

Community Impact Assessment

Checklist & Signature Sheet

This should be commenced at the start of the Community Impact Assessment (CIA) process.

Name of Strategy/Policy/Service or Function:	Cemeteries Strategy
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Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed (where appropriated)
- Notified all relevant Officers/Service Areas/Partners

Signed: ...Tamzin Percival.....

Job Title: Assistant Operations Manager Department: Operations Team

Date commenced Assessment: 15.2.11 Date completed: 15.2.11

Received by and date received in the People & Policy Team: 17.2.11

Please sign the CIA as indicated above, retain a copy and send a copy of the full CIA, including the Action Plan, to:

Liz Murphy
Head of People and Policy
Rossendale Borough Council
Stubbylee Hall
Stubbylee, Bacup
Rossendale
OL13 0DE
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of P&P)

- Referred back to Assessor for amendment. Date:
- Refer to Committee. Specify Committee & Date:
- Considered by Community Impact Assessment & Scrutiny Group. Date:
- Published/made publicly available on. Date

Signed: Liz Sandiford..... (Head of P&P) Date: 25.2.11

Date of Review¹: September 2015

¹ This date will be set on an annual basis as default for review unless otherwise specified by you.

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Community Impact Assessment Form

Name of Strategy/Policy:	Cemeteries Strategy	
Officer Name(s):	Tamzin Percival	
Job Title & Location:	Assistant Operations Manager Henrietta Street Depot	
Department/Service Area:	Operations Team	
Telephone & E-mail Contact:	01706 252518 tamzinpercival@rossendalebc.gov.uk	
Date Assessment:	Commenced: 15.2.11	Completed:

1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure, project or decision (refer to “**Notes for Guidance**” for details).

Rossendale Borough Council manages and maintains four cemeteries: Haslingden, Rawtenstall, Bacup and Whitworth. Since the opening of the cemeteries they have been subject to varying maintenance regimes, services offered, rules and regulations; yet there has never been one comprehensive strategy guiding the longer term future of the cemeteries. Consequently the decision has been taken to produce this document to guide future cemeteries management. It will be used internally, remain in operation indefinitely and may be amended to reflect changes within legislation or customer needs.

- b) Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

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c) Main or intended groups identified as beneficiaries, targets or users of (or affected in any other way) this strategy, policy, project, procedure or decision?
Please specify in box below:

- Customers/citizens of the district
- Targeted/specific groups of customers/citizens (indicate below in [d]).
- Elected Members/Councillors
- Internal colleagues/customers or other public authorities e.g. government agencies
- Community Groups/voluntary sector groups or campaign/interest groups
- Staff/employees (in their contractual position) and/or potential employees/trainees.
- Any other stakeholder e.g. trade unions, contractors, suppliers, district partners, public agencies (not directly under Council control), intermediaries representing interest groups e.g. tenants, developers, legal agencies or third parties.

Main beneficiaries:
Customers / visitors to cemeteries
Staff working in cemeteries.

d) Please detail below specific equality groups who will be the main beneficiaries, targets and users of this strategy, policy, project, procedure or decision, or who will be affected in any other way.

Key equality groups as main beneficiaries or affected in any other way (where appropriate):
The cemeteries strategy covers a wide range of topics and therefore there is not one key equality group that will benefit over any other group or person. The strategy aims to make improvements for everyone.

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e) To assist with the assessment you may need to consider collecting the following information, before completing the table in Section 2:

- NATIONAL DATA e.g. surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA e.g. demographics, service mapping studies & relevant research.
- MANAGEMENT INFO e.g. data collected for operational/financial or other purposes.
- MONITORING DATA e.g. information already available or collected. For example: disability type, age band, gender, location. (ref. existing LPSIs).
- CONSULTATION/CONTACT DATA e.g. user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK e.g. results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
- Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
- OTHER e.g. frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

Please detail in the box below, the information you have considered to make this decision/recommendation regarding the communities affected by this.

Staff feedback.
 Consultation with other RBC departments.
 Consultation with The Fieldfare Trust (national accessibility standards).
 Feedback from seminars and training from National Association of Memorial Masons.
 Feedback from meetings held with Lancashire Resilience Forum.

f) Is further consultation, data collection or research still required?

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):
 None required

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2. Impact – Evidence

Using the table below please tick whether you have evidence that the policy/strategy/decision has a negative, positive or neutral impact **from an equalities perspective** on any of the equality groups listed below. **Throughout this document please also give consideration to the wider community cohesion impacts within and between the groups identified.**

		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
Gender	Women	<input type="checkbox"/>	<input type="checkbox"/>	All groups benefit indirectly by ensuring cemeteries offer a wide range of services and are run in an efficient and helpful way.	<input checked="" type="checkbox"/>
	Men	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
Race (Ethnicity or Nationality)	Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
	Black or black British people	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
	Chinese or other ethnic people	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
	Irish people	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
	White people	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
	Chinese people	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
	Other minority communities not listed above (please state)	<input type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
Disability	Physical/learning/mental health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The aim to achieve national accessibility standards will help those with mobility and sight problems.	<input type="checkbox"/>
Sexuality	Lesbians, gay men and bisexuals	<input type="checkbox"/>	<input type="checkbox"/>	All groups benefit indirectly by ensuring cemeteries offer a wide range of services and are	<input checked="" type="checkbox"/>

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		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
				run in an efficient and helpful way.	
Gender Identity	Transgender people	<input type="checkbox"/>	<input type="checkbox"/>	“	<input checked="" type="checkbox"/>
Age	Older people (60+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The aim to achieve national accessibility standards will help those with mobility and sight problems.	<input type="checkbox"/>
	Younger people (17-25), and children	<input type="checkbox"/>	<input type="checkbox"/>	All groups benefit indirectly by ensuring cemeteries offer a wide range of services and are run in an efficient and helpful way.	<input checked="" type="checkbox"/>

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		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
Belief	Faith groups *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Strategy aims to ensure that Muslim vaults are constructed to meet demand.	<input type="checkbox"/>
Other Groups (e.g. carers, rurally isolated, gypsies & roma travellers, people on low incomes)		<input type="checkbox"/>	<input type="checkbox"/>	All groups benefit indirectly by ensuring cemeteries offer a wide range of services and are run in an efficient and helpful way.	<input checked="" type="checkbox"/>

Notes:

* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts

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3. Impact – Nature/Type

- a) Could you further improve the strategy, project, policy, procedure or decision's positive or neutral impact? If "Yes", this should be detailed in the Action Plan.

YES NO

- b) You need to think about how you can mitigate any adverse or negative impact(s) of the proposal, or how you might use the policy, strategy, project, procedure or decision to promote a positive impact. You must consider whether you have identified that this proposal has a:

High Impact: that the policy, project or decision will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

OR:

Lower Impact: the policy, project or decision will have a negative or adverse impact (that may not be lawful). You will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy/decision, stating what the changes should be
- Revise the policy/decision, stating the revisions
- Consult further if you feel that you do not have enough information.

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions: None

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4. Impact Assessment - Summary

Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council detailing these in the Action Plan at the back at this document. If no specific actions have been identified please detail your key findings below:

Key Findings:

By considering the longer term management of cemeteries and the services that can be offered we can ensure that all customers can be accommodated in some way to remember their loved one.

5. Impact Assessment – Further Action

Please give the details of the monitoring/evaluation/review process that has/will be set up to check the successful implementation of the policy, project, strategy or decision including improved outcomes/impact and identify the review date.

Evaluation/ monitoring/ review process:

The strategy is intended to be a working document which will remain in operation indefinitely and may be amended to reflect changes within legislation or customer needs. Therefore it is constantly be monitored, evaluated and adapted.

Review Date: March 2012

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6. IMPACT ASSESSMENT ACTION PLAN

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments

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