

Equality Impact Assessment (EQIA) Screening Form – Enforcement, Investigatory and Educational Work

A successful EQIA screening will look at 5 key areas:

1. Identify the Policy, Project, Service Reform or Budget Option to be assessed.

A clear definition of what is being screened and its aims.

2. Gathering Evidence and Stakeholder Engagement

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

3. Assessment and Differential Impacts

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

4. Outcomes, Action and Public Reporting

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

5. Monitoring, Evaluation and Review

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

Section 1: Identify the Policy, Project, Service Reform or Budget Option

Name of the Policy, Project, Service Reform or Budget Option to be screened	These functions are statutory duties set out in relevant legislation, including Environmental Protection Act 1990, Anti-Social Behaviour Act 2014, Food Safety Act 1990, Food Safety and Hygiene (England) 2013, Health and Safety at Work Act 1974, Licensing Act 2003, Animal Welfare Regs 2018.
Reason for change in Policy or Policy Development	N/A

List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option	The teams may need to undertake proportional enforcement work where, promotional or investigatory work has not resolved an issue, and where it is in the public interest. Enforcement work may include issuing fixed penalty notices, cautions/formal warnings, PACE interviews, serving of statutory notices (Abate, prohibit, improve, restrict), seizure of assets, hearings, taking samples, seizure, detention or destroying food items, closures of businesses, revocations, suspension or variation of licenses, prosecutions.
Name of officer completing assessment (signed and date)	<i>L Warren</i> Layna Warren 23.01.2025
Assessment verified by (signed and date)	Annabel Tighe January 2025

If applicable, please provide further details about the name and description of policy being analysed
Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required

Council's corporate enforcement policy 2018 (to be reviewed in 2025)

Section 2: Gathering Evidence and Stakeholder Engagement

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Reminder – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Name any research, data, consultation or studies referred to for this assessment	State if this reference refers to one or more of the protected characteristics	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.

If applicable, please provide further information about stakeholder engagement or detail used for customer analysis
Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible

Consultations are undertaken before new powers are implemented (such as public space protection orders) and when fines are changed member decisions and consultation is undertaken.

Section 3: Assessment and Differential Impacts

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Option has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

- a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group
- for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
- a definition of disability under the Equality Act 2010 is available on the [gov.uk website](http://gov.uk)

- there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Sex or Gender	Women		X		
	Men		X		
	Transgender		X		
Race	White		X		
	Mixed or Multiple Ethnic Groups		X		
	Asian		X		
	African		X		
	Caribbean or Black		X		
	Other Ethnic Group		X		
Disability	Physical disability		X		
	Sensory Impairment (e.g. sight, hearing)		X		
	Mental health		X		
	Learning disability		X		
LGBT	Lesbians		X		
	Gay Men		X		
	Bisexual		X		
Age	Older people (60+)		X		
	Younger people (18-25)		X		
	Children (0-16)		X		
Marriage and Civil Partnership	Women		X		
	Men		X		
	Lesbians		X		

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Pregnancy and Maternity	Women		X		
Religion and belief	See below		X		

Summary of Protected Characteristics most impacted	<p>Officers have access to language line to offer translation services where required. Publicity material is produced in a number of languages where the need is justified.</p> <p>Consideration is undertaken of people's race and religion. Training, interviews and meetings times can be tailored around religious holidays and prayer timing if required.</p> <p>Translation services have made contacting customers much easier and make sure that language is not a barrier for enforcement work.</p> <p>Promotional and educational work is preceded with a communication plan to ensure that target audiences have access to the information.</p> <p>Male and female officers cover all aspects of the enforcement, educational and investigatory work. If applicable, we would not be aware of a person's gender reassignment. If made aware we can take the persons individual needs into consideration where required. We would not be aware of a person's sexual orientation. If made aware we can take the persons individual needs into consideration where required.</p> <p>Access is considered when requesting customers to visit council offices for hearings, interviews, meetings or training sessions. There is access to meet at the four market towns closest the customer for face to face. letters to also benefit those with mobility issues/anxiety etc.</p> <p>Hearing loops available if needed. Braille and large print available on request. Access to disabled friendly interview room & facilities if needed.</p>
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	<p>Where known, a person’s abilities or disabilities are considered when requesting a person uses monitoring equipment, completes log sheets or is requested to gather information. Our procedures are customer focused to adapt to a person’s needs, i.e. setting remote triggers to noise monitoring equipment, using simplified tick sheet log sheets or providing in person monitoring.</p> <p>Enforcement work will exclude those below the criminal age of responsibility.</p>
<p>Summary of Socio-Economic impacts</p>	<p>Enforcement encourages better business, support a production and sustainable local economy. Raising standards through regulation promotes and encourages better business. i.e., less sick days from staff due to poor health and safety, and better reputation of food businesses achieving high food hygiene ratings.</p> <p>Where enforcement action prevents an individual or organisation undertaking an activity, i.e., switching off noisy equipment to abatement of a noise nuisance, the impact of excessive cost to the business or individual and if the business is undertaking Best Practicable Means is considered in the public interest test before taking enforcement action.</p> <p>Enforcement action may adversely impact on those of socio-economic status that are unable to access legal or specialist advice.</p>
<p>Summary of Human Rights impacts</p>	<p>The undertaking of enforcement work is to protect the wider community. Examples such as protecting the community from statutory nuisances, unfit food entering the food chain, and the environmental impact on communities from enviro-crime positively impacts on the whole communities’ lives.</p> <p>Enforcement work benefits the wider community by providing safer neighbourhoods, safe places to work, safe productions of foods, and protects the community’s health and well-being by regulating air quality, contaminated land, spread of infectious diseases and the impact of nuisances.</p> <p>Enforcement action may result in prosecution and restriction of an individual’s actives and occupations. All notices or action is accompanied with details of how a person may appeal these measures.</p>

	<p>If enforcement action reaches prosecution stage, human rights are assessed by the courts to ensure that Human Rights are not breached, and appeals may be made.</p> <p>Investigations have found other impeaches of human rights – such as modern day slavery and we work closely with police and other partners to improve human rights.</p> <p>Enforcement action may result in prosecution and restriction of an individual’s actives and occupations. All notices or action is accompanied with details of how a person may appeal these measures.</p> <p>If enforcement action reaches prosecution stage, human rights are assessed by the courts to ensure that Human Rights are not breached, and appeals may be made.</p>
<p>Summary Explanation of the scoring against the protected characteristics</p>	<p>Specific officers are delegated with specific enforcement responsibilities dependant on the relevant experience, qualification, or competencies to undertake the regulatory functions.</p> <p>Initially legislation sets out where enforcement action may or shall be undertaken.</p> <p>Each regulatory function must fall within the requirements of the Councils Enforcement Policy.</p> <p>Systems are in place to ensure that decisions to undertake enforcement are proportional to the impact caused and within the public interest. These include a prosecution matrix and a public interest test.</p> <p>Where it is not in the public interest to undertake enforcement action, alternative interventions are used to support customers, such as referrals to agencies such as Stay Well (public health team), directing to official advice (i.e HSE, PHE, FSA), and signposting to agencies that can support people resolve their own issues such as Citizen Advice Bureau, Financial Support Agencies and Gang masters Support Agencies.</p> <p>As regulation is reactive this will be assessed on an ongoing basis.</p> <p>Periodic review of enforcement delegation matrix and changes in legislation.</p>

	If changes to legislation is likely to positively or negatively impact of and aspect of the community, i.e., by age, race, gender, sexual orientation, religious or belief or marital status and equality impact assessments details how we will ensure equality.
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Section 4: Outcomes, Actions and Public Reporting

Screening Outcome	Yes, No or not at this stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	No

<p>If applicable, please state the overall outcome of the assessment, impacts and customer analysis</p> <p>N/A</p>

Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

<p>Arrangements for Monitoring</p>	<p>Training and Staff development is reviewed on a yearly basis to ensure that officers are appropriately trained to undertake regulatory functions.</p> <p>Peer review and consistency exercises are undertaken to ensure proportionate decision making. Customer feedback is invited in all written communications to ensure people have an opportunity to air any complaints, compliments or correspondence.</p> <p>Officers attend working groups and are members of professional bodies to ensure that learning opportunities and knowledge sharing.</p> <p>To use customer feedback and 3c's procedure to monitor that this is being used appropriately.</p>
<p>Timing of the current review</p>	<p>Annually</p>
<p>Next scheduled review</p>	<p>On going review</p>

If applicable, please provide details of the arrangements for future monitoring:
Note when analysis will be reviewed; include any equality indicators and performance against those indicators

If applicable, please provide details of any supporting data/ research linked to monitoring arrangements (both FDC & Partners):

Legislation

Equality Act (2010) – the Equality Act 2010 (Specific Duties)

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called 'gender reassignment' in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.