

Equality (Impact) Assessment Form



Organisation or Department	Wigan Leisure and Culture Trust
Service Area / Section	Cemeteries and Crematoria

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	A.Bassett	Cemetery Services manager	
		Others on the review team			
Part B		Lead officer(s)	A. Bassett	Cemetery Services Manager	27 / 02 / 08
		Others on the review team			
Part C		Lead officer(s)	"	"	
		Others on the review team			
Part D		Lead officer(s)	"	"	
		Others on the review team			
Part E		Lead officer(s)			
		Others on the review team			

Equality (Impact) Assessment Form



Go to part B

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

How is your service organised?

	Answer and evidence to show this	Action Points
1. Purpose of the service	The cemeteries and Crematorium Service is responsible for the day to day management and administration of the Borough's nine municipal cemeteries,Wigan Crematorium and the Munciple Funeral Service.This includes arrangements for burials (grave digging); the operation of the crematorium,in accordance with statutory regulations;the coordination of the crematorial chapel services and the management of all cemeteries,war memorials,as a whole.	
2. List policies included in this assessment	Code of Crematorium Practice (FEDERATION) Code of Gravedigging (ICCM)	
3. Please list your stakeholders and customers	Council / funeral directors / public / internal customers / masons	
4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible.	Verbal communication Leaflets Website to accessible standards	

Equality (Impact) Assessment Form



<p>You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.</p>		
--	--	--

Part B: Assessment of services and policies

Working in partnership working, procurement and commissioning

5.	Please list any aspects of your functions or policies that are delivered externally or with external partners	A number are delivered externally	
6.	Has the procurement equality procedure been followed in each case?	Yes	
7.	Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	None	
8.	Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	Not aware	
9.	Has the procurement equality procedure been followed for items your service procures?	Yes	

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

Evidence to show whether the service is provided and accessed fairly

	Answer and evidence to show this	Action Points
<p>10. Please list all the information gathered that might help you decide whether or not the service is being applied fairly to all social identity groups</p> <p>If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance</p>	<p>Municiple Funeral Service feedback Customer feedback</p>	

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

		Answer and evidence to show this	Action Points
11. Age	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Recruitment and selection of staff	Recruitment process awareness
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	
12. Class	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Recruitment and selection of staff	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
13. Disability	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Recruitment and selection of staff	
	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	
14. Ethnicity	Affect some groups differently	Service requests for improved timescales for Muslim funerals	For future consideration
	Promote equality and address unmet need	Recruitment and selection of staff	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	

Part B: Assessment of services and policies

Equality (Impact) Assessment Form



Is your service provided and accessed fairly? Continued...

15. Gender	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Recruitment and selection of staff	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	
16. Religion	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Recruitment and selection of staff	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	

17. Sexuality	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Recruitment and selection of staff	

Equality (Impact) Assessment Form



	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	
18. Other Groups e.g. carers, homeless	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Recruitment and selection of staff	
	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Cemetery watch schemes involving local people Cemetery walks	

Go to part C

Equality (Impact) Assessment Form



Part C: Consultation

Please see the Plain English Guidance and Consultation Toolkit for advice. Please try to organise your consultation in partnership with other departments/sections and remember to feedback afterwards.

	Answer and evidence to show this	Action Points
1. Who will you consult with?	Internal managers and Grounds maintenance Section Funeral Directors Masons	Ongoing
2. What consultation method/s will you use?	Meetings Letters asking for feedback	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Not aware	
4. Are there effective mechanisms to record and analyse the consultation responses?	Minutes circulated Feedback logged	
5. Date (and place if applicable) of consultation	Agreed timescale with stakeholders	
6. Can you prove who you consulted with?	Yes	
7. Summary of consultation findings	Minuted actions addressed where appropriate	
8. Where can full details of the consultation findings be found?	Main Cemetery and Crematorium Office.	

Go to part D

Equality (Impact) Assessment Form



Part D: Action Plan

Organisation/ Department	Wigan Leisure and Culture Trust
Service Area	<i>Cemeteries and Crematoria</i>
Responsible Officer	Tony Bassett

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Diversity Training	High	AB	ongoing	Within budget	Level of awareness	Number of staff attended 100%
Consider requests regarding timescales for Muslim funerals	High	AB	April 2008	To be identified	Number of funerals	Increase in numbers

Equality (Impact) Assessment Form



Equality (Impact) Assessment Form



Part D: Action Plan Continued...

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target

Completed by	Tony Bassett	Date	
Has the action plan been ratified? E.g. Cabinet, DMT	EMT	Date	
Have the actions been mainstreamed into the service plan?	yes	Date	
Who will the results of the Equality (Impact) Assessment be shared with?	Bereavement services team	Date	
How will the Equality (Impact) Assessment be published?	website	Date	
How and when will the action plan be monitored?	As per delivery plan		
Date of the next assessment			

Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

Part E: How do changes or new policies affect different groups?

Equality (Impact) Assessment Form



	Answer and evidence to show this	Action Points
1. Function/policy		
2. Have you reviewed Parts A & B		
3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		
5. Who is better off because of these changes		

Part E: How do changes or new policies affect different groups? Continued...

Equality (Impact) Assessment Form



	Answer and evidence to show this	Action Points
6. Who is worse off because of these changes?		
7. Who else do the changes affect?		
8. Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.		
9. Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.		
10. What is the potential effect on community cohesion?		

Go to part C, then update part D.