications?	Yes		No	No
Do you have information suggesting that this service/policy/strategy will affect particular groups of people?	Yes	Yes	No	
Do you need further information or to undertake further research to answer any of the above questions?	Yes		No	No

If the answer to any of the above is ‘yes’, then a full EIA will need to be carried out and Sections 2- 4 will need to be completed.

If the answer to all of the above is ‘no’ then a full EIA does not need to be carried out, but to ensure consistency in approach, the EIA will need to go through the Challenge Process. Please e-mail the EIA to Vickie McSwiggan, Policy Officer at Vickie.mcswiggan@wycombe.gov.uk who will review and discuss as necessary. Then, if following the Challenge Process:

- a) it is agreed with the Policy Officer that no further stages need to be completed the Head of Service needs to approve the assessment and return a Word electronic copy to the Policy Officer for publication.

OR

- b) it is agreed with the Policy Officer that Stages 2 - 4 need to be completed, then the Head of Service will need to approve only once the full EIA is completed at which point a Word electronic copy should be returned to the Policy Officer for publication.



Stage 2 – Information Gathering/Data Collection

<p>What are the aims of the strategy/policy/procedure? Why is it necessary? What is it trying to achieve?</p>	<p>The creation of a new cemetery at Queensway in Hazlemere.</p> <p>The current cemetery within High Wycombe is close to reaching capacity. The children’s burial area will be full in approximately 3 to 4 years; non Church of England burials will reach capacity in 8 – 10 years and Church of England burials will be at full capacity in 15 – 18 years. There are currently approximately 150 burials a year at the current cemetery; this figure is likely to increase as the population increases within the High Wycombe Town Committee (HWTC) area over the next decade.</p> <p>The building of a new cemetery within Wycombe District will enable burials to take place within the District and is funded and supported by High Wycombe Town Committee. The new cemetery will also feature designated columbaria enabling people to have a specific location to inter ashes.</p>
<p>Which aspects of the policy/strategy/procedure are relevant to equalities? NB A list of impacts is NOT required at this stage, just identify areas – can be a bullet point list.</p>	<p>New cemetery will impact on the following:</p> <ul style="list-style-type: none"> Religion Age Disability
<p>Identify the main data sources/information gathered e.g. Workforce reports, census data, staff survey etc.</p>	<p>Current burial rates at the cemetery in High Wycombe. Over the last two years (2014 & 2015) there have been approximately 150 burials a year.</p> <p>Census (2011) and demographic data (including population forecasts provided by BCC in 2014) for Wycombe District area. The 2011 Census¹ showed that 171,644 people were resident within Wycombe District which is an increase of 6% since the last census (2001)¹.</p> <p>Buckinghamshire County Council published additional demographic work in 2015, and calculated that in 2014 the population of Wycombe District had increased to 174,878 people².</p>



WDC Equality Assessment form

people ● place ● pounds

	<p>In addition, they have projected that the population of Wycombe District is likely to increase to 186,500 people by 2025, an increase in the population of over 11,000 people in ten years.</p> <p>From the 2011 census data¹ – 57% of those who responded within Wycombe District identified as affiliated to the Christian religion (98,182 people). The size of the group who stated that they had no religious affiliation has increased by 64% since 2001, from 16% (25,279) to 24% (41,582) in 2011. Other religions accounted for 11% of the Wycombe District population in 2011 and those who did not state a religion accounted for 7%.</p> <p>The ethnic makeup of the district (according to the 2011 census¹) is 81% White British, Irish or European with the remaining 19% coming from a wide ethnic/ heritage base which includes, but is not limited to Pakistani, Black Caribbean, Chinese, Indian and Black African people, most of whom live in High Wycombe. 12% of people identified as either Asian, or Asian British (including Chinese); 3% of Wycombe residents identified as Black or Black British and 3% identified as having a Mixed or Multiple Ethnic Heritage. No other group comprise more than 1% of the total population.</p> <p>(¹ http://www.buckscc.gov.uk/community/research/2011-census-profiles/ & accessed 29th June 2016 & ² http://www.buckscc.gov.uk/media/2906123/Appendix-Projections-Dec2014-.pdf accessed 28th June 2016)</p>
<p>How have you engaged with service users/members of the public/staff? e.g. staff forums, consultations, questionnaires etc.</p>	<p>High Wycombe Town Committee (HWTC) has undertaken initial discussions with the relevant Parish Councils and this will be formalised in a proper consultation process once the initial feasibility works have been completed.</p>
<p>Is the responsibility for this strategy/policy/procedure shared with another service/organisation/agency?</p>	<p>The site shares boundaries with other local Parishes Councils: Hazlemere Parish Council, The Parish Council of Chepping Wycombe, The Parish Council of Penn & The Parish Council of Hughenden</p>
<p>Is further consultation/research or data collection planned or required? Is so, what is the aim of the research? Why is it needed?</p>	<p>Yes – further consultation will take place through High Wycombe Town Committee with local residents, Parish Councils, neighbourhood associations and relevant interested parties. This is to ensure that the new cemetery can, as far as possible, be incorporated into the layout of the area in an un-intrusive manner. In addition, by consulting with local residents and neighbourhood associations, it is hoped that local support and understanding of the project can be garnered.</p>



