

EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD: OPT 16	Reduction in cemetery maintenance
Lead Department & other departments/ partners involved:	Environment & Neighbourhood Services
Responsible Officer	Ian Bain
Impact Assessment Team	Ronnie Dinnie and Ian Bain
Is this a new or existing PFD?	New
Start date: Oct 2017	End date: Nov 2017
Who are the main target groups/ who will be affected by the PFD ?	Reduce weekly grass cutting regimes in cemeteries from weekly to fortnightly. The area around headstones will be covered in weed kill to remove requirement for weed removal. This may result in a small impact on the appearance of landscaped areas within cemeteries.
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail	No
Yes:	If yes, complete all sections, 2-9
No:	If no, complete only sections 8-9 -
	If don't know, complete sections 2& 3 to help assess relevance

Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Ronnie Dinnie	Date: Nov 17
EIA Trained Officer:	Signature:	Date:
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details, insert name and number of covalent action and or related PI:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team	Signature:	Date: