

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

**The Improvement of Bereavement Services**

**Date: 25 May 2021**

**Version Number: 1**

**Equality Analysis completed by:**

**Name: Nicky Rowland**

**Job title: Bereavement Services Manager**

**Responsible Officer or Group:**

**Name: Sandra Mitchell**

**Job title: Assistant Director of Community Resilience, Neighbourhood Services**

**Is the Activity:**

**New/Proposed (x)**

**Changing/Being Reviewed (x)**

**Other ( )**

## Part 1. Purpose and Scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

### [Further Guidance](#)

#### Introduction/Background

What is the decision?

As part of recent improvements to Bereavement Services a number of decisions which support continued service development are required

- The introduction of the Memorial Safety Policy
- The approval of the introduction of new memorial locations, products and opportunities
- Authorisation of the extension of memorial benches and trees to all public areas
- The approval of the development of a process for the management of historic memorials
- Authorisation of new fees and charges be introduced linked to service improvements
- Approval of revised Cemetery and Crematorium Regulations and the implementation of obligatory conduct

#### Outcomes

The outcome of the decisions will be a compliant memorial safety testing policy which meets the requirements of the Ministry of Justice guidance for burial authorities in memorial safety management, and a wider selection of memorialisation items, locations and opportunities for customers, and the generation of an income from the sale of memorial for continued service improvements.

Additionally, the administration of the agreed Regulations will provide mechanisms for the implementation of further operational improvements.

#### Over what period of time will it be achieved?

- The memorial Safety Policy will be implemented forthwith and operations will commence upon recruitment of operatives, which will begin subject to approval of the Policy.
- The extension of the memorial products and opportunities will be an ongoing undertaking, led by consumer demand and availability of products. The extension of locations may be available immediately.

- The process for the managements of historic memorials will be developed and implemented within 8 weeks.
- New fees and charges will be implemented as the revised Cemetery and Crematorium Regulations are published and will be introduced as part of the service fee's and charges increase in October 2021

### **Why it needs to be implemented**

- The Memorial Safety Policy is statutory requirement and a legal duty in accordance with the Local Authorities Cemeteries Order 1977.
- New memorial locations, products and opportunities are required to meet the demand and desire for memorialisation across the city.
- The process for the management of historic memorials is required to enable the turnover of items in popular locations; to place all memorial items on the same terms and conditions as well as identify memorial items which may be available for new sponsorship.
- The new fees and charges are linked to service improvements and are a result of a recommendation by the Federation of Burial and Cremation Authorities (FBCA)
- The revised Cemetery and Crematorium Regulations will implement of mandatory conduct which will support service improvements.

### **What Populations are affected by the Protocol?**

Potentially everyone accessing Bereavement Services, cemeteries or Sunderland Crematorium would be affected by the new approach.

### **Who is expected to benefit?**

- Cemetery visitors, Funeral Directors, Stone Masons, cemetery workers would benefit from the safety inspections undertaken as part of the Memorial Safety Policy.
- Anyone seeking an opportunity to purchase a memorial item would benefit from an increase in products, locations and opportunities brought about by the extension of memorial benches and trees to all public areas and the development of a process for the management of historic memorials.
- The service area and service users would benefit from the introduction of new fees and charges which would be directly linked to service improvements
- Service users, professional clients and local residents would benefit from the revised Cemetery and Crematorium Regulations and the implementation of obligatory conduct within such areas.

### **Overlaps with national policy and priorities**

- The Local Authority Cemetery Order 1977 and the Cremation Regulations 2008 give clear direction to Local Authorities on the requirement to publish management arrangements relating to the provision of Bereavement Services to ensure a compliant service which safeguards the health and safety of its clients and service users.

## Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

### [Further Guidance](#)

- The Local Authority Cemetery Order 1977, section 3, provides for Local Authorities to implement all requirements deemed necessary for the proper management and regulation of their cemeteries.
- The introduction of new memorial locations, products and opportunities, the extension of memorial benches and trees to all public areas and the development of a process for the management of historic memorials is required due to information held on various systems relating to the availability of memorial items.

## Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

### [Further Guidance](#)

The financial benefits established as a result of the increase in service options for memorialisation will need further analysis in terms of potential income and future budget/income generation.

Detail on the budget pressure caused by Memorial Safety testing will be available after initial assessments and remedial works. A more accurate forecast for future works will be available for review after implementation in year 2.

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

[Further Guidance](#)

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## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

[Further Guidance](#)

| Characteristic                             | List of Impacts   |         |          |
|--|---|---------|----------|
|  | Positive  | Neutral | Negative |
| <b>All residents – all characteristics</b> | Improved cemetery conditions and safer environmental for clients, contractors, and visitors.<br><br>Improved services for service users and a wider range of memorial options to meet all budgets and requirements. |         | .        |

|   |  |                       |   |
|---|--|-----------------------|---|
| <b>Age</b>                              | All services and provisions can be delivered for the benefit of service users of any ages                        |                       |   |
| <b>Disability</b>                       | Improved cemetery conditions and unobstructed access to graves will benefit cemetery visitors with disabilities. |                       |   |
| <b>Gender/Sex</b>                       | No impacts identified  | No impacts identified | No impacts identified                       |
| <b>Marriage &amp; Civil Partnership</b> | No impacts identified  | No impacts identified | No impacts identified                       |
| <b>Pregnancy and maternity</b>          | No impacts identified  | No impacts identified | No impacts identified                       |
| <b>Race/Ethnicity</b>                   | No impacts identified  | No impacts identified | No impacts identified                       |
| <b>Religion/belief</b>                  | No impacts identified  | No impacts identified | No impacts identified                       |
| <b>Sexual Orientation</b>               | No impacts identified  | No impacts identified | No impacts identified No impacts identified |
| <b>Gender identity</b>                  | No impacts identified  | No impacts identified | No impacts identified                       |

Please add any additional groups mentioned in the “additional impacts” section above.

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( x )

Continue Despite Negative Implications ( / )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

##### [Further Guidance](#)

| ACTION  | WHO                          | WHEN         | MONITORING ARRANGEMENTS |
|---|------------------------------|--------------|-------------------------|
| To form working committees to prioritise and apply the service improvements according to local needs and demand | Bereavement Services Manager | October 2021 | Quarterly               |
|   |                              |              |                         |
|   |                              |              |                         |
|   |                              |              |                         |

**PLEASE ENSURE THAT THIS TEMPLATE IS PUBLISHED ON <http://citypoint/equalityanalysis/default.aspx>, WITH THE RELEVANT ACCOMPANYING DOCUMENTATION APPENDED, i.e. POLICY/STRATEGY. THE EQUALITY ANALYSIS MUST BE PRESENTED AT ANY DECISION POINT.**

