

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Roads and Landscape Services
Title of the activity etc.	Burial Grounds
Aims of the activity	<p>Budget allocations on Budget Pages 101 supports the management and maintenance of Burial Grounds.</p> <p>It is widely recognised that Burial Grounds and Cemeteries play an important part in resident’s lives. This is to be reflected in the policies standards and maintenance to ensure that the publics’ long term needs and requirements are satisfied. The Visions is therefore:</p> <ul style="list-style-type: none"> • To provide a Burial Grounds service which is sympathetic to and meets the needs of the bereaved and the wider community of Aberdeenshire for both the short and longer term • To ensure that Aberdeenshire has a continuing supply of burial grounds which matches the level of future demand from the public • To develop facilities that reflect the various religions, beliefs and secular lifestyles within the population of Aberdeenshire. • To improve public access to those cemeteries which are of local and national historic importance and also to improve opportunities for public commemoration and genealogical research. • To provide standards that exceed legal requirements wherever possible based on customer expectations. • To provide electronic service delivery via the Council’s web site for enquiries, funeral arrangements and payment of fees. • To provide reasonable access to forms of human remains disposal other than conventional burial. <p>However, the current budget proposal require an increase in burial charges sufficient to increase income by some £1,400,000 over the next four financial years, with £350,000 being proposed for 2015/16.</p>
Author(s) & Title(s)	<input type="text"/> Head of Roads and Landscape Services

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Citizen's Panel Corporate Compliments, Comments Complaints Reputation Tracker Undertakers Survey
Internal consultation with staff and other services affected.	Landscape Services Management Team, Team Briefing Roads and Landscape Services Management Team.
External consultation (partner organisations, community groups, and councils).	Citizen's Panel Survey Undertakers Survey The Scottish average data is compiled by Angus Council Neighbourhood Services. The review of burial charges has previously been raised at the Undertaker biannual forum
External data (census, available statistics).	Association for Public Sector Excellence (APSE) Performance Networks Scottish average burial fees table
Other (general information as appropriate).	The burial service information on web pages of other local authorities

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the	Measures:	Timescale:

back of this form.		
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Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger		Yes		
Age – Older		Yes		
Disability		Yes		
Race – (includes Gypsy Travellers)		Yes		
Religion or Belief		Yes		
Gender – male/female		Yes		
Pregnancy and maternity		Yes		
Sexual orientation – (includes Lesbian/ Gay/Bisexual)		Yes		
Gender reassignment – (includes Transgender)		Yes		
Marriage and Civil Partnership		Yes		

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		<p>The current budget proposal require an increase in burial charges sufficient to increase income by some ££350,000 in 2015/16.</p> <p>Such an increase will have a negative impact on all users. The scale of the impact may well be disproportionate across the characteristic groups.</p>

Stage 7: Have any of the affected groups been consulted?

<p>If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?</p>	<p>No</p>
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

<p>These should be included in any action plan at the back of this form.</p>	Mitigating Steps	Timescale	
	N/A		

Stage 9: What steps can be taken to promote good relations between various groups?

<p>These should be included in the action plan.</p>	<p>Any increase in fees for this service will be met with resistance from all groups. A communications plan will be developed to explain the reasoning behind the revised charges.</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

<p>The current service provided attempts to recognise the different needs of groups with protected characteristics. However the increase in fees will affect all groups negatively.</p>

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Feedback from undertaker and stonemasons forum which includes a feedback questionnaire

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	None	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	The increase will be unavoidable for anyone requiring the service however we have tried to reduce it's impact by phasing the area with the largest rise over four financial years	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
<p>The need to balance the overall corporate budget is a statutory requirement. When options have been considered by officers it appears that other options have greater negative impacts and therefore this outweighs the negative impacts associated with the gradual decline in network condition.</p> <p>However, ultimately, this is a decision for Elected Members, who are required to balance the varied needs of the citizens of Aberdeenshire against the level of service that can be delivered in line with budgetary provision.</p>

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Road and Landscape Services	
	2) Title of Policy/Activity	Burial Services Budget Page	(if appropriate)
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Head of Roads and Landscape Services	Position:
	Date: 19/11/2014	Date:	
	Signature:	Signature:	
	Name:	Name:	
	Position:	Position:	
Date:	Date:		
Signature:	Signature:		
4) Consultation with Service Manager	Name:	Date:	
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
	Position: Director of Infrastructure Services	Position:	
	Date: 19/11/2014	Date:	
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

