

Equality, Diversity, Cohesion and Integration Screening



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, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides 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, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Communities and Environment	Service area: Parks and Countryside
Lead person: Mike Kinnaird	Contact number: 3786002

1. Title: Environment, Housing and Communities Scrutiny Board Review of Cemetery and Crematoria Horticultural Maintenance Grave Conditions

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify: A report which considers the recommendations of the Environment, Housing and Communities Scrutiny Board review of cemetery and crematoria maintenance.

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

The Environment, Housing and Communities Scrutiny Board agreed to undertake a review of the rules and regulations associated with the enforcement of grave conditions and how they relate to horticultural maintenance arrangements. This followed issues raised concerning how grave conditions were being communicated and enforced. Grave conditions aim to ensure that graves and memorials are laid out consistently and bereaved families can have a choice of purchasing either a lawned or non-lawned area for which different grave conditions apply. In relation to lawned gardens, existing conditions do not permit any encroachment into the grave area (e.g. with ornaments or flowers) which enables a consistent layout and also ensures that horticultural maintenance operations are undertaken in the most efficient and effective manner. In relation to non-lawned areas, authorised kerbstones are allowed to surround the full grave area and planting/ornaments are

allowed within the kerb surrounds. The decision to enforce grave conditions on new cemeteries and extensions was made by Executive Board in December 2011. Following this decision, the enforcement process agreed has been carried out at the lawned areas established at the Garforth and Guiseley cemetery extensions and new cemetery at Kippax, and a non-lawned area that has been applied at Whinmoor Cemetery. Scrutiny board agreed to undertake the review via a working group meeting that took place on 30th August with all members of the board invited to attend. Following this working group meeting, the Head of Governance and Scrutiny Support presented a summary note and agreed recommendations of this meeting to the scrutiny board. The scrutiny board formally approved the recommendations set out in the summary note at their meeting on 9th October 2017.

3. Relevance to equality, diversity, cohesion and integration

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

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

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?	X	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

• **How have you considered equality, diversity, cohesion and integration?** (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)

An Equality, Diversity, Cohesion and Integration Impact Assessment was conducted to accompany the Executive Report in December 2011 that identified the potential for people to perceive that they are being unfairly treated as a more proactive approach will be taken on enforcement in new graves within existing cemeteries (but not re-opened graves), cemetery extensions and new cemeteries. An action was identified to communicate the approach and enforcement policy at specific sites affected to service users in addition to information provided during funeral arrangements.

During 2017 the Environment, Housing and Communities Scrutiny Board undertook a review following concerns raised and the working group considered the following issues which were discussed in depth along with other options to adopt a more flexible approach or even to discontinue lawned areas altogether.

- Ensuring that the implications of selecting a particular grave option are communicated clearly and sensitively to bereaved families from the outset.
- Appreciating the challenges presented by non-compliance of grave conditions.
- Ensuring that enforcement measures are transparent and robust.
- Acknowledging the valuable role of 'friends of' groups.

• **Key findings** (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)

The Environment, Housing and Communities Scrutiny Board have largely upheld the decision by Executive Board in December 2011. This means that the enforcement of

grave conditions will continue at the lawned areas for the Garforth and Guiseley cemetery extensions and new cemetery at Kippax, and non-lawned area at Whinmoor Cemetery. Further recommendations were made concerning additional communication with the national bodies and funeral directors; providing additional notices on graves; supporting 'friends' group formation and volunteering.

• Actions

(think about how you will promote positive impact and remove/ reduce negative impact)

National bodies representing funeral directors will be approached to encourage them to effectively outline the implications of each burial option with bereaved families. In addition all local funeral directors will be contacted to remind them of the importance of clearly communicating the implications of each burial option.

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

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

Name	Job title	Date
Sean Flesher	Chief Officer Parks and Countryside	10 th November 2017
Date screening completed		10 th November 2017

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: