

**EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)**

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

<b>Name of Policy:</b>	Food and Safety Service plan
<b>Lead Officer (responsible for assessment):</b>	Senior Environmental Health Officer
<b>Department:</b>	Environmental Services
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	Environmental Services Manager
<b>Date Initial Screening Completed:</b>	08 May 2017

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

Both the Food Standards Agency and Health and Safety Executive require East Cambridgeshire District Council to have arrangements in place to ensure that certain statutory functions are carried out in the Council’s district.

The statutory functions include the enforcement of food safety laws in food undertakings and health and safety legislation in premises for which the Local Authority is the enforcing authority (reference Health and Safety (Enforcing Authority) Regulations 1998).

The Food Standards Agency has a framework for how these arrangements are documented and the Service plan is written in line with this, with the Health and Safety functions added.

The Council authorises officers to undertake the functions of the Service plan.

The Service plan is being submitted to the Regulatory Services Committee on 24 July 2017.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Existing and proposed businesses. Note that the Council is the enforcing authority for health and safety in only some businesses.

(c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Council must conform to statutory functions. Both the Food Standards Agency and Health and Safety Executive require the Council to have Service plans.

The Service plan has been prepared having regard to East Cambridgeshire Equality framework.

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

**Ethnicity**

**Age**

<b>Gender</b>	<input type="checkbox"/>	<b>Religion or Belief</b>	<input checked="" type="checkbox"/>
<b>Disability</b>	<input checked="" type="checkbox"/>	<b>Sexual Orientation</b>	<input type="checkbox"/>
<b>Gender Reassignment</b>	<input type="checkbox"/>	<b>Marriage &amp; Civil Partnership</b>	<input type="checkbox"/>
<b>Pregnancy &amp; Maternity</b>	<input checked="" type="checkbox"/>	<b>Caring Responsibilities</b>	<input type="checkbox"/>

**Please explain any impact identified:** i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

These are updated documents. There is no evidence that there is higher or lower take up by particular groups; changes in demographics or local trends. The policies may impact on groups as follows:

**Age**

There are specific laws in health and safety applying to the safety of young persons. Laws require the ability of an individual to be considered. For example, authorised Council officers may need to enforce requirements for specific risk assessments that are required for young persons or a person who, by virtue of their age is less familiar with the potential dangers of work places.

**Disability**

Legislation dictates that some applications must be made in writing: An applicant may be visually impaired and therefore unable to complete the application forms his/herself. A physically or mentally disabled person may have special needs in health and safety legislation, for example, in risk assessments for the auditory impaired; ensuring that a work place has safe access and egress for the physically disabled; persons with mental health problems is not faced with unnecessary stress in their working environment. Where a person with a disability is invited to attend a recorded interview under the rules of PACE (Police and Criminal Evidence Act 1984), they may need “signing” support or to have the interview conducted at another premises and not the Council Offices.

**Ethnicity**

Where English is not be the first language of the worker or person running a business, translation services may be required and can be provided. Local knowledge will often identify premises more likely to be where English is a second language.

**Religion and Belief**

Authorised officers understand religious holidays and practices. For example, officers would be aware of the regular time for prayer when workers may attend their place of worship; to allow time during a long intervention for workers to pray and to avoid, where possible, interventions at some premises on dates of religious festivals or during fasting periods. Local knowledge will often identify premises at which workers and business operators are more likely to support religious customs such as Ramadan.

<b>(e) Does the policy affect service users or the wider community?</b>	<b>NO</b>
<b>(f) Does the policy have a significant effect on how services are delivered?</b>	<b>NO</b>
<b>(g) Will it have a significant effect on how other organisations operate?</b>	<b>NO</b>
<b>(h) Does it involve a significant commitment of resources?</b>	<b>NO</b>
<b>(i) Does it relate to an area where there are known inequalities, e.g. disabled people’s access to public transport etc?</b>	<b>NO</b>

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service and then referred to the

Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to the Principal HR Officer.

**Signatures:**

	J Winslet		08 May 2017
<b>Completing Officer:</b>	_____	<b>Date:</b>	_____
	Liz Knox		12 May 2017
<b>Head of Service:</b>	_____	<b>Date:</b>	_____