



Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: 7 January 2016

Committee:

Decision making session by Portfolio Holder for Health and Wellbeing

Date: Friday, 15 January 2016

Time: 10.00 am

Venue: Room IL 44 Shirehall Shrewsbury

You are requested to attend the above meeting.
The Agenda is attached

Claire Porter
Head of Legal and Democratic Services (Monitoring Officer)

Members of Decision making session by Portfolio Holder for Health and Wellbeing

Karen Calder

Your Committee Officer is:

Jane Palmer Senior Democratic Services Officer

Tel: 01743 257712

Email: jane.palmer@shropshire.gov.uk

AGENDA

1 Authority to Adopt and Implement a policy for Personal Tributes and memorials on Shared Graves at Longden Road Cemetery Shrewsbury
(Pages 1 - 16)

Report is attached marked 1.

For more information contact: Mark Foxall – 01743 255936

Note:

Portfolio Holder Decision Making Sessions are not open to the public. However members of the public are welcome to submit a request to address or ask a question of the Member making the portfolio decision. Any request should be submitted in writing to the Chief Executive at The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND by no later than 2 clear working days before the proposed Member Session. This is to ensure that the individual Member has sufficient time to decide whether or not to hear such persons and if so the arrangements to be made. If you would like further details please telephone 01743 257712 or email jane.palmer@shropshire.gov.uk



Portfolio Holder Decision Making Session

Portfolio Holder for Health and Wellbeing

10:00 Friday 15th January 2016

Item

Public

REPORT TITLE Authority to adopt and implement a policy for personal tributes and memorials on shared graves at Longden Road Cemetery, Shrewsbury.

Responsible Officer: Lindsay MacHardy
Email: Lindsay.machardy@shropshire.gov.uk

Tel: 253966

Further Information from: Mark Foxall
E-mail: mark.foxall@shropshire.gov.uk

Tel: 255936

1. Summary

In the absence of a current policy for tributes on shared graves, families have sought clarity on what type and how many tributes may be placed on shared graves, specifically in shared grave areas within the newer part of Longden Road Cemetery.

This decision report summarises the analysis of responses from the consultation with families. These responses have been utilised to form the new policy proposed within this report. This report seeks approval for the proposed new policy and the proposed process for its communication and implementation.

2. Recommendations

It is recommended that the Portfolio Holder for Health and Wellbeing:

A: Approves the adoption and implementation process of the policy proposed within this report specifically applicable to shared graves in shared grave areas at Longden Road Cemetery.

Reason(s) for decision: Shropshire Council has been petitioned to adopt and communicate a tribute policy for shared graves to give clarity to families on what types of tributes, if any are permitted on shared graves.

3. REPORT

There are 24 shared graves grouped in one area at Longden Road Cemetery. In each grave there may be up to 18 babies interred. Various customs and practices relating to the placement of headstones and tributes on these graves have evolved, many of these have not been sanctioned or challenged by the council.

The graves have been provided free of charge to the stillbirth and neonatal death charity (Sands) that has played a key part in the co-ordination of these graves in terms of burial administration, contact with the families and until recently the procurement and installation of memorial headstones.

During October 2014, unauthorised action took place to remove all tributes from shared graves in area 20 of the cemetery. This action, particularly because of the lack of prior notification led to considerable anguish and concern for a number of families. Due to significant media coverage of the tribute clearance, the national office of the Sands charity became involved and sought support from the council to identify and implement measures to address the situation.

Many families made contact with the council to express their view and officers tracked opinions and comments made on media websites. Subsequently, in consultation with the national Sands office and due to the proximity to Christmas, a temporary policy was introduced that permitted the placement of floral tributes on the shared graves. The intention being to allow families to place something on the graves whilst affording appropriate time to be given to consider the matter carefully and consult with parents, given the subject's sensitive nature.

Whilst consideration was being given to what families wanted to happen next with regard to tributes on the shared graves a petition was initiated. The petition collected over 2,000 signatures and attracted national media coverage. In a meeting with the petitioning family, the council offered to undertake consultation and develop and implement a tribute policy based on the feedback to the consultation. The consultation took place between June and August 2015 and sought views to a number of questions and proposals.

