

Screening/Scoping Pro Forma

Section	Bereavement Services		Officer responsible for the screening/scoping	Bereavement Services Manager/Administration and Memorial Safety Officer		
Name of Policy to be assessed	Cremation Service		Date of Assessment	19/08/08	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	Disposal of the dead through cremation, and ancillary services to accommodate the bereaved in a sympathetic manner, in accordance with statutory obligations.					
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	To comply with the statutory requirements of Cremation Regulations 1930 and further amendments. Guidance from Institute of Cemetery and Crematorium Management (ICCM) and Federation of British Cremation Authorities. (FBCA). ICCM Charter for the Bereaved. Associated practices in management of buildings, chapel facilities, and garden of remembrance					
3. Who is intended to benefit from this policy and in what way?	Bereaved persons and people living within and outside of the Borough in the sensitive and dignified disposal of their loved one. Supports Council income, reputation. Facilitates local funeral directors business, the ministry of local churches and other community groups. Also monumental masons, florists, home office, DefRA. Dept for constitutional affairs.					
4. What outcomes are wanted from this policy/procedures/practice?	Individual and caring service. Good customer feedback. Good customer care. Fulfills legal requirements see item 2; provides income.					
5. What factors/forces could contribute/detract from the outcomes?	Outside agencies i.e. funeral directors and clergy, organist. Untrained and inexperienced staff. Increased demand for services by environmental factors. Behaviour of the bereaved.					
6. Who are the main stakeholders in relation to the policy?	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			7. Who implements the policy, and who is responsible for the policy?	Bereavement Services Manager, Council, Rules and Regulations and Cremation Regulations.	
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y		At present our literature is only available in English. This could cause a problem for any racial group using the cremation service who's first language is not English. There has been no known request for alternative language or literature in other languages.			

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The cremation service does carry out a number of cremations for people who's families first language is not English. This occurrence only probably happens once or twice a year. There has been no known request for alternative language or literature in other languages The channel for communication is via the local funeral directors.</p>	
<p>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</p>	<p>N</p>	<p>The cremation service does not have a differential impact due to gender.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Everyone is treated the same with care and respect. Positive impact is the provision of the Award winning children's memorial garden.</p>	
<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y</p>	<p>Disability Discrimination Act (DDA) review has documented a number of issues which we are in the process of correcting (doors, signs, and literature, access to areas). At present the seating in the chapel does not allow people within wheelchairs to sit within the pews, have to be positioned within the aisle. To accommodate wheelchair users within the pews would require a complete revamp of the chapel. Hearing loop is installed in the chapel.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>DDA review. Current facilities available. Literature is only available in written form. Comments on visitors' questionnaires. DDA review - items for toilet facilities area are identified and pending.</p>	
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>N</p>	<p>The cremation service does not have a differential impact due to sexual orientation.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Everyone is treated the same with care and respect.</p>	
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>	<p>N</p>	<p>The cremation service does not have a differential impact due to their age. The service and protocols are appropriate in its cremation provision for the very young.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Everyone is treated the same with care and respect. There is a positive impact with regards children with the provision of the children's memorial garden, which gives comfort to those mourning in similar circumstances.</p>	
<p>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</p>	<p>Y</p>	<p>The cremation service does have a differential impact due to their religious belief.</p>

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>A number of religions prohibit members of the religion to be cremated. The religions stipulate burial only. The religions, which prohibit cremation, can use our chapel at the Crematorium for the funeral service if desired then convey the deceased to the burial site. See Burial Equalities Impact Assessment. Together neighbouring authorities co operate to provide as wide a provision of bereaved services as possible.</p>	
<p>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</p>	<p>Y</p>	<p>At present we do not have facilities for parents to change babies and young children or access to the disabled toilet outside office hours. This is being looked into when our extension and revamp of our disabled toilet has been completed.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Lack of current facilities, as highlighted in a recent building report.</p>	
<p>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</p>	<p>N</p>	<p>The cremation service does not have a differential impact due to them having an offending past.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Everyone is treated the same with care and respect.</p>	
<p>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</p>	<p>N</p>	<p>The cremation service does not have a differential impact due to them being Transgender or transsexual.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Everyone is treated the same with care and respect.</p>	
<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p>	<p>Y</p>	<p>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 However items have been recognised and are in the process of being improved with regards:</p> <ol style="list-style-type: none"> 1 Baby changing facilities 2 Chapel access for large numbers of wheelchair users.

<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>	<p>Y</p>	<p>The impact in item 17 has been previously identified with plans to rectify. Information from Funeral Directors keeps us in touch with the bereavement requirements of the borough residents, for all groups. The impact of DDA adjustment can be justified in promoting equal opportunity.</p>
<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>N</p>	<p>None given DDA changes, however monitoring will be necessary to keep in touch with customer requirements.</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>N</p>	<p>Groups are provided for due to the provision of a range of services providing greater choice for the bereaved within council bereavement services and adjacent authorities, bereavement services. See screening for burial services.</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>N</p>	<p>Please explain</p>
<p>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?</p>	<p>N</p>	<p>Issues raised are being addressed.</p>

			Yes	No
		<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p>		

Signed
(completing officer)

Date August 2008

Signed
(Head of Section)

Date

Countersigned
(HR Representative)

Date October 2008