

## Screening/Scoping Pro Forma

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| <b>Section</b>  | Bereavement Services   | <b>Officer responsible for the screening/scoping</b>  | Bereavement Services Manager/Administration and Memorial Safety Officer                        |  |          |
| <b>Name of Policy to be assessed</b>  | Burial Services  | <b>Date of Assessment</b>   | 19/08/08   | <b>Is this a proposed new or existing policy/procedure/practice?</b> | Existing |
| <b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>               | Disposal of the dead, carrying out approximately 100 burials a year and additionally cremated remains, increasing well-being of bereaved persons.<br>To meet the needs of the bereaved in accordance with statutory obligations<br>Providing a safe and attractive environment for grave visitors  |   |  |  |          |
| <b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b> | Rules within the Local Authorities Cemetery Order 1977. Guidance from the Institute of Cemetery and Crematorium Management (ICCM). ICCM Charter for the Bereaved.<br>To contribute to the borough cleaner greener agenda, in accordance with the Parks and Countryside Strategic Plan  |   |  |  |          |
| <b>3. Who is intended to benefit from this policy and in what way?</b>                                      | Bereaved persons, their families and mourners – people living within the Borough in the sensitive interment of their loved one.<br>To provide a dignified and unhurried service that meets the individual needs of the bereaved wherever possible.<br>Enables a professional service for funeral directors, monumental masons, clergy and officiants. Also florists , Home Office, Dept of Constitutional Affairs, DEFRA |   |  |  |          |
| <b>4. What outcomes are wanted from this policy/procedures/practice?</b>                                    | Individual and caring service. Good customer feedback. Good customer care.   |   |  |  |          |
| <b>5. What factors/forces could contribute/detract from the outcomes?</b>                                   | Outside agencies i.e. Funeral Directors, clergy and stonemasons. Untrained and inexperienced staff.<br>Pandemic e.g. Influenza   |   |  |  |          |
| <b>6. Who are the main stakeholders in relation to the policy?</b>  | Guildford Borough and other councils, Funeral Directors, Clergy and stonemasons. Coroners / medical personnel. Federation of Burial and Cremation Authorities, Institute of Cemetery and crematoria management   | <b>7. Who implements the policy, and who is responsible for the policy?</b>   | Bereavement Services Manager. Council, Local Authorities Cemetery Order, Rules and Regulations |  |          |
| <b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>      | Y  | At present our literature is only available in English. This could cause a problem for any racial group using the burial service who's first language is not English. |  |  |          |
| <b>What existing evidence (either presumed or otherwise) do you have for this?</b>                          | The burial service does carry out a number of burials for people who's families first language is not English. This occurrence probably happens a couple of times a year. Ongoing feedback from users including funeral directors  |   |  |  |          |

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| <p><b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b></p>                  | <p><b>N</b></p>   | <p>The burial service does not have a differential impact due to gender. Some women have stated in national surveys that they feel vulnerable after dark in Parks and Graveyard areas.</p>                        |
| <p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>                                   | <p>Everyone is treated the same with care and respect. You can presume that there is no desire for women to be in a graveyard after dark, however there may be little demand to be in such places after hours anyway.</p>   |   |
| <p><b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b></p>             | <p><b>Y</b></p>   | <p>No disabled toilet facilities. Literature only available in written form. The provision of burial facilities means that there may be a need to cross undulating ground, and in wet or slippery conditions.</p> |
| <p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>                                   | <p>Current facilities available. DDA Reports will ensure that buildings are DDA compliant. Where mourners or the bereaved are known to have difficulty with access, plots have been chosen close to paths and driveways</p>   |   |
| <p><b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b></p>     | <p><b>N</b></p>   | <p>The burial service does not have a differential impact due to sexual orientation.</p>  |
| <p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>                                   | <p>Everyone is treated the same with care and respect.</p>  |   |
| <p><b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b></p>              | <p><b>N</b></p>   | <p>The burial service does not have a differential impact due to their age. Safety of memorials especially for children has been an issue nationally.</p>   |
| <p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>                                   | <p>Everyone is treated the same with care and respect. There is a positive impact where children's graves are located so that families have the opportunity to mourn with those in similar circumstances, which gives comfort to the mourners. Memorial safety has been addressed locally with inspections and subsequent measures to make memorials and headstones secure.</p>                     |   |
| <p><b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b></p> | <p><b>Y</b></p>   | <p>The burial service does have a differential impact due to their religious belief.</p>  |
| <p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>                                   | <p>Burial facilities are available for the following religions: Church of England, Roman Catholic and Jewish. The Guildford Jewish Community extends outside the Borough resulting in a number of burials of non-residents. We do not have an area set aside specifically for the Islam religion. The nearest to Guildford is Brookwood Cemetery. The request for burials from within the Islam</p> |   |

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|  |   |          | <p>religion is very small – probably 1 request a year.<br/> At the present time we do not have land available for other religious sections within the Cemetery. If the person wishes to be buried within the Cemetery and is not one of the religions who already have a section the person may/can be buried in the Non-Conformist section.<br/> Some faiths use the extensive Brookwood Cemetery in the adjacent Woking Borough Council, this cemetery also provides for Muslim, green and woodland burials.<br/> Where possible flexibility of service provision has been extended to religious groups such as a Jewish Burial on a Sunday<br/> Memorial sizes are restricted, however to date we are not aware of this leading to differential impact.</p> |
| <b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b> | <b>Y</b>  |          | At present we do not have facilities for disabled toilets or parents to change babies and young children.  |
| <b>What existing evidence (either presumed or otherwise) do you have for this?</b>   | Lack of current facilities, highlighted in recent buildings report. |          |  |
| <b>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</b>                    |   | <b>N</b> | The burial service does not have a differential impact due to them having an offending past.   |
| <b>What existing evidence (either presumed or otherwise) do you have for this?</b>   | Everyone is treated the same with care and respect.                 |          |  |
| <b>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</b>          |   | <b>N</b> | The burial service does not have a differential impact due to them being Transgender or transsexual.   |
| <b>What existing evidence (either presumed or otherwise) do you have for this?</b>   | Everyone is treated the same with care and respect.                 |          |  |
| <b>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this</b>                   | <b>Y</b>  |          | There is no disproportionate or adverse impact caused by this policy, but there is a need for the service to be sensitive to the requirements of the community. Information from Funeral Directors keeps us in touch with the burial requirements of the borough residents.  |

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| policy/procedure/practice?   |   |  |
| <b>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</b>  | Y | <input type="checkbox"/> <input type="checkbox"/> All Areas<br>Information from Funeral Directors will monitor the demand for services that differ from the current services provided for various groups.<br><input type="checkbox"/> Faith groups impact may be adverse should the demand from different groups change.<br><input type="checkbox"/> DDA items raised are an adverse impact however they should be addressed regarding buildings in the plans for future building alterations. |
| <b>Business improvement</b><br><br><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b>  | N | Customer demand will need to be monitored as above should there be the need for change or improvement.<br>Business opportunities may lie in the areas of Muslim burials, green and woodland burials should customer demand change and the opportunity to create new burial space arises. However there are alternate local alternatives and also the need for additional burial space will depend on demand beyond the existing ground available.  |
| <b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b>   | N |  |
| <b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b>   | N |  |
| <b>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</b> | Y | DDA awareness and subsequent actions will lead to a better service to the bereaved.<br><br>Should demand change this should be taken into account as an opportunity, within existing burial services or to include particularly faith preferences in any new grave yard facility that could be proposed in the future, however see comment at item 19.   |

|  |  |   | Yes | No |
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|  |  | <p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p> <p>See items above with regards to DDA.</p> |     |    |

**Signed**  
**(completing officer)**

**Date August 2008**

**Signed**  
**(Head of Section) .....**

**Date**

**Countersigned**  
**(HR Representative)**

**Date October 2008**