The consultation asked 7 questions. Questions 1 and 2 were about establishing whether the respondent was a parent of someone interred within a shared grave, a family member or neither of those. Questions 6 and 7 were about establishing whether they wished to receive further contact regarding the consultation outcome and obtaining their contact details. Question 3 was specifically about a proposal for a new memorial garden and questions 4 and 5 were about the number and types of tributes that respondents preferred. In total 52 responses were received.

3.1 Results of the consultation

The question, a summary of the responses, detail of the most preferred view and the proportion of the respondents that preferred that view is detailed in the below tables.

Q3 We are considering creating a small memorial garden for remembrance and tributes at the rear of the shared graves. Would you like this garden to be created?
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Response - The majority of respondents, 52% were in favour of this and so it is proposed, subject to subsequent agreement on the cost and how funded, for the creation of a remembrance garden where further tributes can be placed and make changes to improve the area for visitors so that it is more peaceful, attractive and private when visiting. The charity Sands has suggested it would help with funds towards this and an approach has been made by a potential private donor.
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Q4 Was about the number (if any) of tributes respondents would like to be permitted on a shared grave per family per baby interred and proposed a number of options.

Response – The response to this question was mixed across the range of options. Some respondents wanted no tributes, some wanted just floral tributes, some wanted just one non floral tribute and some wanted no limit on the number of tributes allowed. The most preferred option favoured by 18 of the 52 respondents (34.6%) is to permit one non floral tribute per family per baby interred in that grave. Because this response was given by the most respondents and because this is the closest

position for those respondents that wanted no non-floral tributes, it is proposed that the new policy permits one tribute per family per baby interred in that grave.

Q5 Do you agree with the following general principles for new tributes?

Tributes **must not**/be

- Likely to cause offence to other visitors
- Bigger than a footprint of 10cm by 10cm and not taller than 20cm in height
- Made of perishable material e.g. fabric/soft toys
- Made of material that may shatter e.g. glass, china/ceramic
- Include a naked flame
- Helium/gas filled balloons

Response - Of those that provided a response to this question (6 did not) the majority, 26, (56.5%) were in favour of the above principles. Therefore it is proposed for the above principles to form the basis of the new policy for tributes.

The consultation feedback responses detailed above have informed the proposed new policy below.

3.2 Proposed policy for tributes on shared graves - recommended for adoption

No more than one non floral tribute is permitted to be placed at any one time on a shared grave per family (to include the extended family) per baby interred in that shared grave.

All tributes whether floral or non-floral must comply with all of the following principles;

- Must not be likely to cause offence to other visitors
- Must not exceed a footprint of 10cm by 10cm and 20cm in height
- Must not be made of perishable material for example fabric and/or soft toys
- Must not include a naked flame
- Must not include or comprise of a Helium or other gas filled balloon
- Must not be made of material that may shatter e.g. glass, china or other ceramic or include or comprise of sharp edges

All tributes must be placed either on the plinth of the memorial headstone or its base or within the current garden area for bedding plants or as close as possible thereto.

No kerbs or edging material may be installed around the grave.

Reasonable endeavour must be made to identify on the tribute to whom the tribute is placed in order that contact may be made with the family where necessary.

This policy applies to shared graves in the shared grave area at Longden Road Cemetery and may apply in new cemeteries in future as and when these are developed. The policy will co-exist with the current Lawn Graves Regulation for Shrewsbury General Cemetery adopted in 2008. Should a conflict arise between the policy and regulation the matter will be decided by the Shropshire Council.

3.3 Communication, implementation and enforcement of the proposed policy

Subject to approval, the new policy will be communicated to those consultation respondents that wished to receive further information on the outcome of the consultation. The new policy will further be communicated to Sands national and local contacts, the council's bereavement service provider and grounds maintenance service provider, local funeral directors, the bereavement midwife of Shropshire maternity unit and will be added to the council's website.

The new policy will be effective from the date it is made public, meaning those families wishing to, may add a non-floral tribute as soon as they are able. The new policy will be enforced from 1st April 2016 meaning tributes that may contravene the new policy may remain in situ until after Christmas 2015 and families will have time in order to make any alternative arrangements as necessary.

4. Risk Assessment and Opportunities Appraisal

(NB This will include the following: Risk Management, Human Rights, Equalities, Community, Environmental consequences and other Consultation). No risks or opportunities are foreseen as a consequence of the policy change proposed. An Equality and Social Inclusion Impact Assessment (ESIIA) part 1 initial screening assessment has been carried and is appended to this report. The impact of the proposed policy change is considered to have a neutral to slightly positive impact, particularly for the religion and belief criteria, enabling bereaved residents to pay more personal respects to loved ones interred in these graves. The proposed policy change also contributes positively to Article 10 of the Human Rights Act for Freedom of Expression. No negative environmental impacts are foreseen as a consequence of the policy change proposed. Consultation took place with a self-selected group of consultees and their views have directly formed the policy change proposed. Once implemented the policy change proposed will be reviewed from time to time with bereaved families and representatives from Sands to ensure it remains current and valid.

5. Financial Implications

The changes proposed regarding tributes will require officer time to convey but this resource is considered nominal. The creation of a memorial garden will require funding. The Sands charity has offered a contribution, as has a private donor. These contributions may fully fund or near fully fund the total cost of the memorial garden. Depending on the cost of a memorial garden (quotes being sought) a contribution from the council may be necessary, subject to a cap of £5,000. A separate decision report specific to the memorial garden will be produced if required.

6. Background

There is no further background information.

7. Additional Information

This decision report is supported by an Equality and Social Inclusion Impact Assessment (ESIIA) appended to this report.

8. Conclusions

The council was petitioned to permit families to place one non-floral tribute per family on a shared grave. The council undertook consultation to obtain views on this matter. The consultation

feedback has been analysed and has closely informed the new policy being proposed within this report. For these reasons the report recommends the adoption of the proposed new policy.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information):

Lawn Graves Regulations 2008

Consultation regarding Tributes on Shared Graves at Longden Road Cemetery

Results of Consultation analysis.docx; Data_All_150922.pdf - anonymised version available upon request

Key Decision: Yes

Included within Forward Plan: Yes

If a Key Decision and not included in the Forward Plan have the General Exception or Special Urgency Procedures been complied with: Yes / No

Name and Portfolio of Executive Member responsible for this area of responsibility:

Cllr Karen Calder – Portfolio Holder for Health and Wellbeing

Local Member:

Belle Vue Ward – Cllr Amy Liebich

Appendices:

Equality and Social Inclusion Impact Assessment (ESIIA)

Declaration of Interest

- I have no interest to declare in respect of this report

Signed Date

NAME:

PORTFOLIO HOLDER FOR:

- I have to declare an interest in respect of this report

Signed Date

NAME:

PORTFOLIO HOLDER FOR:

(Note: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter.)

For the reasons set out in the report, I agree the recommendation(s) in the report entitled

Signed

Portfolio Holder for

Date

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and pro-forma is returned to Democratic Services for processing.

Additional comment:

.....

.....

Note: If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, Head of Legal and Democratic Services, Chief Executive and the Head of Finance, Governance and Assurance (S151 Officer) and, if there are staffing implications the Head of Human Resources (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Portfolio Holder: Your decision will now be published and communicated to all Members of Council. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication.

Equality and Social Inclusion Impact Assessment (ESIIA) Contextual Notes 2015

The What and the Why:

The Equality and Social Inclusion Impact Assessment (ESIIA) approach replaces the Equality Impact Needs Assessments (EINAs) previously in use by Shropshire Council. It helps to identify whether or not any new or significant changes to services, including policies, procedures, functions or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

This broader assessment covers consideration of social inclusion. This is so that we are thinking as carefully and completely as possible about all Shropshire groups and communities, including people in rural areas and people we may describe as vulnerable, for example due to low income or to safeguarding concerns, as well as people in what are described as the nine 'protected characteristics' of groups of people in our population, eg Age. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging or delivering services.

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services. Carrying out ESIIAs helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010, and to thus demonstrate that the three equality aims are integral to our decision making processes. These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

The How:

The guidance and the evidence template are combined into one document for ease of access and usage, including questions that set out to act as useful prompts to service areas at each stage. The assessment comprises two parts: a screening part, and a full report part.

Screening (Part One) enables energies to be focussed on the service changes for which there are potentially important equalities and human rights implications. If screening indicates that the impact is likely to be positive overall, or is likely to have a medium or low negative or positive impact on certain groups of people, a full report is not required. Energies should instead focus on review and monitoring and ongoing evidence collection, enabling incremental improvements and adjustments that will lead to overall positive impacts for all groups in Shropshire.

A ***full report (Part Two)*** needs to be carried out where screening indicates that there are considered to be or likely to be significant negative impacts for certain groups of people, and/or where there are human rights implications. Where there is some uncertainty as to what decision to reach based on the evidence available, a full report is recommended, as it enables more evidence to be collected that will help the service area to reach an informed opinion.

Shropshire Council Part 1 ESIIA: initial screening and assessment

Please note: prompt questions and guidance within boxes are in italics. You are welcome to type over them when completing this form. Please extend the boxes if you need more space for your commentary.

Name of service change

A new policy for personal tributes and memorials on shared graves in the shared grave area at Longden Road Cemetery, Shrewsbury.

Aims of the service change and description

In the absence of any current policy, Shropshire Council was petitioned to adopt and communicate a tribute policy for shared graves to give clarity to families on what types of tributes, if any are permitted on shared graves, particularly on shared graves in the shared grave area of Longden Road Cemetery, Shrewsbury.

Intended audiences and target groups for the service change

Bereaved parents and extended families who have children interred within shared graves. The stillbirth and neonatal death (Sands) charity, particularly the Shropshire branch. Wider stakeholders include the council's bereavement services provider, Co Op Funeralcare, maternity section of Shrewsbury and Telford Hospital, local funeral directors and local faith leaders.

Evidence used for screening of the service change

A website based local petition was initiated and this collected in excess of 2,000 signatures. The petition called upon the council to allow families to place a tribute on shared graves. The petition was followed by a Shropshire Council led public consultation, the results of the consultation helped form the policy change proposed.

Specific consultation and engagement with intended audiences and target groups for the service change

A public consultation was carried out. Families that had made contact with the council about this matter were directly contacted to notify them of the consultation. The national Sands charity also directly notified some families of the consultation where those families had been in contact with Sands with regard to this matter. Notices were placed near the shared grave area informing visitors to that area that a consultation was taking place and this received some coverage in the local media. The consultation documents were made available on the council's website. 52 responses were received to the consultation and these have been used to form the policy change proposed.

Potential impact on Protected Characteristic groups and on social inclusion

Guidance notes on how to carry out the initial assessment

Using the results of evidence gathering and specific consultation and engagement, please consider how the service change as proposed may affect people within the nine Protected Characteristic groups and people at risk of social exclusion.

1. Have the intended audiences and target groups been consulted about:
 - their current needs and aspirations and what is important to them;
 - the potential impact of this service change on them, whether positive or negative, intended or unintended;
 - the potential barriers they may face.
2. If the intended audience and target groups have not been consulted directly, have representatives been consulted, or people with specialist knowledge, or research explored?
3. Have other stakeholder groups and secondary groups, for example carers of service users, been explored in terms of potential unintended impacts?
4. Are there systems set up to:
 - monitor the impact, positive or negative, intended or intended, for all the different groups;
 - enable open feedback and suggestions from a variety of audiences through a variety of methods.
5. Are there any Human Rights implications? For example, is there a breach of one or more of the human rights of an individual or group?
6. Will the service change as proposed have a positive or negative impact on fostering good relations?
7. Will the service change as proposed have a positive or negative impact on social inclusion?

