

warrant negotiated changes in employees Contract of Employment for a formal 7 day service.

- (iii) That the numbers of burials be reviewed on an annual basis and should the numbers fall below the current breakeven of 20 out of hours burial services per annum, the Head of Street Services be authorised to reflect this in any proposed increase above the rate of inflation in the Scale of Charges.
- (iv) That the introduction of the up to 7 day cremation service commence on 1st June 2008 which will allow time for the training of number of employees required to provide the service.
- (v) That the Head of Street Service be instructed to submit a report on the success or otherwise of the 7 day cremation service in June 2009
- (vi) That a new weekend charge of £665 be introduced (excluding environmental levy) per cremation (subject to the normal annual reviews) based on a minimum of 24 requests per year, cremation services being available between the hours of 9.45 am and 12.00 hours on Saturday and Sundays, provided all necessary documentation clearance is in place.
- (vii) That it be noted that the charges currently proposed for weekend services could be reviewed in the light of take up, but that it was necessary to recover the costs of providing the service.
- (viii) That the Head of Street Services be requested to invite the Luton Council of Faiths to contribute to the development of an explanatory booklet for service users, to reflect the cultural and religious requirements of all service users.

Reason: To provide a burial and cremation service which is responsive to the cultural and religious needs of all service users.

4. In order to comply with Crematoria Regulations and Legislation and to book a weekend cremation, all relevant documentation must be submitted by noon on Thursday preceding the intended weekend service. This allows time for the medical referee to inspect and verify the documentation and sign as acceptable by Friday. Any failure by the medical referee or query by them on the documentation could mean the cremation service could not go ahead at the weekend.
5. The opening times are set to allow sufficient time for all the cremation to be completed in the same day.

6. Contact has been made with other crematoria operated by other authorities to try to determine what level of demand could be anticipated and the details are highlighted below:

Authority	Out of hours Cremation Service Provided	Take up of the service	Scale of charge
Stevenage	7 days is already provided	Average 2 or 3 per month	Premium rate Saturday £625 Sunday £690
Milton Keynes	Saturday Sunday	2 services take up rare	Premium rate Saturday £648 Sunday £778
West Hertfordshire	7 days is already provided	Average 4 per month	Premium rate Saturday £568 Sunday £646
Leicester	Saturday only	Average 8 per month	Premium rate Saturday £685
Burnley	Saturday only	Average 4 per month	Premium rate Saturday £514

The charges quoted do not include an environmental levy

7. It is suggested that this service is reviewed after a 12-month period i.e. by June 2009.
8. In addition Members of the Executive decided that one booklet should be produced with all the information contained therein for use by all communities.

STAFFING IMPLICATIONS

9. There may be staffing implications, as staff will be requested to work on a rota basis, which may mean a change to their hours.

EQUALITIES IMPLICATIONS

10. The overall impact is positive for all key equality groups, in particular for the religion/belief category of Sikhs and Hindus.
11. An Equalities Impact Assessment has been carried out and is attached at Appendix A

FINANCIAL IMPLICATIONS

12. The proposed rate of £665 (the current weekday charge is £390) based on the number of anticipated cremation services out of hours of 24 in one year. The proposed charge includes all costs incurred by the Council in providing an out of hours cremation service and includes all

employee costs (call out and any additional payments) and all other service or facility costs.

STAKEHOLDERS CONSULTATIONS

13. Extensive consultation prior to the start has been carried out including the Luton Council of Faiths on 6th November 2007 on the proposals.
14. Broad support was given to the introduction of this service by those attending.
15. There were not a large number of representatives attending and it was agreed that before the service is introduced another consultation evening be arranged.
16. Notice of the meeting needs to be given at least 1 month in advance to try and ensure as many representatives as possible attend. A new date for extensive consultation is to be set up in May 2008.

APPENDIX

17. Appendix A – Equalities Impact Assessment Summary Report

BACKGROUND PAPERS

18. Executive Report – 30th October 2006 - Extension of Burial Services at Weekends and Bank Holidays.
19. Executive Report - 4th June 2007- Update on out of hours burial services.

APPENDIX A

RECORD OF EQUALITY IMPACT ASSESSMENT- SUMMARY REPORT

Please note that you must complete this form if you are undertaking a formal Equality Impact Assessment. Use this form to **record the result of your impact assessment** for new, revised or existing policies, services and functions. Where a question is not applicable to your assessment please indicate.

1. Briefly describe the service to be assessed? Is this an existing, revised or new policy?

Extension of Crematorium Service Provision. This is an extension of the service currently available to extend the current crematorium service provision to include Saturdays, Sundays and public holidays (except Christmas Day) between the hours of 9.45am and 12.00pm.

2. Are the aims consistent with the Council's Equality Policy & Equality Scheme?

Consideration has been given to all six key groups in accordance with the Council's Equality Policy and Equality Scheme.

3. What data and evidence did you use to assess the impact on each group?

Number of cremations per year (approximately 20).

Benchmarking with other authorities.

The request was initially made by members of the Muslim/Hindu faith groups.

4. What method of consultation and which groups did you consult during the EIA?
Have you provided feedback to consultees?

Consultation event held on 6 November 2007 with all faiths invited.

