

Screening/Scoping Pro Forma

Section	Environmental Health and Licensing		Officer responsible for the screening/scoping	Ted Mollart		
Name of Policy to be assessed	Commercial Team		Date of Assessment	2/10/2008	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?			The aim of the Food Safety Service is "to ensure that food and drink on sale for human consumption in the Borough is without risks to the health of the consumer through the inspection of premises, response to complaints/notifications and educational/advice activities".			
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.			See above			
3. Who is intended to benefit from this policy and in what way?			<ul style="list-style-type: none"> • General public who eat and purchase food within the borough • All food businesses within the borough. • Relevant Committees and Councillors 			
4. What outcomes are wanted from this policy/procedures/practice?			Main outcomes of the plan are to ensure that Food businesses meet required standards for the hygienic preparation of food, by the undertaking of risk rated inspections. To ensure that training and information is provided for food handlers and businesses. To reduce the incidence of food related illnesses.			
5. What factors/forces could contribute/detract from the outcomes?			Reductions in budgets, changes to legislation, ignorance of food businesses.			
6. Who are the main stakeholders in relation to the policy?		Food Businesses and general consumers of the Borough.		7. Who implements the policy, and who is responsible for the policy?		Implemented by all officers under this section. Responsibility lays with the Principal Environmental Health Officer and the Chief Environmental health officer.
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?			Y	N	Please explain Y	

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Due to language barriers it could be necessary for some correspondence to be provided in alternative languages if needed as well as a translation service offered, although there is no current evidence of a demand for this service. There is also a potential language problem with face to face communications during food safety inspections or subsequent telephone conversations. Ethnic food outlets/ethnic restaurants may be a potential source of positive action.</p>		
<p>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</p>	<p>Y</p>	<p>N</p>	<p>Y</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Vulnerable members of both sexes may require a visit from a member of the same sex or a joint visit in conjunction with the investigating officer which would need to be ascertained prior to visiting. This is impractical however, because the vast majority of food safety inspections are carried out unannounced (i.e. without prior notification).</p>		
<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y</p>	<p>N</p>	<p>Y</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>In some cases Illiteracy can be a barrier. Current enforcement procedures sometimes cause a problem for those with disability but face to face verbal consultation and feedback is always used by officers during inspections.</p>		
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>Y</p>	<p>N</p>	<p>N</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>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.</p>		
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>	<p>Y</p>	<p>N</p>	<p>N</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>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.</p>		

13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	Y
What existing evidence (either presumed or otherwise) do you have for this?	Officers of a particular gender could cause offence in relation to the religion when visiting. Or a visit may conflict with a particular religious date. Arrangements would need to be made prior to visit.		
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?	Only compliance history would be taken into consideration and this would only lead to offender being scrutinised more regularly.		
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.		

<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p>	<p>Y</p>	<p>N</p>	<p>N- Enforcement policy sets out specific guidelines but does not suggest a method of practice when conducting visits. Possibly needs to be written procedure to prevent any differential impact.</p> <p>The main adverse impact is from the lack of availability or access to translated materials. However there is no evidence as to the actual need for this material.</p>
<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>	<p>Y</p>	<p>N</p>	<p>Please explain for each heading (questions 8-16) on a separate piece of paper.</p> <p>N- See section 17- cannot be justified other than a lack of data on demographic of Guildford.</p>
<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>N</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>Strands 9 and 13 have the same possible reason for negative impact in regards to the visits.</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>It may be necessary for a written procedure for officers to follow when visiting the public in order to not have any negative impact across the equality strands.</p> <p>There may also be a need for correspondence and consultation to have a translation service available, and advertised, for those that need it. Having the capacity to address the communication needs of new immigrant groups in the food and safety sector is important in delivering effective intervention.</p> <p>Reaching the youth is a challenge in relation to health messages.</p>						
<p>23. Should the policy proceed to a full equality impact assessment?</p>	<p>Y N</p>	<table border="1"> <tr> <td data-bbox="763 544 1798 595"> <p>N</p> </td> <td data-bbox="1798 544 1917 595"> <p>Yes</p> </td> <td data-bbox="1917 544 2054 595"> <p>No</p> </td> </tr> <tr> <td colspan="3" data-bbox="763 595 2054 759"> <p>24. If No, are there any changes required to the policy to improve it around the equality agenda? Y-Please see above Q22</p> </td> </tr> </table>	<p>N</p>	<p>Yes</p>	<p>No</p>	<p>24. If No, are there any changes required to the policy to improve it around the equality agenda? Y-Please see above Q22</p>		
<p>N</p>	<p>Yes</p>	<p>No</p>						
<p>24. If No, are there any changes required to the policy to improve it around the equality agenda? Y-Please see above Q22</p>								

Signed
(completing officer)

Date October 2008

Signed
(Head of Section)

Date November 2008

Countersigned
(HR representative)

Date November 2008