Guidance on what a negative impact might look like

High Negative	Significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available: urgent need for consultation with customers, general public, workforce
Medium Negative	Some potential impact, some mitigating measures in place but no evidence available how effective they are: would be beneficial to consult with customers, general public, workforce
Low Negative	Almost bordering on non-relevance to the ESIIA process (heavily legislation led, very little discretion can be exercised, limited public facing aspect, national policy affecting degree of local impact possible)

Initial assessment for each group

Please rate the impact that you perceive the service change is likely to have on a group, through inserting a tick in the relevant column. Please add any extra notes that you think might be helpful for readers.

Protected Characteristic	High	High	Medium	Low positive
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groups and other groups in Shropshire	negative impact <i>Part Two ESIIA required</i>	positive impact <i>Part One ESIIA required</i>	positive or negative impact <i>Part One ESIIA required</i>	or negative impact <i>Part One ESIIA required</i>
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)				√
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				√
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				√
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				√
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				√
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				√
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)			√	
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				√
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				√
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)				√

Decision, review and monitoring

Decision	Yes	No
Part One ESIIA Only?	√	

Proceed to Part Two Full Report?		√
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If Part One, please now use the boxes below and sign off at the foot of the page. If Part Two, please move on to the full report stage.

Actions to mitigate negative impact or enhance positive impact of the service change

Subject to the decision made, those consultees that provided a response will be notified of the decision. Notification will also be provided to the following; the stillbirth and neonatal death (Sands) charity, particularly the Shropshire branch, the council's bereavement services provider, Co Op Funeralcare, maternity section of Shrewsbury and Telford Hospital, local funeral directors and local faith leaders.

Actions to review and monitor the impact of the service change

Once implemented the policy change proposed will be reviewed from time to time and at any time may be reviewed on need to ensure it remains current and valid. Bereaved families, representatives from Sands and the council's various bereavement service stakeholders will be able to input to any review. The council meets regularly with its bereavement service provider, Co Op Funeralcare who provide services nationally and hence are up to date with emerging national trends. The council also meets twice annually with local funeral directors, local clergy and funeral officiants.

Scrutiny at Part One screening stage

People involved	Signatures	Date
<i>Lead officer carrying out the screening</i>	Mark Foxall	07/12/15
<i>Any internal support*</i>	None	
<i>Any external support**</i>	Lois Dale	07/12/15
<i>Head of service</i>	None	

****This refers to other officers within the service area***

*****This refers either to support external to the service but within the Council, eg from the Rurality and Equalities Specialist, or support external to the Council, eg perhaps from a peer authority***

Sign off at Part One screening stage

Name	Signatures	Date
<i>Lead officer's name</i>	Mark Foxall	07/12/15
<i>Head of service's name</i>	None	

Shropshire Council Part 2 ESIIA: full report

Guidance notes on how to carry out the full report

The decision that you are seeking to make, as a result of carrying out this full report, will take one of four routes:

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

The Part Two Full Report therefore starts with a forensic scrutiny of the evidence and consultation results considered during Part One Screening, and identification of gaps in data for people in any of the nine Protected Characteristic groups and people who may be at risk of social exclusion, eg rural communities. There may also be gaps identified to you independently of this process, from sources including the intended audiences and target groups themselves.

The forensic scrutiny stage enables you to assess:

- **Which gaps need to be filled right now, to help you to make a decision about the likely impact of the proposed service change?**

This could involve methods such as: one off service area focus groups; use of customer records; examination of data held elsewhere in the organisation, such as corporate customer complaints; and reference to data held by similar authorities or at national level from which reliable comparisons might be drawn, including via the Rural Services Network. Quantitative evidence could include data from NHS Foundation Trusts, community and voluntary sector bodies, and partnerships including the Local Enterprise Partnership and the Health and Well Being Board. Qualitative evidence could include commentary from stakeholders.

