

Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Management Rules for Cemeteries and Crematoriums 2025/35
b.	Responsible organisation(s)/Lead Service	Legal, Democratic, Digital and Customer Services
c.	Lead Officer	Emma Peacock, Solicitor
d.	Date of Impact Assessment	25 April 2025
e.	Partners/other Services involved in the development of the policy, function or strategy	Environmental and Public Protection Police Scotland
f.	Is the policy, function or strategy?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	The purpose of the Management Rules 2025/35 is to regulate the use of and conduct of persons while within any cemetery and/or crematorium in Inverclyde, in terms Section 112 of the Civic Government (Scotland) Act 1982 (the Act).
h.	What are the intended outcomes of the policy, function or strategy?	The intended outcome of the Management Rules 2025/35 is to regulate the way people use cemeteries and crematoriums in Inverclyde with a view to ensuring these premises are utilised peacefully in Inverclyde by citizens and visitors.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide

¹ Please attach details of the policy, function or strategy to this Template

j.	Which parts of the Equality Duty will the policy, function or strategy impact on?		Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
			Advance equality of opportunity between people of different groups
			Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	A public consultation has been carried out from 3 February 2025 until 3 March 2025. This has been advertised in the Greenock Telegraph, on the Council's website and copies of the proposed Management Rules 2025/35 have been displayed for public inspection at cemeteries and crematoriums in Inverclyde and at the Customer Service Centre.	

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)		X
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)		X
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	X	

² [Fairer Scotland Duty: guidance for public bodies](#)

³ [Inverclyde Alliance Partnership Plan 2023/33](#)

d. Council Plan 2023/28 ⁴ (see Section 8)	X	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.		
4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:</p> <p>karen.barclay@inverclyde.gov.uk.</p>		
Signature:		Date:

3. Impact – Protected Characteristics						
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?						
	Impact					
Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age		X				The Management Rules 2025/35 contain specific provision relating to the safety of children at the premises.

⁴ [Council Plan 2023/28](#)

Disability			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Gender Reassignment			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Marriage and Civil Partnership			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Pregnancy and Maternity			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Race			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Religion and Belief			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Sex			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Sexual Orientation			X			The introduction of the Management Rules 2025/35 will not directly impact this Protected Characteristic.
Other groups to consider <ul style="list-style-type: none"> Carers The Armed Forces Covenant Duty 			X			The introduction of the Management Rules 2025/35 will not directly impact these Protected Characteristics.

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
<input type="checkbox"/>	Advance equality of opportunity between people from different groups
<input type="checkbox"/>	Foster good relations between people from different groups

5. Impact – Groups	
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.	
<p style="text-align: center;">Positive impact + (Describe groups affected.)</p> <p><u>Age</u>: Specific provision is incorporated into the Management Rules 2025/35 regarding the safety of children while they are at the premises.</p>	<p style="text-align: center;">Negative impact - (Describe groups affected.)</p>

6. Impact – Fairer Scotland Duty

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact = X	Negative impact -
Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

<input type="checkbox"/>	Theme 1: Empowered people <ul style="list-style-type: none">• Communities can have their voices heard, and influence the places and services that affect them• Gaps in outcomes linked to poverty are reduced
<input type="checkbox"/>	Theme 2: Working people <ul style="list-style-type: none">• More people will be in sustained employment, with fair pay and conditions• Poverty related gaps are addressed, so young people can have the skills for learning, life and work• Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs
<input type="checkbox"/>	Theme 3: Healthy people and places <ul style="list-style-type: none">• People live longer and healthier lives• Supportive systems are in place to prevent alcohol and drug misuse• Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change

<input type="checkbox"/>	Theme 4: A supportive place <ul style="list-style-type: none"> • Vulnerable adults and children are protected and supported, ensuring they can live safely and independently • We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery • Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
X	Theme 5: A thriving place <ul style="list-style-type: none"> • Growth in our working age population by encouraging people to stay here, and attracting new people to settle here • Development of strong community-based services that respond to local need • Homes are energy efficient and fuel poverty is reduced • Increased use of active travel and sustainable transport options • Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities
<p>Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.</p> <p><u>Theme 5:</u> In adopting Management Rules for Cemeteries and Crematoriums in Inverclyde 2025/35, the conduct of those visiting these public spaces will be regulated, ensuring that these public spaces can be utilised peacefully by those living in and visiting the Inverclyde area.</p>	

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

<input type="checkbox"/>	Theme 1: People <ul style="list-style-type: none"> • Our young people have the best start in life through high quality support and education • Gaps in outcomes linked to poverty are reduced • People are supported to improve their health and wellbeing • More people will be in employment, with fair pay and conditions • Our most vulnerable families and residents are safeguarded and supported
X	Theme 2: Place <ul style="list-style-type: none"> • Communities are thriving, growing and sustainable • Our strategic housing function is robust

	<ul style="list-style-type: none"> • Our economy and skills base are developed • We have a sufficient supply of business premises • Our natural environment is protected
□	Theme 3: Performance <ul style="list-style-type: none"> • High quality and innovative services are provided, giving value for money • Our employees are supported and developed
<p>Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.</p> <p><u>Theme 2:</u> Adopting Management Rules for Cemeteries and Crematoriums in Inverclyde 2025/35 will ensure that these public spaces are used in a way which best serves those living in and visiting the community. The Rules will also help to ensure that the natural environment is protected.</p>	

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, Officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/engagement (including any carried out while developing the policy, function or strategy)	A public consultation has been carried out from 3 February 2025 until 3 March 2025. One representation from Police Scotland has been received.
Research	The Management Rules 2025/35 are a refreshed version of those previously in place for 10 years, and no issues were identified in the operation of those.

Officers' knowledge and experience (including feedback from frontline staff)	The Management Rules for Cemeteries and Crematoriums in Inverclyde 2025/35 have been prepared in consultation with Council Officers from Environment and Public Protection. Management Rules for Cemeteries and Crematoriums in Inverclyde have been in place from 2015 and no issues were identified in the operation of those.
Equalities monitoring data	
User feedback (including complaints)	
Stakeholders	
Other	
Are there information gaps and, if so, what are these?	

10. Consequences of Analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input type="checkbox"/>	
b.	Continue development with minor alterations	X	One minor amendment has been made as a result of a representation from Police Scotland.
c.	Continue development with major changes	<input type="checkbox"/>	

d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	
<p>How will the effect of the policy, function or strategy be monitored following implementation?</p> <p>Management Rules expire after a period of 10 years from coming into force. The Rules will be updated throughout that period where considered necessary.</p>			
<p>When is the policy, function or strategy due to be implemented?</p> <p>The Rules are due to be implemented by no later than July 2025 subject to initial Council approval at the meeting of the Environment and Regeneration Committee on 15 May 2025, and thereafter approval at the meeting of Inverclyde Council on 12 June 2025.</p>			
<p>When will the policy, function or strategy be reviewed?</p> <p>The Rules shall be reviewed after a period of ten years or at such times as considered necessary within that period.</p>			
<p>What resources are available for the implementation of the policy, function or strategy? Have these resources changed?</p> <p>There will be minor costs associated with the publication of notices and signage which will be contained within existing budgets.</p>			

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

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The draft Management Rules for Cemeteries and Crematoriums were approved by the Environment and Regeneration Committee at its meeting on 16 January 2025.

Details of the Person(s) who completed the Assessment:

Name: Emma Peacock

Position: Solicitor

Date: 25 April 2025

Authorised by:

Name: Stuart Jamieson

Position: Director – Environment and Regeneration

Date: 25 April 2025

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.