

### Screening/Scoping Pro Forma

<b>Section</b>	<b>Environmental Health and Licensing</b>	<b>Officer responsible for the screening/scoping</b>	<b>Ted Mollart</b>		
<b>Name of Policy to be assessed</b>	Administration	<b>Date of Assessment</b>	30/10/2008	<b>Is this a proposed new or existing policy/procedure/practice?</b>	Existing
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	<p>To aid all functions within the service unit, dog service and nuisance investigation by undertaking general administrative collating statistical information, and taking calls generated by the general public.</p> <p>To aid the Licensing team by processing appointments for Hackney and Private Hire vehicles/driver applications and renewals.</p> <p>To undertake all administration tasks for the pest control service as well as taking new appointments.</p>				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	To uphold and provide a standard of care for all customers partaking in the services provided by Environmental Health.				
<b>3. Who is intended to benefit from this policy and in what way?</b>	<p>General Public</p> <p>Environmental Health and Licensing</p> <p>Councillors and Committees</p> <p>Other sections of Guildford Borough Council</p>				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	As Above				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Elected members wishes, professional judgement of officers, changes in legislation, lack of funding, compliance of businesses.				
<b>6. Who are the main stakeholders in relation to the policy?</b>	Internal and external customers; Government authorities, Other Council units	<b>7. Who implements the policy, and who is responsible for the policy?</b>	Implemented by Administration assistants. Administrative officer and Head of Environmental Health are responsible for the function.		

<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	<b>Y</b>	<b>N</b>	<b>Please explain</b> <b>Y</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Communication could be an issue when English is not the first language. In the future there is a need for some sort of guidance for this occurrence.		
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>	<b>Y</b>	<b>N</b>	<b>N</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Never been subject to a challenge, officers of both sexes are available if there is a specific need. All other services are made available to all regardless of their sex.		
<b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b>	<b>Y</b>	<b>N</b>	<b>N</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Variable charging rates are available for senior citizens allowing them to use pest control services at a discount. Different communication methods allow for unit to be contacted from home. Unit has never been subject to a challenge.		
<b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b>	<b>Y</b>	<b>N</b>	<b>N</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Never been subject to a challenge, the unit does not discriminate between individuals, only seeks to ensure compliance with legislation. Unit seeks to treat all customers fairly in respect of the discharge of the regulatory role.		
<b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b>	<b>Y</b>	<b>N</b>	<b>N</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Variable charging rates are available for senior citizens allowing them to use pest control services at a discount. Different communication methods allow for unit to be contacted from home. Unit has never been subject to a challenge.		
<b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b>	<b>Y</b>	<b>N</b>	<b>N</b>

<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	All visits organised by the admin team are at the request of the property owner. Unit has never been subject to a challenge.		
<b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b>	<b>Y</b>	<b>N</b>	<b>N</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Variable rates are available for those given benefits to aid them, allowing them to partake of all services. Different communication methods allow for unit to be contacted from home. Unit has never been subject to a challenge.		
<b>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</b>	<b>Y</b>	<b>N</b>	<b>N</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Only concern could be when customers with an offending past apply for a personal or Taxi licence but these details have been covered in the Licensing document. Never been subject to a challenge, the unit does not discriminate between individuals, only seeks to ensure compliance with legislation. Unit seeks to treat all customers fairly in respect of the discharge of the regulatory role.		
<b>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</b>	<b>Y</b>	<b>N</b>	<b>N</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Never been subject to a challenge, the unit does not discriminate between individuals, only seeks to ensure compliance with legislation. Unit seeks to treat all customers fairly in respect of the discharge of the regulatory role.		
<b>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</b>	<b>Y</b>	<b>N</b>	<b>Y-</b> There is a potential for adverse impact with current procedures.

<p><b>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</b></p>	<p><b>Y</b></p>	<p><b>N</b></p>	<p><b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b>  N- Potential impact from communication difficulties can only be justified on the grounds of not being able to provide a translation service without knowing what language would need to be provided.</p>
<p><b>Business improvement</b></p> <p><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b></p>	<p><b>Y</b></p>	<p><b>N</b></p>	<p><b>Please explain</b></p> <p>Y- Q8 communication issues could be addressed, need for written policy if ever there is a need for a translation service.</p>
<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>	<p><b>Y</b></p>	<p><b>N</b></p>	<p><b>Please explain</b></p> <p>N</p>
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	<p><b>¥</b></p>	<p><b>N</b></p>	<p><b>Please explain</b></p> <p>N</p>
<p><b>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</b></p>			<p>It may be necessary for a written procedure to be available when language barriers arise.</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N	N	<del>Yes</del>	No
			24. If No, are there any changes required to the policy to improve it around the equality agenda? Y-Please see above Q22		

Signed  
(completing officer)

Date October 2008

Signed  
(Head of Section)

Date November 2008

Countersigned  
(HR Representative)

Date November 2008