

FULL EQUALITY IMPACT ASSESSMENT

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Increase in Bereavement services charges	
Lead Officer Name(s) & Job Title(s) :	Paul McHenry, Head of Operations	
Department/Service Area:	Communities Department – Operations Unit	
Telephone & E-mail Contact:	01706 252519 -- paulmchenry@rossendalebc.gov.uk	
Date Assessment:	Commenced:	Completed:

We carry out Equality Impact Assessments (EIA) to analyse the effects of our decisions, policies or practices. The EIA should be undertaken/started at the beginning of the policy development process – before any decisions are made.

1. OVERVIEW

The main aims/objectives of this policy¹ are:
To increase charges for bereavement services to place Rossendale's charges in line with those of other neighbouring authorities.

(Refer to "**EIA Guidance**" for details)

Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

The main intended people or groups that will be most affected by this policy are:
Bereaved families and Funeral Directors will be most affected by the proposed raising of charges for use of the service.

(Refer to "**EIA Guidance**" for details)

¹ Policy refers to any policy, strategy, project, procedure, function, decision or delivery of service.

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2. FINDINGS / EVIDENCE

FINDINGS/EVIDENCE: The following information/data has been considered in developing this policy/decision (including any consultation or engagement):	
Information/data obtained and/or Consultation/engagement carried out (please state who with)	What does this tell us? / What does it say?
Information collated from each neighbouring District Councils.	Information provided tells us that charges for similar services offered by neighbouring councils are higher than those currently offered by the Council.
Detailed discussions have been held by the Head of Operations with the Portfolio Member for Operations and the Director of Communities.	Members considered information from other neighbouring councils and the levels of charges and service provided by each council.
Officers have discussed the issue with officers of other councils.	The Head of Operations and the Bereavement Services Officer have spoken to neighbouring council officers to ascertain their charges and their levels of service.
Review of charges	Neighbouring councils regularly review and benchmark charges for bereavement services as part of annual review of other authority fees and charges.

Add more/delete rows as required - See **EIA Guidance**

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3. EQUALITY IMPACT

Using the table below please indicate whether the policy/strategy/decision has a positive, negative or no impact from an equalities perspective on any of the protected equality groups listed below. **Please also give consideration to wider equality of opportunity and community cohesion impacts within and between the groups identified.** See EIA Guidance

Equality		Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts <u>or</u> reasons why it will be of positive benefit or contribution)	No Impact
Age	Older people	<input type="checkbox"/>	√	May be affected if increases in charges proves difficult to afford.	<input type="checkbox"/>
	Younger people and children	<input type="checkbox"/>	<input type="checkbox"/>		√
Disability	Physical/learning/mental health	<input type="checkbox"/>	<input type="checkbox"/>		√
Gender Reassignment	Transsexual people	<input type="checkbox"/>	<input type="checkbox"/>		√
Pregnancy and Maternity		<input type="checkbox"/>	<input type="checkbox"/>		√
Race (Ethnicity or Nationality)	Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>		√
	Black or black British people	<input type="checkbox"/>	<input type="checkbox"/>		√
	Irish people	<input type="checkbox"/>	<input type="checkbox"/>		√
	White British	<input type="checkbox"/>	<input type="checkbox"/>		√
	Chinese people	<input type="checkbox"/>	<input type="checkbox"/>		√
	Gypsies & Travellers	<input type="checkbox"/>	<input type="checkbox"/>		√
	Other minority communities not listed above (please state)	<input type="checkbox"/>	<input type="checkbox"/>		√
Belief or Religion		<input type="checkbox"/>	<input type="checkbox"/>		√
Sex	Women	<input type="checkbox"/>	<input type="checkbox"/>		√
	Men	<input type="checkbox"/>	<input type="checkbox"/>		√
Sexual Orientation	gay men, gay women / lesbians, and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>		√
Marriage and Civil Partnership (employment only)		<input type="checkbox"/>	<input type="checkbox"/>		√
Contribution to equality of opportunity		<input type="checkbox"/>	<input type="checkbox"/>		√
Contribution to fostering good relations between different groups (people getting on well together – valuing one another, respect and understanding)		<input type="checkbox"/>	<input type="checkbox"/>		√
Human Rights http://intranet/site/scripts/documents_info.php?categoryID=86&documentID=251		<input type="checkbox"/>	<input type="checkbox"/>		√

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4. OUTCOME OF EIA – COURSE OF ACTION TO BE TAKEN

What course of action does this EIA suggest you take? More than one of the following may apply	Please indicate
Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.	√
Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? If there is a negative impact identified, you must consider (and evidence/record) what mitigating actions you have or will put in place to reduce the negative impact where/if possible, and to enhance the positive impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.	<input type="checkbox"/>
Outcome 3: Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.	<input type="checkbox"/>
Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination or significant negative impact that can not be justified or mitigated against. <u>You must speak to the People and Policy Team immediately.</u>	<input type="checkbox"/>

If a negative impact as been identified and there are no sufficient mitigating actions in place or planned. Please see the guidance and you must speak to/ see advice from your Head of Service or the People and Policy Team.

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5. EIA ACTION PLAN & REVIEW

Based on the impact assessment, findings/evidence and outcomes identified above, please complete the Action Plan below – these should be actions arising as a result of undertaking the EIA.

The Action Plan should address (not exhaustively):-

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential affects.
- How you will address any gaps.
- What practical changes/action will help reduce any negative impacts that you have identified.
- What practical changes/action will help enhance any positive contributions to equality.

Further Actions Required: Yes No

EIA Action Plan

Issue	Action required	Lead officer	Timescale

Please add more rows if required.

Actions arising from the Impact assessment should form part of the business planning process for service areas.

Monitoring & Reviewing the Effect of the Policy

Please state how you will monitor the impact and effect of this policy and where this will be reported:

Officers will review any comments made on the increase in charges, though it must be noted that the proposed increase in charges bring the service in Rossendale in line with those charges made by neighbouring councils.

Officers will monitor the rate of use of the service to see if increased charges have affected the use of our bereavement service [i.e. number of funerals].

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INTERNAL ONLY

MANAGEMENT ACTION REQUIRED (to be completed by the relevant Head of Service following Management Team / Programme Board review)

- Outcome of EIA agreed/approved by Management Team / Programme Board :
Yes No

- Referred back to Assessor/Author for amendment : (date)

- Published/made publicly available on: (date)

Signed:..... (Head of Service / Director) Date:

Date of Review²:

[To be completed by the lead officer]

² This date will be set on an annual basis as default for review unless otherwise specified by you.

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