

Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle.**

3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative

- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

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1. Details of the initiative

Initiative description and summary: Margam Crematorium Service Level Business Plan 2019/2020
Service Area: Margam Crematorium
Directorate: Finance and Corporate Services

2. Does the initiative affect:

	Yes	No
Service users	X	
Staff	X	
Wider community	X	
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				The Statement includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2019/2020 year. There is no impact whatsoever on this protected characteristic.
Disability		X				See above comment.
Gender Reassignment		X				See above comment.
Marriage/Civil Partnership		X				See above comment.
Pregnancy/Maternity		X				See above comment.
Race		X				See above comment.
Religion/Belief		X				See above comment.

Sex		X				See above comment.
	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/ How might it impact?
People's opportunities to use the Welsh language		X				The Service Level Business Plan will be translated into Welsh and any website or public documents developed will also be translated to ensure maximum opportunities for the Welsh language to be utilised.
Treating the Welsh language no less favourably than English		X				The Service Level Business Plan will be translated into Welsh and any website or public documents developed will also be translated to ensure maximum opportunities for the Welsh language to be utilised.
Sexual orientation		X				See above comment.

4. Does the initiative impact on:

5. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	X		No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have loved.
Integration - how the initiative impacts upon our wellbeing objectives	X		No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have loved.
Involvement - how people have been involved in developing the initiative	X		Consultation has taken place with members of staff at the Crematorium with informal discussions with funeral directors as to the nature of services that they would wish to see at the Crematorium. Discussion has been had with key stakeholders within the Council sections (i.e. environment,

			financial and legal)
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	X		Consultation has taken place with members of staff at the Crematorium with informal discussions with funeral directors as to the nature of services that they would wish to see at the Crematorium. Discussion has been had with key stakeholders within the Council sections (i.e. environment, financial and legal)
Prevention - how the initiative will prevent problems occurring or getting worse	X		No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have have loved.

6. Declaration - based on above assessment (tick as appropriate)

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
The Statement includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2019/2020 year. No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have have loved.	

	Name	Position	Signature	Date
Completed by	Craig Griffiths	Clerk to the Joint Committee of Margam Crematorium	M C Griffiths	1st June 2019

