

**Equality Impact Assessment Form and Action Table 2017**

(Expand the boxes as appropriate, please see guidance)

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind.**"

**What are you completing the Impact Assessment on (which policy, service, MTFP reference etc)?**

To review the 2016 National Assistance Burials Policy.

**Version**

1

**Date**

28.05.19

**Section 1 – Description** of what is being impact assessed

National Assistance Burials had been arranged efficiently by Bereavement Services, however until April 2016 this was without a policy. With the increase of requests for funerals and with consideration of budgetary restrictions it was considered prudent to formalise a policy that is now due for renewal.

**Section 2A – People or communities that are targeted or could be affected** (taking particular note of the Protected Characteristic listed in action table)

National Assistance Burials are sometimes referred to as "Paupers" Funerals. The Council may be informed by the Exeter Coroner's Office, a Nursing Home, a Housing Association, a relative or a friend. When a resident of the district has died and there is no one prepared or able to make arrangements for the deceased funeral, the burial fees are met by the Council. The deceased and potentially a relative or a friend are directly affected.

**Section 2B – People who are delivering** the policy or service

Potential of direct/indirect customer dis-satisfaction of this policy may lead to challenging phone calls to the Corporate Property and Commercial Assets team who are based at Phoenix House or complaints to Cabinet/Ward Members.

**Section 3 – Evidence and data** used for the assessment (Attach documents where appropriate)

When the original policy was established, Officers also reviewed a number of National Assistance Burials Policies from other Councils.

**Section 4 – Conclusions** drawn about the equalities impact (positive or negative) of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

The changes to this Policy impact in a positive way and will protect the financial resource for all members of the District who require National Assistance Burials.

**If you have identified any negative impacts you will need to consider how these can be mitigated to either reduce or remove them. In the table below let us know what mitigation you will take. (Please add rows where needed)**

| Identified issue drawn from your conclusions  | Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?   | Who is responsible for the actions? When will the action be completed? | How will it be monitored? What is the expected outcome from the action? |
|---|--|--|---|
| <b>Age</b>  |  |  |   |
| Different approaches and mechanisms are required for engaging with and representing, people of different ages, in particular children and young people. | The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice. | Communication with stakeholders will take place.                       | This would be directly monitored/ communicated by the service.          |

| <b>Disability</b>  |  |  |  |
|--|--|--|--|
| Different approaches and mechanisms may be required for engaging with and representing, people with a range of disabilities depending on their individual needs. | The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice. | Financial assistance with burials is available in the event that families do not have the means to bury relatives. | This would be directly monitored/ communicated by the service. |
| <b>Gender Reassignment</b>   |  |  |  |
| N/A  | N/A  | N/A  | N/A  |
| <b>Marriage and Civil Partnership</b>  |  |  |  |
| No issues identified   | N/A  | N/A  | N/A  |
| <b>Pregnancy and Maternity</b>   |  |  |  |
| N/A  | N/A  | N/A  | N/A  |
| <b>Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)</b>   |  |  |  |
| N/A  | N/A  | N/A  | N/A  |

| <b>Religion and Belief</b>                                     |   |  |   |
|--|---|--|---|
| Religions have various requirements on timescales for burials. | Employees will do their utmost to meet and fully respect the needs of all religions and beliefs when arranging National Assistance burials. In house resource for preparing burial plots. | Communication will take place with relatives, friends or contacts from where the deceased used to worship. | Monitor each National Assistance burial request and review any lessons to be learnt to improve the process. |

| <b>Sex</b> |     |     |     |
|------------|-----|-----|-----|
| N/A        | N/A | N/A | N/A |

| <b>Sexual Orientation</b> |     |     |     |
|---------------------------|-----|-----|-----|
| N/A                       | N/A | N/A | N/A |

**Other** (including caring responsibilities, rurality, low income, Military Status etc)

|   |  |  |   |
|---|--|--|---|
| <p><b>Rurality</b></p> <p>It is important that the service is able to engage with and represent individuals who live in rural areas and / or have limited access to public transport.</p> | <p>The specification requires the Provider to meet the needs of all people in Mid Devon, to have a presence in local communities and ensure that communications/ plans reflect the rurality of Mid Devon.</p> <p>The Provider is required to ensure that the service represents the diverse population of Mid Devon and that reasonable adjustments are made to all services / activities to ensure individuals are able to access the service.</p> <p>Operational commissioning of the service will ensure that the service is being delivered according to the service specification and quality standards and will take account of customer feedback.</p> | <p>Communication with funeral directors and helpline number on Mid Devon District Council website.</p> | <p>This would be directly monitored/ communicated by the service.</p> |
|---|--|--|---|

**Section 6** - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The Corporate Property and Commercial Assets team will implement in the event of Cabinet adopting the revised Policy.

|  |              |
|--|--------------|
|  |              |
| <b>Completed by:</b>                     | Andrew Busby |
| <b>Date</b>                              | 28.05.19     |
| <b>Signed off by:</b>                    |              |
| <b>Date</b>                              |              |
| <b>Compliance sign off Date</b>          |              |
| <b>To be reviewed by: (officer name)</b> |              |
| <b>Review date:</b>                      |              |