

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision: Date: February 2011	PUBLIC MEMORIALS GUIDANCE - THE PLACEMENT OF TRIBUTES AT THE SCENE OF FATAL ROAD TRAFFIC COLLISIONS.
Lead Officer:	J Proctor
External Challengers:	Police Family Support Officers, Counsellors from Local Hospice Services & Mr Stuart O'Brien (bereaved Father of a road traffic victim)
Other members of team undertaking Impact Assessment:	N/A

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The Council has identified a lead officer who will assist the Cheshire Police Family Liaison Officers by offering direct support and guidance to families and friends who wish to provide tributes to loved ones. To ensure that a consistent, compassionate and considered approach is taken and to enable, in the majority of situations and where families wish, tributes to be placed at the scene of fatal road traffic incidents.

Is the above relevant to equality and diversity?

Yes X No

Quick check:

- ✓ *Is the policy (function, procedure etc.) concerned with people?* Yes X No
- ✓ *Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)* Yes X No
- ✓ *Does the policy (function etc.) involve face to face contact?* Yes X No
- ✓ *Does it include making decisions based on someone's individual characteristics, circumstances or needs?* Yes X No
- ✓ *Is there history of long-established pattern of unequal outcomes? (and do I have enough evidence to prove otherwise?)* Yes X No
- ✓ *Is the policy (function, procedure....) likely to have a significant impact on someone's life, health or wellbeing?* Yes X No

Exit the process if you answered No to all of the above questions, otherwise please continue.

Step 2: Scoping

What do you already know about the policy (decision etc), what are the main issues you need to consider:

Target group / area	Main issues (bullet points)	Evidence and data currently available (qualitative & quantitative)	Consultation / involvement carried out	Further information needed to undertake the assessment
Race and Ethnicity (including Gypsy and Travellers; migrant workers, asylum seekers etc.)	Potential impact due to language both content and selection of English as format. Alternative language options available	Prior to coming into effect the guidance was reviewed by partner agencies, support groups, including National Charities and a locally bereaved family. Matters also debated at Memorials Task Group with members.	Y	
Disability	Unlikely to be an issue. Access to tribute sites is not especially discriminatory against disabled – and in fact takes their needs and safety into account.	Prior to coming into effect the guidance was reviewed by partner agencies, support groups, including National Charities and a locally bereaved	Y	

		family. Matters also debated at Memorials Task Group with members.		
Gender / Gender reassignment	NONE			
Religion and belief	The Guidance does not limit locations for memorials to religious sites and encourages the use of suitable alternative sites.	Options appraisal includes multi-faith/no faith alternatives. Prior to coming into effect the guidance was reviewed by partner agencies, support groups, including National Charities and a locally bereaved family. Matters also debated at Memorials Task Group with members.	Y	
Sexual orientation	NONE			

<p>Age Children and young people</p> <p>N/A for other groups</p>	<p>Younger generations now consider virtual tributes.</p>	<p>Options appraisal includes non physical (Virtual) tributes.</p> <p>Prior to coming into effect the guidance was reviewed by partner agencies, support groups, including National Charities and a locally bereaved family.</p> <p>Matters also debated at Memorials Task Group with members.</p>	<p>Y</p>	
<p>Rural communities</p>	<p>Potential conflicts with community interests</p>	<p>Prior to coming into effect the guidance was reviewed by partner agencies, support groups, including National Charities and a locally bereaved family.</p> <p>Matters also</p>	<p>Y</p>	

		debated at Memorials Task Group with members.		
Areas of deprivation	NONE			

Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i> <ul style="list-style-type: none"> • <i>Promoting good community relations</i> • <i>Safety</i> • <i>Environment and access to services</i> • <i>Economic well-being</i> 	Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect)			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
Race and Ethnicity	Potential Impact due to language – language used has been carefully selected to present a clear, consistent supportive and compassionate message.	Lead officers will conduct a face to face meeting with those families who require advice. Initial contact is via the Police Family Liaison Officers who are			X	

		highly trained in dealing with bereaved families. CWaC lifetime services officers are experienced in dealing with bereavements across all faiths and racial groups, with access to translation services. Initial support monitored by lead officer – who has extensive external experience of bereavement cases and in house professional experience of dealing with families wishing to place memorials.				
Disability	Unlikely				X	None considered necessary

Gender / Gender reassignment	None				N/A	
Religion and belief	The guidance does not limit suggested alternative locations for memorials to religious sites	Options appraisal includes multi-faith/no faith alternatives.			X	
Sexual orientation	None				N/A	
Age Children and young people	Younger individuals are using facebook and other social networking sites to place memorials to loved ones	Options appraisal includes virtual alternatives.		X		
Adults	N/A				N/A	
Younger older people	Younger individuals are using facebook and other social networking sites to place memorials to loved ones			X		
Older people	N/A				N/A	
Rural communities Service availability	N/A					
Cost of service delivery and						

costs to community to access the service				X		
Impact on quality and character of the natural rural landscape and residents	Potential conflicts with community interests	Guidance places time limits and establishes removal procedures		X		Monitoring and review of complaints/concerns
Impact on people wishing to visit the countryside	Potential conflicts with visitor interests	Guidance places time limits and establishes removal procedures				Monitoring and review of complaints/concerns
Areas of deprivation	N/A				x	
Human rights	N/A		No Rating Needed			

Step 4: Health and wellbeing

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify.	NO	NO	NO	NO	NO	NO	NO	NO