



**EQUALITY IMPACT ASSESSMENT**

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Protective Services & Waste Management (Environmental Health)
Title of the activity etc.	Environmental Health Budget
Aims of the activity	This EIA concerns the Environmental Health budget within Infrastructure Services. The Service encompasses a wide range of services including food safety, health & safety, public health, housing & environmental protection. The Service has an enforcement and advisory role and its prime purpose is to improve, protect and maintain the health and wellbeing of people and communities. Reduced budget has had little impact on the range of services provided but has impacted on the structure, organisation of work and staff workload and ability to meet targets.
Author(s) & Title(s)	<span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> Environmental Health Manager
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Customer Satisfaction Survey 2013, Citizen’s Panel, Customer feedback
Internal consultation with staff and other services affected.	Specialist focus group meetings (Health & Safety, Food Safety, Public Health, Environmental Protection (Quarterly) Area Team meetings (4 x Quarterly) Management Group meetings (5/annum)
External consultation (partner organisations, community groups, and councils).	Audits by Food Standards Agency Liaison arrangements with Scottish Environment Protection Agency, NHS Grampian, Health and Safety Executive, Grampian Regional Equality Council. Participation in regional, Scottish and UK wide liaison groups, through the Royal Environmental Health Institute of Scotland, Food Standards Agency, & Health and Safety Executive.
External data (census, available statistics).	Scottish House Condition Survey – used to inform policy planning on private housing issues.

Other (general information as appropriate).	
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Yes. Customer Satisfaction Survey only commenced in mid 2013 and only covers certain aspects of the Service. The survey will continue until it is deemed that there is sufficient information for those aspects. The survey will be extended to other areas of the Service in 2014/15. No formal feedback from Scottish Environment Protection Agency, Grampian Regional Equality Council or NHS Grampian. Lack of benchmarking with other local authorities.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	Participate in SOLACE(Society of Local Authority Chief Executives and Senior Managers) Benchmarking Group	Dec 13→
	Participate in APSE(Association of Public Service Excellence) Benchmarking Group	2014→
	Expand Customer Satisfaction Surveys	2014/15
	Develop memorandum of understanding with Scottish Environment Protection Agency and NHS Grampian(Health Protection)	By 1 April 2014

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger			YES	
Age – Older			YES	
Disability	YES			
Race – (includes Gypsy Travellers)			YES	
Religion or Belief			YES	
Gender – male/female			YES	
Pregnancy and maternity			YES	

Sexual orientation – (includes Lesbian/ Gay/Bisexual)			YES	
Gender reassignment – (includes Transgender)			YES	
Marriage and Civil Partnership			YES	

**Stage 6: What are the positive and negative impacts?**

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	<p>Disability: one of the health and safety initiatives to be undertaken by the Service is focussed on ensuring care homes are safe.</p> <p>Blind and disabled persons have a defence against service of a fixed penalty notice in respect of dog fouling</p>	
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**Stage 7: Have any of the affected groups been consulted?**

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	Customer Satisfaction Survey questionnaires issued after each business visit (food safety and/or health & safety) and after completion of complaints.
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	<p>The Environmental Health Service has both an enforcement and advisory role. The focus is on protecting the health, safety and well being of the community. Services are provided without prejudice to any of the protected categories. Actions are adapted where appropriate eg leaflets in different languages, interpreter/translation service provided</p> <p><i>Race:</i> The Council's service level agreement with Grampian Regional Equality Council helps to promote improved relations between local communities and Gypsy/Travellers. The provision of accommodation will also help promote better relations.</p> <p>Leaflets and letters can be made available in a range of languages prior to and following business visits.</p> <p><i>Age-Younger:</i> Presentations on a range of topics made to school children.</p>

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

The Environmental Health Service has regular contact with Gypsy/Travellers, with businesses operated by people from different ethnic backgrounds, with migrant workers from Eastern Europe living in Houses in Multiple Occupation, with younger people in schools, older and disabled person in care homes.

Gypsy/Travellers policy is set by Members. EH staff are aware of tensions between Gypsy/Travellers and local communities and have to take account of each others rights and responsibilities. The Service works with Grampian Regional Equality Council to improve relations.

Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).

Identify any issues arising from customer survey and implement improvements.  
Team Managers ensure leaflets etc are in the required language.  
Feedback from Grampian Regional Equality Council at the Council's Gypsy/Traveller Sub Cmt.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	No negative impacts have been identified. The services provided are based on legislative requirements with all people treated in the same way.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

\* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

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**Stage 14: Sign off and authorisation.**

Sign off and authorisation.	1) Service and Team	Infrastructure Services Environmental Health	
	2) Title of Policy/Activity	Environmental Health Service	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: EH Manager	Position:
		Date: 13/11/13	Date:
		Signature:	Signature:
		Name:	Name:
		Position:	Position:
	Date:	Date:	
	Signature:	Signature:	
4) Consultation with Service Manager	Name: Date:		
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
	Position: Head of PS&WM	Position:	
	Date: 18/11/13	Date:	
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications