

Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

1. Details of the initiative

	Title of the Initiative: Provision of a Celebrant Service
1a	Service Area: Register Office
1b	Directorate: Chief Executives
1c	Summary of the initiative: Neath Port Talbot Register Office has worked hard to promote the local registration service and build relationships with other users, including liaising with Licensed Approved Premises, Funeral Directors, Crematorium staff, Hospitals and GP surgeries with a collaborative approach to providing a high level of service provision. The service now wishes to expand and enhance the service by offering Civil Funerals, utilising processes and skills already available, including bookings, customer engagement, building ceremonies and ceremony delivery, meeting increased demand for the local community.
1d	Is this a 'strategic decision'? Yes
1e	Who will be directly affected by this initiative? The initiative will impact on the staff in the Register Office who will provide this service but it may have an impact on anyone wishing to utilise a civil celebrant for any funeral or memorial that is held in the Neath Port Talbot locality.
1f	When and how were people consulted? Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune

	service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area.
1g	<p>What were the outcomes of the consultation?</p> <p>All have indicated an identified need for this service area and the fact that the numbers of family members requesting civil celebrants are increasing and on occasion capacity is not there to be able to meet service demand. The consultation identified that this was a service that colleagues within Neath Port Talbot Register Office could offer.</p>

2. Evidence

What evidence was used in assessing the initiative?

The Council's Register Office, based at Forster Road, is the service responsible for ensuring civil marriages are conducted and births, marriages, and deaths are recorded with the issue of certificates and the provision of citizenship ceremonies.

In the previous financial year, the service conducted:

- Birth Registrations – 20
- Death Registrations - 992
- Notices of Marriages -1206
- Civil Ceremonies - 356
- Citizenship Ceremonies – 52

The Register Office is funded by a combination of payment from the General Register Office and the services that it provides to the public. However, it currently operates by way of a subsidy from Neath Port Talbot Council in the region £16,503. Attempts have been ongoing to look at ways of reducing this subsidy whilst at the same look at ways to enhance service delivery to the residents of Neath Port Talbot.

In the last financial year, it should be noted that 253 celebrant services took place at Margam Crematorium, which have predominantly been undertaken by independent celebrants and humanists. The total number of 1554 cremations took place at Margam Crematorium, 66 were direct cremations, the remainder had services provided by Church in Wales, Non-conformist ministers and celebrants.

Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area.

In the last financial year, it should be noted that of the 1554 cremations that took place at Margam Crematorium, 253 were celebrant led services undertaken by independent celebrants along with a smaller number of humanist services

The provision of the celebrant service will be undertaken by existing staff within the Register Office. Colleagues within the Register Office are already skilled and trained in undertaking public speaking and delivering ceremonies and are eager to develop new skills in performance of this work. Additional support will be offered by additional casual registration staff, though a job re-evaluation exercise will also be carried out for colleagues to ensure any job grading meets ongoing work demands.

3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/ -	Why will it have this impact?
Age	X			There is no impact to any protected characteristic as the service will be open to all.
Disability	X			There is no impact to any protected characteristic as the service will be open to all.
Gender reassignment	X			There is no impact to any protected characteristic as the service will be open to all.
Marriage & civil partnership	X			There is no impact to any protected characteristic as the service will be open to all.
Pregnancy and maternity	X			There is no impact to any protected characteristic as the service will be open to all.
Race	X			There is no impact to any protected characteristic as the service will be open to all.
Religion or belief	X			There is no impact to any protected characteristic as the service will be open to all. For any individual wishing to access a non-religious funeral, this service will be available.

Sex	X			There is no impact to any protected characteristic as the service will be open to all.
Sexual orientation	X			There is no impact to any protected characteristic as the service will be open to all.

What action will be taken to improve positive or mitigate negative impacts?

The service will be monitored using customer questionnaires and engagement which will enable compliance with the Equality Act 2010 to be monitored

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

Public Sector Equality Duty (PSED)	+	-	+/-	Why will it have this impact?
To eliminate discrimination, harassment and victimisation	X			There is no impact to any protected characteristic as the service will be open to all and therefore there is no discrimination, harassment or victimisation as part of this initiative
To advance equality of opportunity between different groups	X			There is no impact to any protected characteristic as the service will be open to all. For any individual wishing to access a non-religious funeral, this service will be available.
To foster good relations between different groups	X			There is no impact to any protected characteristic as the service will be open to all and therefore there is no discrimination, harassment or victimisation as part of this initiative. The service will aim to ensure good relationships between all groups who wish to utilise the service.

What action will be taken to improve positive or mitigate negative impacts?

The service will be monitored using customer questionnaires and engagement which will enable compliance with the Equality Act 2010 to be monitored

4. Socio Economic Duty

Impact	Details of the impact/advantage/disadvantage
Positive/Advantage	Fees have been set at a price that whilst ensuring cost recovery for the work undertaken, are fees that are competitive and as low as possible to enable them to be affordable to the general public.

What action will be taken to reduce inequality of outcome

The service will be monitored using customer questionnaires and engagement which will enable compliance with the socio economic duties on the Council.

