

Screening/Scoping Pro Forma

Section	Environmental Health and Licensing		Officer responsible for the screening/scoping	Ted Mollart		
Name of Policy to be assessed	Environmental Health and Licensing Enforcement Policy	Date of Assessment	02/10/2008	Is this a proposed new or existing policy/procedure/practice?	Existing	
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?		To set out the steps the Environmental health and Licensing service will use to secure compliance with the law. Guildford Borough Council has adopted the enforcement concordat in 2000 and this policy explains the approach in the context of the concordat.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.		The policy supports the requirements of the Food Standards Agency framework agreement and mandatory guidance issued to local authorities by the Health and Safety Commission.				
3. Who is intended to benefit from this policy and in what way?		Authorised Officers, members and key stakeholders in the Local Authority enforced sector.				
4. What outcomes are wanted from this policy/procedures/practice?		To ensure the steps the Environmental Health and Licensing service take to secure compliance with legislation are in accordance with this policy.				
5. What factors/forces could contribute/detract from the outcomes?		Elected members wishes, professional judgement of officers and changes in legislation.				
6. Who are the main stakeholders in relation to the policy?	Authorised officers, members and key stakeholders in the local authority enforced sector.		7. Who implements the policy, and who is responsible for the policy?	Authorised officers. Policy is approved by committee.		
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?		Y	N	Please explain		
What existing evidence (either presumed or otherwise) do you have for this?		Never been subject to a challenge, the policy does not discriminate between individuals, only seeks to ensure compliance. Policy seeks to treat all customers fairly in respect of the discharge of our regulatory role.				

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	Never been subject to a challenge, the policy does not discriminate between individuals, only seeks to ensure compliance. Policy seeks to treat all customers fairly in respect of the discharge of our regulatory role.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	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.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	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.		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	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.		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	Never been subject to a challenge, the policy does not discriminate between individuals, only seeks to ensure compliance. Policy seeks to treat all customers fairly in respect of the discharge of our regulatory role.		

14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	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.		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	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.		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	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.		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	N
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper. N

<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p> <p>None perceived</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p> <p>N</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p> <p>N</p>
<p>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?</p>			<p>Section 1.5 part 1 Introduction states: “We are committed to ensuring that we treat all our customers fairly in respect of the discharge of our regulatory role regardless of race, ethnic origin, nationality, religion, gender, marital status, disability or age...”</p> <p><i>Monitoring those who are subject to enforcement action – may be a little too sensitive to expect to be able to do that at this time.</i></p>

23. Should the policy proceed to a full equality impact assessment?	Y	N	N	Yes	No
			24. If No, are there any changes required to the policy to improve it around the equality agenda? N All six equality strands could be identified in Section 1.5 of the policy The policy has been agreed by the council and is subject to regular review by scrutiny committee in the light of experience. It is considered that for the time being this process is sufficiently robust.		

Signed
(completing officer)

Date October 2008

Signed
(Head of Section)

Date November 2008

Countersigned
(HR representative)

Date November 2008