WDC Equality Assessment form

people ● place ● pounds

	As the identified site is within Hazlemere Parish Council boundaries, further negotiations will be conducted regarding access to the cemetery given its location.
--	---

Stage 3 – Impact Assessment & Analysis

Areas to consider	Impact Identified Y/N	Description of impact and likelihood of occurrence (positive, negative, no impact; high/medium/low likelihood)
<p>Protected Characteristics (i.e. age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation)</p>	Y	<p>Age (Positive impact) – The current Snowdrop Burial garden is close to reaching capacity. Once this has reached capacity, there would be no designated area for baby and child burials within Wycombe District. Whilst, some such burials could be accommodated within the current main cemetery site, this would not be ideal. By building a new cemetery a separate designated area can be designed to enable an appropriate burial and memorial area for baby & child burials for people within the High Wycombe Town Committee area. This would enable local residents to have a local burial area, rather than being required to travel out of area (as would happen once the current cemetery has run out of space).</p> <p>In addition, the new Cemetery site is predominantly flat. This will enable ease of access for all people, but is something which older people may particularly find helpful when navigating the Cemetery.</p> <p>Disability (Positive impact) – the current cemetery within High Wycombe is set on a hill and the cemetery features steep slopes and terraced burials. Whilst the site is accessible, it can be difficult for people with limited mobility to access and visit particular grave sites. Whilst every effort is made to assist those with mobility requirements, some areas of the current cemetery are still difficult to access. In contrast, the new cemetery at Queensway is a mainly flat site. Considerations for those with limited mobility/disabilities will be incorporated into the design enabling</p>



WDC Equality Assessment form

people ● place ● pounds

		<p>people to access the majority of the site without restriction (including wheelchair accessible toilets, a flatter layout, and wheelchair accessible routes).</p> <p>Religion (Positive Impact) – Muslim burial spaces at the current cemetery will reach capacity within the next 8 – 10 years. Once capacity is reached, any additional Muslim burials would need to take place out of the High Wycombe Town Committee area which would not be ideal for local residents. The new cemetery at Queensway will have an allocated area for Muslim burials ensuring that the burial vaults are orientated correctly towards Mecca.</p> <p>In addition, burial spaces will be available for Church of England, Catholic and Jewish faiths which can be consecrated at time of burial as well as non-consecrated burial spaces. This will enable burials for people of all religions and faiths and those of no religion or faith.</p> <p>There will also be columbaria where people can inter the ashes of their loved ones should they wish to do so. This again can be used by people of all religions and faiths</p>
<p>Other relevant groups (E.g. low income, ex-armed forces personnel, homeless people etc.)</p>		<p>Low Income (Positive Impact) - the building of a new cemetery within the Wycombe District area should have a positive impact on people with low incomes. Once the current cemetery reaches capacity, residents would be required to travel out of the Wycombe District Council area for funerals and/or to visit burial plots. An out of area burial is also likely to incur additional non-resident fees. By providing a cemetery within the district, High Wycombe Town Committee is ensuring a local service is provided and that residents will only have to pay a resident burial fee rather than an out of area burial cost.</p>

NB. Please note that when considering impacts in relation to marriage & civil partnership - the duty is solely to ensure that there is no unlawful discrimination against this protected characteristic.



Stage 4 - Equalities Improvement Plan

Protected Characteristic/Other relevant groups	Impact Identified Y/N	Measures identified to reduce/mitigate impact (Also include all positive actions included in your proposals)	Review date	Review update/ monitoring comments	Officer/Service Responsible
Disability	Y	<p>Positive – ensure design of new cemetery is easily accessible to those with limited mobility/disability.</p> <p>Positive – ensure all signage and layout information is clean and simple.</p> <p>Positive – 2 x wheelchair accessible toilets could be provided.</p> <p>Positive – The design and number of car parking spaces at the new cemetery will create better parking conditions for those with disabilities.</p>			
Religion	Y	<p>Positive - design of the burial spaces will enable people to choose appropriate burial spaces:</p> <ul style="list-style-type: none">• Muslim burial vaults appropriately orientated;• Burial spaces for those of Church of England/Catholic/Jewish faith which can be consecrated at time of interment;• Non-consecrated burial spaces for those of no religion or faith.			



WDC Equality Assessment form

people ● place ● pounds

		In addition, interment of ashes within columbaria will also be available to all.			
Age	Y	Positive – the creation of a designated Children’s Burial area within the Cemetery will enable these burials to take place close to town. In addition, the design of this burial area will be separated enabling people to leave appropriate tributes to children & babies as required.			

Area of Consideration	How are/will we work to: (Also include all positive actions included in your proposals)	Review date	Review update/ monitoring comments	Officer/Service Responsible
Eliminate discrimination, harassment & victimisation	N/A			
Advance equality of opportunity	<ul style="list-style-type: none"> By offering different burial options (for different religious beliefs) High Wycombe Town Committee is ensuring that, as far as practically possible, people with differing faiths are able to inter their loved ones within the District. The aim is to ensure that the site is easily accessible to all people and that all information and signage regarding the cemetery will be clear and easy to read. 			
Promote good relations between groups (including community cohesion)	Within the scope of the cemetery, a woodland walk is being incorporated along one of the edges. It is hoped that the design of this woodland walk will be enjoyed by local			



WDC Equality Assessment form

people ● place ● pounds

	residents and users of the cemetery.			
--	--------------------------------------	--	--	--

NB. Please note that when considering impacts in relation to marriage & civil partnership - the duty is solely to ensure that there is no unlawful discrimination against this protected characteristic.



Appendix 1 – Quick Reference Guide

For full guidance and further suggested reading please refer to documents located under the Corporate Equalities tab on WySpace. Documents include ‘Completing an Equality Impact Assessment.’ Below are a list of the key terms and definitions:

Protected Characteristics

There are 9 specified Protected Characteristics as listed below:

Age – to include all age groups.

Disability – a person is considered to have a disability if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. People with progressive illnesses such as cancer, multiple sclerosis (MS) and HIV are considered to be disabled from the point of diagnosis.

Gender Reassignment – any person, who has undergone, is undergoing or is considering gender reassignment. A person does not need to be seeing a doctor or under medical supervision to be covered by the Act.

Sex – both men and women are covered.

Maternity & pregnancy – the Act applies during a woman’s pregnancy and any statutory maternity leave.

Marriage & civil partnership – for both marriage and civil partnerships, the PSED only extends to ensuring that due regard is given in relation to eliminating discrimination.

Race - this includes all ethnicities, races, colours, national origins as well as nationalities. This includes Roma & Traveller communities as well as refugees/migrants.

Religion and belief (including no belief) – Religion refers to any religion with a defined structure and belief system. Belief refers to any religious or philosophical belief. The Act also provides protection for those with no belief (e.g. agnostic/atheist).

Sexual Orientation - the Act protects heterosexual, homosexual and bisexual people.



Types of Discrimination

Direct Discrimination occurs when a person in the same situation as others is treated less favourably because of a protected characteristic they have (or are thought to have – perceptive discrimination) e.g. their age, race, sex etc.

Indirect Discrimination occurs when a condition or requirement, although applied equally, excludes, penalises or treats a person less favourably because of their race, disability etc.

Institutional Discrimination is the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin (taken from the *MacPherson Report, 1999*).

Harassment is defined in the Equality Act as ‘unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for that individual.’ In deciding whether harassment has occurred the following must be considered; the perception of the person; the other circumstances of the case and whether it reasonable for the conduct to have that effect.

Victimisation is defined in the Equality Act as treating someone badly because they have done (or you believe they are going to do) a protected act. These include making a complaint of discrimination and helping someone else make a claim. NB The less favourable treatment does not need to be linked to a protected characteristic.

Associative Discrimination - This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.



Quick Guide to the Stages

Stage 1

The questions in this section are there to help you decide whether a full EIA should be undertaken. The questions should also help you to decide whether you have all the relevant information needed and if not, what further data/research is required to continue with the EIA.

Stage 2

Stage 2 is to help you consider the policy/strategy/service under assessment, analyse the data available, highlight areas requiring further research as well as encourage you to consider how equalities (across all strands and including community cohesion) is, in broad terms, relevant and/or impacted by this policy.

Stage 3

Within Stage 3, all protected characteristics should be considered and the Officer should consider each group individually to see if the policy/strategy/service will have an impact. Additionally, the Officer must consider whether there will be any impact to other relevant groups such as those on a low income, ex-armed forces personnel, and homeless people. It is important that **active consideration and thought** are given to ensure that all possible impacts (negative, positive and no impact) are considered and thought is given to the likelihood of these impacts occurring.

Stage 4

Stage 4 comprises of two action plan tables. In the first table any impacts identified in Stage 3, need to be considered and the steps/actions that are to be taken to mitigate or reduce these impacts, or if positive impacts are required and necessary how these are to be sustained, are to be documented. In addition, the second table requires Officers to consider how the policy/strategy/service under assessment will impact on any of the three main PSED duties and what positive steps could be taken.

These steps need to be concise, measureable and have a realistic timeframe for completion alongside the name of the Officer and service responsible for the action plans. Additionally, there is a requirement for a review date and space for updates to be input into this table to show continuous monitoring and action planning in relation to the required steps.

Continuous monitoring and improvement can include consideration of how actions implemented will be measured, how any results will be analysed and over what time period will the actions/results be reviewed.