



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Health and Environmental Services Enforcement Policy
Lead Officer	Susan Walford
Team	Health and Environmental Services
Start date of assessment	February 2011
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?

The overarching objectives of the policy are to:

- promote the Authority's visions and values
- protect the rights, health, safety and well-being of the general public, employees, residents, businesses, minority and vulnerable groups, and
- to ensure consistent and transparent decision making.

The policy aims to set out the approach to be adopted when undertaking enforcement action in association with Environmental Health duties. The policy states that enforcement activities are to be guided by the framework principles of good enforcement contained in both the Enforcement Concordat and the Regulator's Compliance Code. The policy upholds the principles of proportionality, consistency, openness and targeting of high-risk activities when considering enforcement action.

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

Council's aims "A safe place to live and work"

Provides framework for carrying out enforcement function of environmental health regulatory responsibilities.

Enforcement is a function of other teams in the council (eg Planning), this is currently being reviewed corporately.

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

Any person or business, having a deleterious effect within the Authorities jurisdiction. The whole South Cambs population from all sections of the community.

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

Yes owing to the people and sections of the community potentially affected (A3 above).

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

Adoption of service specific annex as required by Health & Safety legislation (this is covered within the scope of this EQIA) or other appropriate legislation (national consultation currently taking place on enforcement priorities).

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

Existing policy and function.

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?

NI 182 compliant/non compliant business; business satisfaction surveys. Records are kept of all investigations/inspections undertaken but generic information and personal data is not recorded.

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

No. The requirement for enforcement action is dependent on legislation and the priorities for intervention are dictated by national guidance. Eg Rogers Review March 2007.

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

Yes, team specific education and publicity campaigns arranged when a need is identified. Eg Nursery seminar, safe taxi ride leaflet, Food Business Forum, enviro-crime information seminars.

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

Written with reference to national guidance, Regulator's Compliance Code and member consultation. A fair and consistent approach was endorsed as was the need to take sensible and transparent enforcement decisions.

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, discussions have been held at Environmental Health Management Team, service away day and quality circle meetings. The importance of service specific policies and the need to act consistently throughout the Department given the wide range of enforcement activities undertaken are addressed through adherence to this policy. Clear guidance is given when enforcement is appropriate in relation to a non-punitive approach.

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

The assessment was undertaken by a working group of officers from all sections of the teams undertaking enforcement activities.

C1. IMPACT OF THE POLICY OR FUNCTION

Assess the potential impact on each of the following protected characteristics. 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)
AGE: Identify the potential impact of the policy or function on different age groups.		
The Enforcement policy will benefit those of any age but is not specific to age.	Neutral	
DISABILITY: Identify the potential impact of the policy or function on disabled people.		
As above.	Neutral	

GENDER REASSIGNMENT: Identify the potential impact of the policy or function on people that have changed gender identity.		
As above.	Neutral	
MARRIAGE AND CIVIL PARTNERSHIPS: Identify the potential impact of the policy or function on people who are married or in a civil partnership.		
As above.	Neutral	
PREGNANCY AND MATERNITY: Identify the potential impact of the policy or function on pregnant or maternal mothers and those women who wish to breastfeed.		
As above.	Neutral	
RACE: Identify the potential impact of the policy or function on different ethnic groups, including national origins, colour and nationality.		
Language appropriate education is provided and translation facilities in the event of an intervention being required.	Positive	
RELIGION/BELIEF: Identify the potential impact the policy or function on different religious/faith groups.		
As neutral impacts above.	Neutral	
SEX: Identify the potential impact of the policy or function on men and women.		
As above.	Neutral	
SEXUAL ORIENTATION: Identify the potential impact of the policy or function on lesbian, gay men, bisexual or heterosexual people.		
As above.	Neutral	

OTHER CHARACTERISTIC SPECIFIC TO SOUTH CAMBRIDGESHIRE – RURALITY: Identify the potential impact of the policy or function on people who are rurally isolated.		
As above	Neutral	

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.

<p>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. None identified</p>
<p>C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?</p> <p>Yes, consistency and proportionality promotes equal opportunities and good community relations.</p>
<p>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.</p>

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"/>	

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? The policy will adopt service specific enforcement protocols as required. Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? Every 3 years.
	No?	<input 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? None			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Adoption of Health & Safety Service Specific Enforcement Policy as Annex to main document.	Report to PFH Meeting 10th March 2011.	March 2011	CW	On schedule
LBRO guidance following result of consultation on enforcement priorities.				
Review of policy in 2015.				

RESOURCES

Does the above action plan require any additional resources?

To be met within existing service budgets and capacity subject to ongoing review.

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ARRANGEMENTS FOR MONITORING

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

Service review and away day.

SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance		
Signature of Lead Officer	Susan Walford	Date: March 2011
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.
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