

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: | Development of Ashes Plots |
|---|----------------------------|

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: Assistant Operations Manager

Department: Operations Team

Date commenced Assessment: 22.2.10

Date completed: 22.2.10

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

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 Review¹:

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

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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 1 of 10 | |

Community Impact Assessment Form

| | | |
|--|--|------------------------------|
| Name of Strategy/Policy: | Development of Ashes Plots | |
| 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: 22.2.10 | Commenced: 22.2.10 | Completed: 22.2.10 |

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).

To develop ashes plots in Bacup, Rawtenstall and Haslingden Cemeteries where this service is currently not provided. Development is in response to customer enquiries and guidelines in the Charter for the Bereaved.

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

New/proposed

Modified/adapted

Existing

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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 2 of 10 | |

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 / citizens of the district and out of the district.
Bereaved families.

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):
All groups will benefit.

| | | | |
|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 3 of 10 | |

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 - requests and enquiries from individuals and undertakers.
Other - the service (ashes plots within cemeteries) is successfully provided by neighbouring authorities.
National Data - Charter for the Bereaved

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

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):
No actions

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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 4 of 10 | |

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 checked="" type="checkbox"/> | <input type="checkbox"/> | The service would be open to all and as it is currently not provided within theree cemeteries the offering the service can only be positive. | <input type="checkbox"/> |
| | Men | <input checked="" type="checkbox"/> | <input type="checkbox"/> | As above | <input type="checkbox"/> |
| Race (Ethnicity or Nationality) | 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"/> |
| Disability | Physical/learning/mental health | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The ashes plots will be within landscaped areas with setaing aimed to provide peaceful areas for thought and reflection. The plots will be accesible form surfaced footpaths and will be constructed on a level plain to | <input type="checkbox"/> |

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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 5 of 10 | |

| | | Positive Impact – (It could benefit) | Negative Impact – (It could disadvantage) | Reason | Neutral Impact (Neither) |
|------------------------|--------------------------------------|---|--|-----------------------|---------------------------------|
| | | | | allow access for all. | |
| Sexuality | Lesbians, gay men and bisexuals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | As top. | <input type="checkbox"/> |
| Gender Identity | Transgender people | <input checked="" type="checkbox"/> | <input type="checkbox"/> | " | <input type="checkbox"/> |
| Age | Older people (60+) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | " | <input type="checkbox"/> |
| | Younger people (17-25), and children | <input checked="" type="checkbox"/> | <input type="checkbox"/> | " | <input type="checkbox"/> |

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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 6 of 10 | |

| | | Positive Impact – (It could benefit) | Negative Impact – (It could disadvantage) | Reason | Neutral Impact (Neither) |
|---|----------------|---|--|--|-------------------------------------|
| Belief | Faith groups * | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Other Groups (e.g. carers, rurally isolated, gypsies & roma travellers, people on low incomes) | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The ashes plots offer a place for ashes that is of lower cost than currently offered within a grave. | <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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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 7 of 10 | |

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.

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| Key Actions: No actions |
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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 8 of 10 | |

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:

There have been a number of customer requests for ashes plots. This policy allows for the development of plots to meet these customer requests.

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:

Details regarding the sale of plots will be routinely held allowing us to evaluate the demand for the service.

Customer satisfaction survey.

Review Date: April 2012 (allowing a full financial year after construction)

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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 9 of 10 | |

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 |
|-------|-----------------|--------------|-----------|-----------------------|----------|
| None | | | | | |
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|---------------------------------|--|-----------------------|--|
| Responsible Section/Team | | Version | |
| Responsible Author | | Due for review | |
| Date last amended | | Page 10 of 10 | |