



# EQUALITY IMPACT ASSESSMENT

## Partial Assessment Form

<b>Policy, practice, function or project assessed</b>	Food Safety Service
<b>Lead Officer</b>	Carol Archibald
<b>Team</b>	Food & Health and Safety Team
<b>Start date of assessment</b>	3 September 2009
<b>Completion of assessment</b>	3 September 2009

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?**

To comply with the Departmental Service Plan's Aims and Objectives:

#### Aims & Approaches

- We are committed to making South Cambridgeshire a place in which residents can feel proud to live
- Listening to and engaging with our local community
- Making South Cambridgeshire District Council more open and accessible
- Achieving improved customer satisfaction with our services
- Working with local residents to promote community cohesion and addressing the needs of the most vulnerable in the community
- Working closely with local businesses
- Working more closely with parish councils and local groups

#### Service Objectives

Health & Environmental Services within South Cambridgeshire District Council are committed to work in partnership with local organisations, businesses and the wider community to:

- Improve on the sense of health, safety and well being within our existing and future villages, communities and businesses
- Safeguard and improve public health
- Enhance the quality of life of citizens generally and for those most vulnerable and disadvantaged specifically

### **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 62,000 households within South Cambridgeshire, in addition to local, national, regional and international consumers.

**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.

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

New, mandatory, Private Water Supply Regulations are currently under review and will be released shortly.

**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?**

All food businesses are inspected under the same regime, as dictated by the Food Standards Agency Code of Practice, Acts and Statutory Instrument Regulations.

Currently limited information is available from in-house systems, but once the new Environmental Health database has been introduced, system interrogation will provide more detailed analysis of food businesses owned/managed or employing people from perceived disadvantaged groups.

**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 introduced, this information will be available.

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

No – to be resolved/challenged, following the introduction of the new database.

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

National Indicator 182 surveys have been conducted. Business Surgeries are held on a regular basis. Customer Satisfaction Surveys have been completed.

**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 food 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 Business Surgeries are organised. Staff Training organised, where identified.

**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)
<b>GENDER: Identify the potential impact of the policy or function on men and women</b>		
Referred to in the Service Plan. Where specific requests are made by a business, the request is accommodated, on an individual basis.	<b>NEUTRAL</b>	
<b>RACE: Identify the potential impact of the policy or function on different race/ethnic groups</b>		
Support is tailored to the need of the ethnic group/and or race.	<b>POSITIVE</b>	
<b>DISABILITY: Identify the potential impact of the policy or function on disabled people</b>		
Service is tailored to the need of the individual.	<b>POSITIVE</b>	
<b>AGE: Identify the potential impact of the policy or function on different age groups</b>		
Officers are sensitive to vulnerable groups and associated issues	<b>NEUTRAL</b>	
<b>SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people</b>		
None	<b>NEUTRAL</b>	
<b>RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups</b>		
Officers endeavour to make themselves aware of issues surrounding religion, faith and food. Where necessary slaughter methods, associated with religion, is enshrined in British food law.	<b>NEUTRAL</b>	
<b>OTHER</b>		

**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?**

Special funding (Safer Food Better Business) from the Food Standards Agency has been sought, for the County, led by SCDC. This funding will assist in accessing harder to reach food businesses.

**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.**

Charges apply for food training courses, regardless of circumstances. Payment is usually made by cheque, due to lack of cash office provisions.

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

**ACTION PLAN for enhancing existing practice**

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress

**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.

<b>SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance</b>		
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