



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Health and Safety Enforcement
Lead Officers	Carol Archibald and Geoff Keerie
Team	Food and Health & Safety Team
Start date of assessment	13 January 2010
Completion of assessment	

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

Health & Environmental Services (H&ES) takes a holistic view of the interaction of people with their home, work, leisure and natural environment. The essence of the service is the prevention, detection and control of environmental hazards that affect human health, with 'health' defined in its broadest sense as "a state of complete physical, mental and social well-being". It is made up of a very broad and intertwined set of sub-services and activities, many of which are aligned to legislative and regulatory requirements. Environmental and public health is an inescapable part of our daily lives.

A2. Is this policy or function associated with any other Council policy or priority?

Yes, departmental enforcement police and regulatory enforcement policy. The policy is also operated within the '3 A's' guidance.

A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

The total workforce of South Cambridgeshire District Council and members of the public, who may visit workplaces, including local, national, regional and international visitors.

A4. Is the policy/function corporate and far-reaching?

Yes, the function is corporate and far-reaching, due to the potential risk to many people; in particular vulnerable and high risk groups and children.

A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.

No significant change anticipated, however LBRO might bring about new legislation, due to this uncertainty, the assessment should be reviewed again within the next 12 months.

A6. Is this a new or existing policy or function?

Existing.

B. EVIDENCE/ DATA and CONSULTATION

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?

Businesses are inspected under the same regime as the Health and Safety Executive (HSE). However, the database of businesses is incomplete and therefore the information about relevant target groups is currently unavailable.

B2. Have you compared the data you have with the equality profile of the local population? What does it show?

At this time we do not consider it is necessary to compare data, due to the low number of ethnic businesses within South Cambridgeshire. However, once the new database has been correctly populated, this information will be available.

B3. Have you identified any improvements or other changes that could be made from monitoring the data?

No, unfortunately only inadequate data is available at this time and therefore it is inappropriate for comparative purposes.

B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?

Yes, NI182 surveys have been conducted and a Health and Safety newsletter is distributed to local businesses on a regular basis. Customer satisfaction surveys are also carried out. Training courses for Health and Safety in Level 2 and Level 3 are offered throughout the year.

B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?

Yes, Staff Away Day's are held on an annual basis and Health and Safety training is offered to external groups. Officers within the Food & Health and Safety Team are given the opportunity to contribute towards the Departmental Service Plan.

B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.

Regular Officer attendance at business breakfast meetings/surgeries. Networking with partner agencies and other Local Authorities, on an adhoc basis, regarding impact assessments.

C1. IMPACT OF THE POLICY OR FUNCTION

Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.

DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
GENDER: Identify the potential impact of the policy or function on men and women		
Referred to in the Service Plan. Where specific requests are made by a business, the request is accommodated, on an individual basis.	Neutral	
RACE: Identify the potential impact of the policy or function on different race/ethnic groups		
Support is tailored to the need of the ethnic group/and or race.	Positive	
DISABILITY: Identify the potential impact of the policy or function on disabled people		
Service is tailored to the need of the individual.	Positive	
AGE: Identify the potential impact of the policy or function on different age groups		
Officers are sensitive to vulnerable groups and specific issues, which could arise in places such as children’s nurseries and residential care homes.	Positive	
SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people		
None	Neutral	
RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups		
Officers endeavour to make themselves aware of religion and faith, with regard to Health and Safety in religious establishments.	Neutral	
OTHER		

PLEASE NOTE: Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.

N/A

C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?

N/A

C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.

Engagement with businesses via the Health and Safety newsletter and regular training courses. However, charges apply for Health and Safety training courses, regardless of individual circumstances. Payment is usually made by cheque, due to lack of cash office provisions.

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input type="checkbox"/>	If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment? Please refer to Question B2 – awaiting population of new Environmental Health database, for data monitoring purposes.
	No?	✓	
D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?	Yes?	<input type="checkbox"/>	If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?
	No?	✓	
D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?	Yes?	✓	If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities? Yes Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? Within 12 months
	No?	✓	Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?
D4. Do you have any other conclusions/outcomes from the partial assessment?			
No.			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Review of Policy & Function Changes, following LBRO Legislation Review	12 months	31 March 2011	Carol Archibald	
Improve Database Information	Ongoing		Carol Archibald	

RESOURCES

Does the above action plan require any additional resources?

Officer time will be required, but can be achieved within current resources.

ARRANGEMENTS FOR MONITORING

Please give your plans for monitoring the achievement of the above actions.

This will be added as a personal objective to Carol Archibald's annual Personal Development Review.

SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance		
Signature of Lead Officer		Date:
Signature of Corporate Manager or Chief Officer:		Date:

Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer