

## Equalities Screening Record Form

<b>Date of Screening:</b> 23 May 2011	<b>Directorate:</b> Council Wide	<b>Section:</b>
<b>1. Activity to be assessed</b>	Implementation of the DWP Tell Us Once Programme	
<b>2. What is the activity?</b>	Function/procedure	
<b>3. Is it a new or existing activity?</b>	New	
<b>4. Officer responsible for the screening</b>	Ann Moore, Head of Democratic & Registration Services	
<b>5. Who are the members of the EIA team?</b>	Ann Moore – Head of Democratic & Registration Services, Joan Lindsay – Tell us Once Project Manager, Abby Thomas – Head of Community Engagement & Equalities	
<b>6. What is the purpose of the activity?</b>	<p>This programme allows people registering a death in Bracknell Forest to notify up to 30 specific services within local and central government, and expects those services to respond to the notification in a timely and co-ordinated manner.</p> <p>Whilst death registration is statutory, Tell us Once is optional and consent is required from the customer before any information is shared.</p>	
<b>7. Who is the activity designed to benefit/target?</b>	The person reporting a death and central and local government	
<b>8. a Racial equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Neutral	<p>The service will be offered to all those registering a death in Bracknell Forest as long as the relevant local authorities have signed up to the Tell us Once project. . No impact was identified in the full EIA undertaken for the Births, Marriages and Deaths Service (October 2009).</p> <p>When interpreters attend with the customer the appointment time will be extended if necessary. If it becomes apparent during the interview that an interpreter is required the appointment would be rescheduled while one is sought.</p>
<b>8. b What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc.	There have been very few occasions when interpreters have been present for death registrations.	
<b>9. a Gender equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Neutral	The service will be offered to all those registering a death in Bracknell Forest as long as the relevant local authorities have signed up to the Tell us Once project. No impact was identified in the full EIA undertaken for the Births, Marriages and Deaths Service (October 2009).
<b>9. b What evidence do you have to support this?</b>	Nothing at this time	
<b>10. a Disability equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Neutral	<p>The service will be offered to all those registering a death in Bracknell Forest as long as the relevant local authorities have signed up to the Tell us Once project.</p> <p>The location of the Register Office on the 4<sup>th</sup> floor of Easthampstead House can adversely affect ease of access for the less mobile, particularly if the lifts are not working. The Registrars offer a manual service on the ground floor in the event that the customer is unable to access the lifts.</p> <p>During the Tell us Once interview the Registrar asks the customer questions and records the</p>

		answers, therefore those who are blind, partially sighted or unable to read should not be disadvantaged.  The system requires completion of a field identifying whether the next of kin requires correspondence from the authority to be large print, Braille or audio.
<b>10. b What evidence do you have to support this?</b>	There have been occasions when a manual service has had to be offered on the ground floor but this is very rare.	
<b>11. a Age equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Neutral	The service will be offered to all those registering a death in Bracknell Forest as long as the relevant local authorities have signed up to the Tell us Once project.  Parents with young children in pushchairs could also experience access problems if the lifts cannot be accessed. See 10a.
<b>11. b What evidence do you have to support this?</b>	See 10a and b	
<b>12. a Religion and belief equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Neutral	Legislation requires the Registrars to meet the needs of people's religious beliefs e.g. registering Muslim or Jewish deaths within the required time for burials. As the Tell us Once service is offered at the time of registration there is no other effect on the person registering the death.
<b>12. b What evidence do you have to support this?</b>	Nothing at this time	
<b>13. a Sexual orientation equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Neutral	The service will be offered to all those registering a death in Bracknell Forest as long as the relevant local authorities have signed up to the Tell us Once project.
<b>13. b What evidence do you have to support this?</b>	Nothing at this time	
<b>14. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b>	N/A	
<b>15. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	N/A	
<b>16. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	N/A	
<b>17. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	No	
<b>18. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	Feedback will be sought as part of the programme implementation.	

19. On the basis of sections 7 – 17 above is a full impact assessment required?	No		
20. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data?			
Action	Timescale	Person Responsible	Milestone/Success Criteria
1. Amend information on the website to ask the customer to advise, when booking an appointment, whether they have any special requirements eg interpreter, visual aids and to book longer appointment if required	Website and diary system to be amended by 30 June 2011	Candice Tomlinson	Registrars aware of individuals' requirements and longer appointments booked where required so that other appointments are not adversely affected if an appointment runs over.  No requirement to reschedule appointments in order to find an interpreter.
2. When face to face or telephone bookings are made ask the customer whether they have any special requirements eg interpreter, visual aids and to book longer appointment if required	Immediately	Candice Tomlinson	Registrars aware of individuals requirements and longer appointments booked where required so that other appointments are not adversely affected if an appointment runs over.  No requirement to reschedule appointments in order to find an interpreter.
21. Which service, business or work plan will these actions be included in?	N/A		
22. Have any current actions to address issues for any of the groups or examples of good practice been identified as part of the screening?	Yes – the actions identified in 20 above will be implemented for all Registrar appointments not just Tell us Once. Appointment and ceremony letters have been amended as a result of this screening.		
23. Chief Officers signature.	Signature: Ann Moore, Head of Democratic & Registration Services Date: 1 June 2011		
24. Which PMR will this screening be reported in?	Corporate Services Q1 11/12 PMR		

When complete please send to [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk) for publication on the Council's website.