

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

Step 1 – Introductory information

Title of the policy	Future Cemetery Provision for Loughborough
Name of lead officer and others undertaking this assessment	Matt Bradford (Head of Service), Theo Karantzalis (Programme Manager), Adam Goodall (Project Manager)
Date EIA started	04/10/2017
Date EIA completed	05/10/2017

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)

Charnwood Borough Council is a Burial Authority by virtue of s214(1) of the Local Government Act 1972 and provides and manages its cemetery at Loughborough under the provisions of the Local Authorities' Cemeteries Order 1977. There is no statutory duty to create new cemeteries or extensions of existing cemeteries, but burial authorities are under a duty in the Local Authorities' Cemeteries Order 1977 to maintain their existing cemeteries.

The most active form of regulation of cemeteries and new cemetery developments is now exercised by The Environment Agency, largely due to a concern with the pollution of water sources.

Loughborough cemetery was laid out in 1857 as a 7 acre site and further expanded at the turn of the century to cope with the expansion of the town's population. In 1947 a completely new cemetery was opened to the south and west, incorporating a crematorium. In 2005 a mausoleum was opened, one of very few in the country.

The cemetery has approximately 5 years of burials space left, and will be full to capacity by 2022. It is therefore recommended that the Council considers options to ensure continuity of service to its residents. To ensure the present lifespan of the cemetery is maximised, pre-purchase of graves will be stopped and fees and charges increased for non-Loughborough residents.

The Council commissioned a feasibility study in March 2017 to assess a range of potential Council owned sites which could be developed as a new cemetery.

Following the assessment a preferred site at Allendale Road, Loughborough has been identified.

Outline designs of a potential cemetery space at Allendale Road have been created which would ensure any cemetery provision is matched with a sensitive and appropriate landscape scheme and would provide an area for play and recreation suitable for community use. The site could be developed to incorporate a cemetery within an attractive setting including new pathways, play and recreation to the north with the core cemetery site developed to the south of the site.

The proposed plan for Allendale Road would include:

- a) Sympathetic landscape design
- b) Improve local biodiversity
- c) Internal surfaced pathways for public recreation and access to graves
- d) Vehicular access, egress and gateage off Allendale Road,
- e) Car parking
- f) New burial provision to the southern section of site

<p>What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?</p>
<p>The proposal will provide additional cemetery space within Loughborough to ensure the continuity of a burial service to residents.</p>
<p>Which groups have been consulted as part of the creation or review of the policy?</p>
<p>No consultation has taken place to date as the initial assessment has been based on potential suitability of land for a cemetery site. As part of the planning process for the new cemetery site consultation will be required to inform the design of the site.</p>

Step 3 – What we already know and where there are gaps

<p>List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.</p>
<p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
<p>Further information on strategic context:</p> <ul style="list-style-type: none"> • Charnwood Borough Council Equality Strategy 2013 – 2016 <p>http://rearsby1/C11/Equality%20and%20Diversity/Document%20Library/Working%20Group/Equality%20Strategy/Equality%20Strategy%202013-2016%20Final.pdf</p> <ul style="list-style-type: none"> • Charnwood Demographic Information 2013 <p>http://www.charnwood.gov.uk/files/documents/charnwood_demographic_information_2013/Charnwood%20Borough%20Council%20Demographic%20Profile%202013.pdf</p>
<p>What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)</p>
<p>It is difficult to estimate any diverse groups who could be potentially impacted by this project. We therefore intend to take all possibilities into consideration when assessing the equality impacts of the charges.</p> <p>We can utilise information primarily from our demographic profile to ensure that any service users are not adversely impacted by this project.</p>

Step 4 – Do we need to seek the views of others? If so, who?

<p>In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.</p>

Detailed consultation will be undertaken as part of the design and planning processes to ensure that the cemetery site accommodates all groups. It is important to stress that this is largely delivery of the service as usual, but on a new site within the Town.

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	The new cemetery site is to be located within Loughborough Town and part of the assessment criteria to ensure the site is within close proximity to public transport and other access networks. Car Parking will be provided, along with bays for Blue Badge holders. The new play area and recreational areas will have a positive impact on younger people in the area
Disability (Physical, visual, hearing, learning disabilities, mental health)	The new cemetery site and play/recreational areas will be designed to ensure DDA compliance. Access to and around the site will be a key consideration in the design. Disabled parking bays will be provided on site.
Gender Reassignment (Transgender)	Neutral Impact
Race	Neutral Impact
Religion or Belief (Includes no belief)	Religion or belief is a key consideration within the design of the new site and the provision of separate areas depending on Religious belief will be required. Memorial height & width, along with grave type may be regulated (pending consultation) as part of the new site provision to maximise burial space. This may impact on some religions which have a preference for more ornate and large memorials. A policy on memorials to ensure a fair and consistent approach will be developed.
Sex (Gender)	Neutral Impact
Sexual Orientation	Neutral Impact
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Neutral Impact
Other socially excluded groups (Carers, low literacy, priority neighbourhoods, health inequalities, rural	Neutral Impact

isolation, asylum seeker and refugee communities etc.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

There are no impacts which are believed to be illegal as a result of this assessment.

There is a potential minor adverse impact on some groups by the regulation of Memorial height & width, along with grave type to maximise burial space. A policy on memorials to ensure a fair and consistent approach will be developed. The adverse impact is considered to be reasonable and proportionate.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

The new cemetery site will be planned and designed to be DDA compliant and fully accessible by all residents and groups within Loughborough.

Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

This EIA will be reviewed as the project progresses to ensure compliance.

How will the recommendations of this assessment be built into wider planning and review processes? E.g. policy reviews, annual plans and use of performance management systems.

Consultation with interested groups.

Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan:

The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

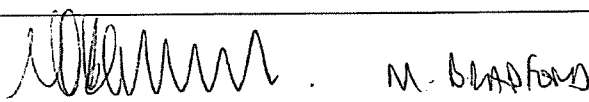
Reference Number	Action	Responsible Officer	Target Date
1	Consult with local community and cemetery user groups/religions as part of the cemetery design and planning process. This will ensure that the design of the site can be improved upon and any adverse impacts or characteristics adequately	Head of Cleansing & Open Spaces	August 2018

	addresses where necessary.		
2	More detailed EIA to be developed following consultation with public to ensure adverse impacts and barriers are considered as part of the site development.	Head of Cleansing & Open Spaces	August 2018

Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	√	Published on intranet
Service users	√	Published with Cabinet report
Partners and stakeholders	√	Published with Cabinet report
Others	√	Published with Cabinet report
To ensure ease of access, what other communication needs/concerns are there?	√	Include in paper format in areas where controls will be renewed or altered.

Step 9- Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate	
I agree / disagree with this assessment / action plan	
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:	
Signed (Service Head):	 M. Blayford
Date:	9/10/17

Please send completed & signed assessment to Suzanne Kinder for publishing.