Discussed at Joint Working Committee

Benchmarking exercise carried out with other authorities

Local funeral directors were canvassed to ascertain their views

5. Is there already evidence that some groups are affected differently?
(Please indicate which groups)

No

6. Is there any public concerns or complaints that the service or policy is discriminatory?

There is no evidence that the service is being operated in a discriminatory manner as no-one is excluded from the crematorium service. However, the need to extend the service became apparent and the report to Luton Borough Council's Executive was the action to gain permission for the requirement of additional resources.

7. Is the service monitored using the Council's equality categories?
If not, is any type of monitoring carried out? How do you intend to monitor in future?

Number of cremations will be monitored using six key groups and reported to members in July 2009

8. Are there any unmet needs/requirements Identified that affect specific groups?
(Please refer to provisions of the RRA, DDA, SDA and the regulations on sexual orientation, religion/belief and age as appropriate)

No

9. Did you find any adverse impact on race/gender/disability/religion/belief/sexual orientation/age/health etc?
What are the reasons for this adverse impact? Can the impact be justified? If not, how can the effects be mitigated? How does each option further or hinders equality for each of the groups?

There may be staffing implications as staff will be requested to work on a rota basis which may mean a change to their contractual hours.

10. Did you find a positive impact on race/gender/disability/religion/belief/sexual orientation/age/health?
What are the reasons for this positive impact? Are there any further improvements that can be made?

The impact will be positive for all six key groups but in particular for Muslim/Hindu faith groups who initially made the request.

11. Did you find a neutral impact on race/gender/disability/religion/belief/sexual orientation/age/health? What are the reasons for this neutral impact? What changes can be made to achieve a positive impact?

N/A

12. How did the results of the consultation inform the action plan?
Where & when did you /will you publish the results of the consultation?

Results of consultation to be published on the consultation portal

13. What type of information and evidence have you used to make your judgement?
Summarise the evidence you used to make your judgement (by race, gender, and disability etc).

The Luton Registration Service provides a limited Saturday service to enable deaths to be registered or where cremation needs to take place quickly for religious or special reasons. This has led to many requests, particularly from Sikhs and Hindus, for weekend cremation services at the Vale Crematorium, Stopsley.

14. Where services or functions are carried out by a contractor, what steps will you take/have taken to ensure that the equality duties are reflected in contracts and other agreements?

Currently there are only 2 qualified cremator operatives and as such this is insufficient to provide a 7 day service. To ensure that there are sufficient employees trained to undertake unsupervised cremations, at least one further employee needs to be trained. This will require that employee undertaking 100 supervised cremations prior to receiving certification to carry out cremations unsupervised. This training period will take at least until early May 2008 and will require the individual to be released from their current duty and be replaced with temporary employee.

Agencies, contractors will have an equalities evaluation prior to appointment and for new contractors, an equalities clause will be written into the contract. Post contract monitoring will be carried out annually.

15. What are your recommendations based on the team's assessment and judgement of this service?

That the Extension of Cremation Services is endorsed by relevant equality forums.

That further consideration be given to the provision of a shelter

16. Will you be developing an Action Plan?

Yes

Will you be?

- Taking any immediate action?

A review of the extended service will be undertaken in 12 months from the date of commencement to undertake analysis of take up and financial viability of the additional provision.

- Developing equality objectives and targets based on the conclusions?
- Carrying out further research?

17. If equality objectives and targets have been developed, please list them here.

Number of cremations will be monitored by equality categories and reported to members in July 2009

18. Are there any resources issues? How will they be met?

In the event that sufficient employees cannot be recruited then consideration will have to be given to outsourcing the service
Cost of publication for advertising
Cost of production of information leaflet
Cost of Death Certificates
Officer to monitor number of cremations
Additional operatives to cover weekends (on rota basis x 2)
Additional staff to cover cleaning of shelter
Training for unqualified staff

If you need more space for any answers please continue on a separate sheet.

Signed by the manager undertaking the assessment:

Full name (in capitals please): BARRY TIMMS Dated:

Service Area and position in the Council:
STREET SERVICES, PARKS AND CEMETERIES MANAGER

Others involved in the assessment – auditing team/peer review:

Barry Timms, Parks and Cemeteries Manager

Norman Schonewald, Assistant Manager

Maureen Drummond, Equalities Support Officer

When you have completed this form, please send a copy to:

Equalities Unit,

Lower Ground Floor

Town Hall, Luton

LU1 2BQ.

13. APPENDIX 3 – PUBLICATION TEMPLATE

Name of Policy/ Service/ function

What is the impact on:

Race: Positive

Gender: Positive

Disability: Positive

Faith: Positive

Sexual orientation: Positive

Age: Positive

If adverse impact is identified, what are the reasons for this adverse impact?

N/A

Can the adverse impact be justified?

What are your recommendations for action?

Further consultation with disability/elderly groups for extension to cremation services and for provision of shelter to ensure DDA compliance

Further consultation with religious groups in relation to provision of shelter

Further consultation with community groups

Further consultation with employees

Information leaflets to be sent to funeral directors, clergy and allied trades

Advertisement to be placed in LutonLine

Results of consultation to be published on LBC website

Signed by the manager undertaking the assessment:

Full name (in capitals please):

Date:

Service Area and position in the Council:

Others involved in the assessment – auditing team/peer review:

Date of Publication:

Date of Review: