



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Out of Hours Service
Lead Officers	Russell Watkins and Geoff Keerie
Team	Environmental Protection
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 policy 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?

All residents within South Cambridgeshire, in addition to local, national, regional and international visitors, but specifically those who make an Out of Hours request.

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

Yes, this policy and function is endorsed by Cabinet Members and is featured in the departmental Service Plan. The function provides an emergency response service.

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

No changes anticipated.

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?

The target group for this policy and function is any caller, where issues in South Cambridgeshire affect the public's safety or health. All occurrences are logged as complaints on M3 and are monitored by the appropriate Officer.

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

In depth monitoring of data is unnecessary, as numerically very limited responses are required, in respect of the Out of Hours function.

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

No, however debate prompted analysis of complaints by location. Please see appendix to support this part of the assessment.

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

Neighbouring Local Authorities are contacted on a regular basis, to review the structure and consistency of the Out of Hours service, that they provide.

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?

Annual meetings are held with Out of Hours Team Members and adhoc meetings are held, as requested. The Out of Hours service is also discussed at the annual staff away day and on occasions features as an EHMT agenda item, for discussion.

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

This is a stand alone service, which is approved by Cabinet Members.

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	Neutral	
RACE: Identify the potential impact of the policy or function on different race/ethnic groups	Neutral	
DISABILITY: Identify the potential impact of the policy or function on disabled people	Neutral	
AGE: Identify the potential impact of the policy or function on different age groups	Positive	
SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people	Neutral	
RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups	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?

Yes, the policy encourages neighbours to discuss any disputes or issues before any formal complaint is made. Details of the Cambridgeshire Mediation Service are also provided to complainants, if such assistance is relevant to their complaint.

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.

The Out of Hours Service provided by South Cambridgeshire District Council is the best within the Region, as it provides a response service for all Environmental Health emergencies.

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input checked="" type="checkbox"/>	If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?
	No?	<input type="checkbox"/>	
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?	<input checked="" type="checkbox"/>	Please see Action Plan with regard to contact methods (use of minicomms and non phone users)
D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?	Yes?	<input checked="" type="checkbox"/>	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? 2 years
	No?	<input checked="" type="checkbox"/>	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?			
Further discussion required regarding the method of contact for non phone users and availability of contact number.			
Due to lack of cash office provisions, in the event of a payment being received, as a result of the Out of Hours Service, payments have to be made by cheque.			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
In Depth Monitoring of M3 Data	30 April 2010 (for previous year)	Ongoing	Russell Watkins	
Review of M3 Coding	30 April 2010	30 April 2010	Russell Watkins	
Out of Hours Service Contact Number Availability & Non Phone User Access	30 April 2010		Russell Watkins & Iain Green	

RESOURCES

Does the above action plan require any additional resources?

No

ARRANGEMENTS FOR MONITORING

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

Issues have been diarised for Geoff Keerie to monitor.
--

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