

NORTH DOWN AND ARDS DISTRICT COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E12
2.	Policy Name	Burial Rules
3.	Existing / Revised / New Policy	New Policy
4.	Responsible Officer	Director of Administration and Organisational Development
5.	Description of policy to be screened	Policy aligns the legacy Council burial rules and procedures for carrying out burials in the Borough.
	Aims and expected outcomes – what is the policy expected to achieve?	The policy aim is to harmonise the legacy Council rules and procedures and provide clarity for residents and employees.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories will benefit from the clarity the policy provides.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the policy when being implemented.	Statutory Regulations and codes of practice – there are a number of provisions which apply to the application of this policy. A full list of these instruments can be found within the policy.

8.	<p>The main stakeholders on which the policy will impact. For example, employees, potential service users and community groups.</p> <p>Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate.</p>	<p>Policy will apply to employees, residents and non-residents, those enquiring about burial within the Borough, Clergy who have responsibility for burials within the Borough, Undertakers who have responsibility for burials within the Borough and individuals tracing burial location of individuals or family members.</p>
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9.	Please provide details of other policies which have a bearing on this one.	
<p>Policies:</p> <p>Policies that exist within each legacy Council that address Burial arrangements, the withholding of records and arrangements to bury individuals or plant memorial trees within Ards and North Down Borough Council.</p>	<p>Owned by :</p> <p>Director of Administration and Organisational Development</p>	

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :														
<table border="1"> <tr><td>Religious Belief</td></tr> <tr><td>Political Opinion</td></tr> <tr><td>Racial Group</td></tr> <tr><td>Age</td></tr> <tr><td>Marital Status</td></tr> <tr><td>Sexual orientation</td></tr> <tr><td>Men & Women generally</td></tr> <tr><td>Disability</td></tr> <tr><td>Dependents</td></tr> </table>	Religious Belief	Political Opinion	Racial Group	Age	Marital Status	Sexual orientation	Men & Women generally	Disability	Dependents	<table border="1"> <tr><td>Existing Council policies</td></tr> <tr><td>Statutory instruments</td></tr> <tr><td>Customer service and operational experience of officers</td></tr> <tr><td>Requests from stakeholders to arrange burials or memorial trees</td></tr> </table>		Existing Council policies	Statutory instruments	Customer service and operational experience of officers	Requests from stakeholders to arrange burials or memorial trees
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Requests from stakeholders to arrange burials or memorial trees															

11.	Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?	
	Religious Belief	It was highlighted to the policy's responsible Officers that where reference is made to communications on changes to burial rules, that the Council must make information available in a range of alternative formats on request and ensure this information is made available to all stakeholders and using a range of communication methods including newspaper, website and direct mailing to stakeholders.
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

Does this Policy require an Equality Impact Assessment?		
1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?	
	Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	This policy applies to all equally and therefore has no impact on equality of opportunity.
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	This policy does not provide opportunities to better promote equality of opportunities.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
Dependents			

3.	To what extent is the policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	None	
	Political Opinion		
Racial Group			

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
		If "Yes" provide details	If "No" provide details
	Religious Belief	No this policy does not provide opportunities to promote good relations.	
	Political Opinion		
Racial Group			

Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons).	Multiple identity considerations were included above.
	Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	N/A

	Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
	<ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	<p>No</p> <p>No</p>	<p>This is an operational policy which will not provide an opportunity to meet the disability duties.</p>

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

	Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties.</u>	Monitoring will be carried out by the relevant burial administrators and Council employees.
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Formal Record of Screening Decision

Policy Reference	E12
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I can confirm that the proposed policy / decision has been screened for:-

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

<input checked="" type="checkbox"/>	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Amanda Martin
Title: Head of Administration
Date: 20 March 2015
Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson
Title: Director of Administration and Organisational Design
Date: 20 March 2015
Signature:

If an Equality Impact Assessment is required

Priority Rating for timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
	Effect on equality of opportunity and good relations	
	Social need	
	Effect on people's daily lives	
	Relevance to a public authority's functions	

Is this policy affected by timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation		
Screened by :	Position/Job Title:	Date:
	Head of Administration	20 March 2015
Approved by:	Director of Administration and Organisational Design	20 March 2015

Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to Human Rights issues.

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of Slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on Human Rights that you have identified?	
	Please indicate any ways in which you consider the policy positively promotes Human Rights	