5. Community Cohesion/Social Exclusion/Poverty

	+	-	+/ -	Why will it have this impact?
Community Cohesion	X			There will be no impact to community cohesion as a result of this initiative as the service will be open to all individuals,

Social Exclusion	X			There will be no social exclusion as a result of this policy as it will be open to all and fees have been set at a price that whilst ensuring cost recovery for the work undertaken, are fees that are competitive and as low as possible to enable them to be affordable to the general public.
Poverty	X			Fees have been set at a price that whilst ensuring cost recovery for the work undertaken, are fees that are competitive and as low as possible to enable them to be affordable to the general public.

What action will be taken to improve positive or mitigate negative impacts?

The service will be monitored using customer questionnaires and engagement which will enable compliance with any community cohesion/social exclusion or poverty obligations on the Council.

6. Welsh

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: – people’s opportunities to use the Welsh language	X			All services offered will be offered bilingually, with opportunities for services to be delivered in Welsh as well as English. The service currently employs a Welsh speaker who will be to undertake this element of the service. Compliance will be had at all times to the Council’s Welsh Language Standards.
– treating the Welsh and English languages equally	X			All services offered will be offered bilingually, with opportunities for services to be delivered in Welsh as well as English. The service currently employs a Welsh speaker who will be to

				undertake this element of the service. Compliance will be had at all times to the Council's Welsh Language Standards.
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What action will be taken to improve positive or mitigate negative impacts?

The service will be monitored using customer questionnaires and engagement which will enable compliance with the Welsh Language Standards adopted by the Council.

7. Biodiversity

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity	X			There will be no impact to the maintenance and enhancement of biodiversity.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.	X			There will be no impact on the promotion and resilience of ecosystems.

What action will be taken to improve positive or mitigate negative impacts?

The service will be monitored using customer questionnaires and engagement which will enable compliance with biodiversity obligations.

8. Well-being of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. Long term – looking at least 10 years (and up to 25 years) ahead	The Register Office is funded by a combination of payment from the General Register Office and the services that it provides to the general public. Attempts have been ongoing to look at ways of reducing any costs to the Council whilst at the same look at ways to enhance service delivery to the residents of Neath Port Talbot. However, the overarching aim of this service is not merely to focus on cost recovery but to look at enhancement of service delivery to the residents of Neath Port Talbot providing increased choice in the area of civil celebrant services.
ii. Prevention – preventing problems occurring or getting worse	The Register Office is funded by a combination of payment from the General Register Office and the services that it provides to the general public. Attempts have been ongoing to look at ways of reducing any costs to the Council whilst at the same look at ways to enhance service delivery to the residents of Neath Port Talbot. However, the overarching aim of this service is not merely to focus on cost recovery but to look at enhancement of service delivery to the residents of Neath Port Talbot providing increased choice in the area of civil celebrant services.
iii. Collaboration – working with other services internal or external	Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area. All have indicated an identified need for this service area and the fact that the numbers of family members requesting civil celebrants are

	increasing and on occasion capacity is not there to be able to meet service demand. The consultation identified that this was a service that colleagues within Neath Port Talbot Register Office could offer.
iv. Involvement – involving people, ensuring they reflect the diversity of the population	Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area. All have indicated an identified need for this service area and the fact that the numbers of family members requesting civil celebrants are increasing and on occasion capacity is not there to be able to meet service demand. The consultation identified that this was a service that colleagues within Neath Port Talbot Register Office could offer.
v. Integration – making connections to maximise contribution	The proposal, whilst not having direct impact on any specific wellbeing strategies aims to ensure we are delivering services that the Neath Port Talbot locality wish to have and at the same time can ensure our communities are thriving and sustainable with individuals being able to provide a service from within the County Borough.

9. Monitoring Arrangements

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

The service will be monitored using customer questionnaires and engagement which will enable compliance with biodiversity obligations.

10. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	Conclusion
Equalities	There is no impact to any protected characteristic as the service will be open to all.
Socio Economic Disadvantage	No impacts
Community Cohesion/ Social Exclusion/Poverty	No impacts
Welsh	No negative impacts. Service will be performed in accordance with Welsh Language Standards
Biodiversity	No impacts
Well-being of Future Generations	Positive for reasons identified in section 8.

Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

Please provide details of the overall conclusion reached in relation to the initiative

The service will have no impact on any protected characteristics, does not represent a socio economic disadvantage or will have no impacts on community cohesion. The service will be provided in accordance with Welsh Language Standards and will not breach any biodiversity obligations. It falls within the remit of the Wellbeing of Future Generations in offering a service which would appear to be in demand by the general public.

Neath Port Talbot Register Office has worked hard to promote the local registration service and build relationships with other users, including liaising with Licensed Approved Premises, Funeral Directors, Crematorium staff, Hospitals and GP surgeries with a collaborative approach to providing a high level of service provision. The service now wishes to expand and enhance the service by offering Civil Funerals, utilising processes and skills already available, including bookings, customer engagement, building ceremonies and ceremony delivery, meeting increased demand for the local community.

The aim of this initiative will help reduce any costs that are considered by the Council which can assist with further budget pressures faced.

11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
Ongoing monitoring of service delivery through customer surveys and engagement	Strategic Registration Manager	Ongoing and with regular reporting to elected members	No complaints made in respect of service delivery and ongoing improvement to reflect any issues that may be raised.

