

## Template for Impact Assessment Level 1: Initial screening assessment

<b>Subject of assessment:</b>	Out of Hours registrar offer			
<b>Coverage:</b>	Service specific			
<b>This is a decision relating to:</b>	<input type="checkbox"/> <b>Strategy</b>	<input checked="" type="checkbox"/> <b>Policy</b>	<input type="checkbox"/> <b>Service</b>	<input type="checkbox"/> <b>Function</b>
	<input type="checkbox"/> <b>Process/procedure</b>	<input type="checkbox"/> <b>Programme</b>	<input type="checkbox"/> <b>Project</b>	<input type="checkbox"/> <b>Review</b>
	<input type="checkbox"/> <b>Organisational change</b>	<input type="checkbox"/> <b>Other (please state)</b>		
<b>It is a:</b>	<b>New approach:</b>	<input type="checkbox"/>	<b>Revision of an existing approach:</b>	X
<b>It is driven by:</b>	<b>Legislation:</b>	<input type="checkbox"/>	<b>Local or corporate requirements:</b>	X
<b>Description:</b>	<ul style="list-style-type: none"> <li>• <b>Key aims, objectives and activities</b> The Out of Hours Registrars offer, as set out in the Registration &amp; Bereavement Services Charter, currently offers an on-call service of two hours each Saturday and Sunday from 9am to 11am. The cover for this call out is provided by a rota of Registrars. A minor amendment is suggested to have the on-call service on a Saturday only.</li> <li>• <b>Statutory drivers (set out exact reference)</b> Any changes to the charter or the registration offer need to be in line with the General Register Office handbook guidelines. The suggested amendment is in line with this approach</li> <li>• <b>Differences from any previous approach</b> This would be a change to remove the on-call offer on a Sunday, which is a minor change to the previous approach.</li> <li>• <b>Key stakeholders and intended beneficiaries (internal and external as appropriate)</b> Members of the local community Registrars Service - MBC Bereavement Services – MBC James Cook University Hospital Local funeral directors</li> <li>• <b>Intended outcomes.</b> To Deliver Best Value and to ensure that the service meets the current needs of the community.</li> </ul>			
<b>Live date:</b>	Proposed to be implemented from the 01.06.2025.			

<b>Lifespan:</b>	Until any further change
<b>Date of next review:</b>	One year post implementation

Screening questions	Response			Evidence
	No	Yes	Uncertain	
<b>Human Rights</b> Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>The register office work closely with the different groups and communities within the neighbourhood and are fully aware of their service area needs, particularly in regards to faith burials which have a time sensitive need to be considered.</p> <p>The amendment to the on-call offer would not negatively impact on those groups or individuals.</p> <p>The duty appointment slot would remain available each weekday and the service would continue to work within the guidance of the General Register Office handbook.</p>
<b>Equality</b> Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>The register office work closely with the different groups and communities within the neighbourhood and are fully aware of their service area needs, particularly in regards to faith burials which have a time sensitive need to be considered.</p> <p>The amendment to the on-call offer would not negatively impact on those groups or individuals.</p> <p>The duty appointment slot would remain available each weekday and the service would continue to work within the guidance of the General Register Office handbook.</p>
<b>Community cohesion</b> Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>The register office work closely with the different groups and communities within the neighbourhood and are fully aware of their service area need.</p> <p>The amendment to the on-call offer would not negatively impact on those groups or individuals.</p> <p>The duty appointment slot would remain available each weekday and the service would continue to work within the guidance of the General Register Office handbook.</p>
<b>Armed Forces</b> Could the decision impact negatively on those who are currently members of the armed forces of former members in the areas of Council delivered healthcare, compulsory education and housing policies?	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>The amendment to the on-call offer would not negatively impact on those who are current of former members of the armed forces as there is no suggestion that this service is used more by them than other members of the community.</p>
<b>Care leavers</b> Could the decision impact negatively on those who are care experienced?	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>The amendment to the on-call offer would not negatively impact on those who are care experienced as there is no suggestion that this service is used more by care leavers than other members of the community.</p>

\* Consult the Impact Assessment further guidance for details on the issues covered by each of theses broad questions prior to completion.

Screening questions	Response	Evidence
<p><b>Next steps:</b></p> <p>➡ If the answer to all of the above screening questions is No then the process is completed.</p> <p>➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed.</p>		

<b>Assessment completed by:</b>	Ann-Marie Wilson	<b>Head of Service:</b>	Ann-Marie Wilson
<b>Date:</b>	12.03.2025	<b>Date:</b>	12.03.2025