- **Which gaps could be filled within a timeframe that will enable you to monitor potential barriers and any positive or negative impacts on groups and individuals further along into the process?**

This could potentially be as part of wider corporate and partnership efforts to strengthen the evidence base on equalities. Examples would be: joint information sharing protocols about victims of hate crime incidents; the collection of data that will fill gaps across a number of service areas, eg needs of young people with learning disabilities as they progress through into independent living; and publicity awareness campaigns that encourage open feedback and suggestions from a variety of audiences.

Once you have identified your evidence gaps, and decided on the actions you will take right now and further into the process, please record your activity in the following boxes. Please extend the boxes as needed.

Evidence used for assessment of the service change: activity record

How did you carry out further research into the nine Protected Characteristic groups and those who may be at risk of social exclusion, about their current needs and aspirations and about the likely impacts and barriers that they face in day to day living?

And what did it tell you?

Specific consultation and engagement with intended audiences and target groups for the service change: activity record

How did you carry out further specific consultation and engagement activity with the intended audiences and with other stakeholders who may be affected by the service change?

And what did it tell you?

Further and ongoing research and consultation with intended audiences and target groups for the service change: activity record

What further research, consultation and engagement activity do you think is required to help fill gaps in our understanding about the potential or known affect that this proposed service change may have on any of the ten groupings and on the intended audiences and target groups? This could be by your service area and/or at corporate and partnership level.

Full report assessment for each group

Please rate the impact as you now perceive it, by inserting a tick. Please give brief comments for each group, to give context to your decision, including what barriers these groups or individuals may face.

Protected Characteristic groups and other groups in Shropshire	High negative impact	High positive impact	Medium positive or negative impact	Low positive or negative impact
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)				
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)				

ESIIA Full Report decision, review and monitoring

Summary of findings and analysis - ESIIA decision

You should now be in a position to record your decision. Please highlight in bold the route that you have decided to take.

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

Please add any brief overall comments to explain your choice.

You will then need to create an action plan and attach it to this report, to set out what further activity is taking place or is programmed that will:

- *mitigate negative impact or enhance positive impact of the service change,*
AND
- *review and monitor the impact of the service change*

Please try to ensure that:

- *Your decision is based on the aims of the service change, the evidence collected, consultation and engagement results, relative merits of alternative approaches and compliance with legislation, and that records are kept;*
- *The action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.*

Scrutiny at Part Two full report stage

People involved	Signatures	Date
<i>Lead officer</i>		
<i>Any internal support</i>		
<i>Any external support</i>		
<i>Head of service</i>		

Sign off at Part Two full report stage

Signature (Lead Officer)	Signature (Head of Service)
Date:	Date:

Appendix: ESIIA Part Two Full Report: Guidance Notes on Action Plan

Please base your action plan on the evidence you find to support your decisions, and the challenges and opportunities you have identified. It could include arrangements for:

- continuing engagement and involvement with intended audiences, target groups and stakeholders;
- monitoring and evaluating the service change for its impact on different groups throughout the process and as the service change is carried out;
- ensuring that any pilot projects are evaluated and take account of issues described in the assessment, and that they are assessed to make sure they are having intended impact;
- ensuring that relevant colleagues are made aware of the assessment;
- disseminating information about the assessment to all relevant stakeholders who will be implementing the service change;
- strengthening the evidence base on equalities.

Please also consider:

- resource implications for in-house and external delivery of the service;
- arrangements for ensuring that external providers of the service are monitored for compliance with the Council's commitments to equality, diversity and social inclusion, and legal requirements including duties under the Equality Act 2010.

And finally, please also ensure that the action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.

These are:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations

Note for 2014 refresh of our corporate equality impact assessment approach: Shropshire Council has referred to good practice elsewhere in refreshing the EINA material and replacing it with this ESIIA material. The Council is grateful in particular to Leicestershire County Council, for graciously allowing use to be made of their Equality and Human Rights Impact Assessments (EHRIsAs) material and associated documentation.

For further information on the use of ESIIAs: please contact your head of service or contact Mrs Lois Dale, Rurality and Equalities Specialist and Council policy support on equality, via telephone 01743 255684, or email lois.dale@shropshire.gov.uk.