

PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- Whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: Burials Pilot

Directorate: Regeneration and Environment

Service area: Registration Service and Bereavement Services at East Herringthorpe Cemetery

Lead person: Louise Sennitt

Contact number: 07795542990

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify Post pilot evaluation

2. Please provide a brief description of what you are screening

A pilot to extend the time of latest burial from 15:00 to 18:30 ran at East Herringthorpe cemetery from 1st April 2019 to 30th September 2019.

The issue of a Form 9, which, on the provision of necessary documentation, permits a burial prior to death registration, is issued by the Registration Service.

During usual business hours there was no change to this service, a Form 9 could be requested between 09:00 and 17:00.

At weekends and Bank Holidays, excluding Good Friday and Easter Sunday, the out of hours service was enhanced for the duration of the pilot. Rather than being on call from 09:00 to 11:00, Registration Officers were on call from 09:00 to 13:00.

The aim of the pilot was to make a reasonable adjustment to service to meet community, religious and cultural needs and to make a positive impact on community relations.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	Y	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	Y	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	Y	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		N
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		N
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>	Y	
If you have answered no to all the questions above, please explain the reason		

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**
- **The pilot aimed to address concerns expressed, primarily by members of the Muslim community, that 15:00 as a latest time of burial, was restrictive for those who needed to bury at short notice to meet religious or cultural requirements.**
- **A pre-pilot forum gave members of the Muslim community opportunity to express their views.**
- **The Faith and Community Leaders Forum was asked to comment on whether there were any specific requirements from other religious groups.**
- **A presentation was given to the Community Reference Group.**
- **A presentation was given to the older people's forum.**
- **The extension to service applied to all service users.**

(Think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings**
- **The evaluation process will inform the success, or otherwise of the pilot and whether a permanent change to service is desirable.**
- **Verbal feedback from the pre-pilot forum was that the Council and Bereavement Services were taking a positive step to improve community relations.**
- **Consultation with established groups and forums was well received.**

(Think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

<ul style="list-style-type: none"> • Actions • The success of the pilot is being screened up to 6th December 2019. • Post pilot evaluation will take place up to 6th December 2019. • Survey forms will be available as an esurvey and in paper format. • A post pilot evaluation will inform future actions. • Statistical information will be collated to inform post pilot evaluation. <ul style="list-style-type: none"> - 77% of respondents consider the pilot made a reasonable adjustment to meet community, religious and cultural needs. - 71% of respondents consider the pilot had a positive impact on community relations. • A guide to Muslim burials will be produced to clarify the process for those needing to bury at short notice to meet a faith or cultural requirement. <i>(Think about how you will promote positive impact and remove/reduce negative impact)</i> 	
Date to scope and plan your Equality Analysis:	Following post pilot evaluation.
Date to complete your Equality Analysis:	Prior to 1st April 2020.
Lead person for your Equality Analysis (Include name and job title):	Louise Sennitt Superintendent Registrar, Rotherham Metropolitan Borough Council. Samantha Fletcher Bereavement Services, Dignity

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Polly Hamilton	Assistant Director Culture Sport and Tourism	09.12.2019
Councillor Hoddinott	Cabinet Member	09.12.2019
Zaidah Ahmed	Corporate Equalities and Diversity Officer	26.11.2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other**

<p>committee or a significant operational decision a copy of the completed document should be attached as an appendix and published alongside the relevant report.</p> <p>A copy of all screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.</p>	
Date screening completed	22.11.2019
Report title and date	Burials pilot evaluation and update report on the agreement between Dignity Funerals Ltd and Rotherham Metropolitan Borough Council.
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	<p>Improving Places Select Commission report for meeting on 19.12.2019</p> <p>Sent for publication on 11.12.2019</p>
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	22.11.2019