

# Community Impact Assessment

## Checklist & Signature Sheet

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

<b>Name of Strategy/Policy/Service or Function:</b>	Memorials (not on a grave).
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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: .....

Job Title: Tamzin Percival

Department: Operations

Date commenced Assessment: 23.9.09

Date completed: 30.4.09

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

**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](mailto: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:..... (Head of P&P) Date:

Date of Review<sup>1</sup>:

<sup>1</sup> 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

<b>Name of Strategy/Policy:</b>	Memorials (not located on a grave)	
<b>Officer Name(s):</b>	Tamzin Percival	
<b>Job Title &amp; Location:</b>	Assistant operations manager Henrietta Street Depot.	
<b>Department/Service Area:</b>	Operations Team	
<b>Telephone &amp; E-mail Contact:</b>	01706 252518 tamzinpercival@rossendalebc.gov.uk	
<b>Date Assessment:</b>	<b>Commenced:</b> 23.9.09	<b>Completed:</b> 30.4.10

### 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).

Clarify the types of memorials the council will consider if requested by a member of the public. To draw up guidelines regarding type / style of memorial, suitable locations and cost commitments. The final section covers how to deal with informal memorials, e.g. flowers in parks.

- 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:  
Friends and relatives of deceased people wishing to remember loved ones via an alternative form of memorial as well as or instead of a memorial stone on a grave.

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):  
None in particular - this policy applies to all friends and relatives of deceased people.

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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.**

Customer feedback - enquiries and requests for memorials. There have been twelve occasions since June 2008 where customers have enquired about memorials (e.g. trees) in locations outside of a cemetery. These customers have not been identified from any specific faith or other group. As the policy is intended to make memorials accessible to anyone regardless of faith group or if they are of no faith it was decided that consultation with key faith groups (in Rossendale being Christian and Islam) was not necessary.

Feedback from colleagues - passing on requests.

Experiences - involvement in arranging memorials and therefore knowledge of what customers have wanted so far.

Documented feedback from three customers we have provided memorial tree for in the past - all positive comments. Also informal "thank you's" on site.

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

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):

Initial review of the CIA resulted in the group advising that that wider community consultation was required regarding the options available to customers around forms of memorial. The policy and CIA was subsequently taken to the Executive Management meeting by the Assistant Operations Manager in December 2009 where this advice was discussed. The Management Team felt that wider consultation would not be appropriate or practical as the service proposed is open to all customers and

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all requests would be considered on an individual basis anyway. Therefore getting a common opinion would be unlikely, as these opinions would be as wide ranging as the memorials themselves - which in any case would then be dealt with individually. The team also minuted that all informal tributes should be dealt with on an individual basis as and when an incidence requires and Managers commented at the meeting that trying to consult widely to get a common agreement any more specifically would probably not be possible.

The policy itself was circulated within the Communities Team to gain their support in dealing with situations around informal tributes. With some minor adjustment to wording this support has been given.

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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.**

		<b>Positive Impact</b> – (It could benefit)	<b>Negative Impact</b> – (It could disadvantage)	<b>Reason</b>	<b>Neutral Impact (Neither)</b>
<b>Gender</b>	Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The service would be open to all and as it is currently not offered in a consistent way, the development of the policy is a positive addition to the range of memorial services provided.	<input type="checkbox"/>
	Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above	<input type="checkbox"/>
<b>Race (Ethnicity or Nationality)</b>	Asian or Asian British people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input type="checkbox"/>
	Black or black British people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input type="checkbox"/>
	Chinese or other ethnic people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input type="checkbox"/>
	Irish people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input type="checkbox"/>
	White people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input type="checkbox"/>
	Chinese people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input type="checkbox"/>
	Other minority communities not listed above (please state)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input type="checkbox"/>
<b>Disability</b>	Physical/learning/mental health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	May allow a person to place a memorial in a location that they can easily access rather than having to go to a prescribed designation.	<input type="checkbox"/>
<b>Sexuality</b>	Lesbians, gay men and bisexuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As per first reason.	<input checked="" type="checkbox"/>

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		<b>Positive Impact</b> – (It could benefit)	<b>Negative Impact</b> – (It could disadvantage)	<b>Reason</b>	<b>Neutral Impact (Neither)</b>
<b>Gender Identity</b>	Transgender people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
<b>Age</b>	Older people (60+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>
	Younger people (17-25), and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"	<input checked="" type="checkbox"/>

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		<b>Positive Impact</b> – (It could benefit)	<b>Negative Impact</b> – (It could disadvantage)	<b>Reason</b>	<b>Neutral Impact (Neither)</b>
<b>Belief</b>	Faith groups *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can allow forms of memorials not connected to traditional places of worship.	<input type="checkbox"/>
<b>Other Groups (e.g. carers, rurally isolated, gypsies &amp; roma travellers, people on low incomes)</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	The memorial may be a lower cost alternative to a headstone and can be located at any special place.	<input 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 applicable.
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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:**

The development of informal memorials have caused local concerns in some instances and these concerns were resolved by the installation of a more permanent feature.

There are occasional requests for memorials of varying types at various locations already occurring.

#### 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:**

Keep records of requests for memorials and the number of memorials subsequently in place. Annual evaluation summarising the above and if there were any issues arising from how the procedures were carried out.

Customer satisfaction survey.

Review Date: December 2010

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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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