

## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Food Law Enforcement Service Plan 2012/2013</b>
<b>Directorate / Service</b>	<b>CLC, Community Safety, Environmental Health (Commercial)</b>
<b>Lead Officer</b>	<b>David Tolley</b>
<b>Signed Off By</b>	

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	This proposal sets out the Council's eleventh annual plan for effective enforcement of food safety legislation. It aims to ensure that food is produced without risk and sold under hygienic and safe conditions in the Borough.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Partial	<p>A service in relation to food hygiene and food standards is provided primarily through the programmed inspection of food businesses and by responding to service requests including comments on planning and licensing applications.</p> <p>All residents in the Borough and visitors to the Borough will be positively affected by this proposal through securing food safety in the Borough. All food related businesses in the Borough benefit as reputations are maintained and potential</p>

			<p>Business risks are minimised by engagement with the service.</p> <p>Whilst the profile of food law enforcement or compliance against equality strands is not known the service is configured to engage effectively with businesses reflective of the Boroughs diverse population. Over half of Tower Hamlets' population are from non-white British ethnic groups.</p> <p>The data picture is further complicated by the fact that the service engages with companies who may be owned by people in different equality strands from those who operate the business premises in the Borough.</p> <p>The Development and Renewal (D&amp;R) directorate have corporate lead responsibility for Business related data capture and are currently reviewing the technical challenges to developing an equalities strand of their business data base.</p>
C	<p>Is there a narrative in the proposal where NO impact has been identified? Please note – if a Full EA is not to be undertaken based on the screen or the fact that a proposal has not been 'significantly' amended, a narrative needs to be included in the proposal to explain the reasons why and to evidence due regard</p>	N/A	<p>The Service has considerable experience developed over many years of engaging effectively with diverse operators and owners of food businesses. The relative impact between protected groups is not one that can be accurately determined at a local level due to the difficulties of securing access to information for individual businesses specific to the protected groups.</p> <p>The Food Standard Agency, who oversees and monitors how Local Authorities enforce food safety legislation, requires local authorities to produce and approve an annual Food Law Enforcement Service Plan.</p> <p>This annual plan is proposed to discharge the Council's responsibilities under the Food Standards Act 1999. The</p>

			plan is neither new nor significantly amended from the previous annual plan.
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	NA	There is reliable data regarding the profile of residents who live and work in the Borough. There are basic assumptions made regarding equalities engagement based on this data. However, as explained above there is currently no data available to the Council on protected characteristics specific to borough businesses and no clear way of securing this accurately. This is a problem faced by all Local Authorities. D+R are reviewing this issue.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	No	See above.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	NA	This is a Technical Plan the format of which is guided by the FSA.
<b>3</b>	<b>Assessing Impact and Analysis</b>		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	NA	
	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	The key issues specific to this service relate to communication and education. Depending on protected characteristics of any specific business operative or owner the balance of effort specific to each varies. A range of targeted initiatives outlined in the plan such as the star system address these issues within their design and application in the field.
b	Has the assessment sufficiently considered the three aims of the Public Sector Equality Duty (PSED) and OTH objectives?	Yes	See above.

<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	NA	There is no action plan to mitigate the impact on a particular group by the enforcement. However, the service undertakes a wide range of training activities and food safety promotion for businesses in the Borough, which have helped them understand food safety and regulations and act accordingly. To the extent that any enforcement in practice falls more heavily on a group with a particular protected, this would be unintended but justifiable having regard to the need to protect public safety and the proportionate approach to enforcement.
b	Are all actions SMART (Specific, Measurable, Achievable, Relevant and Time Bounded)	NA	
c	Are the outcomes clear?	NA	
d	Have alternative options been explored	NA	
<b>6</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The service, including the numbers of inspection ratings for food hygiene and food standards, has been monitored. Some of the monitoring results are included in a following year's annual Food Law Enforcement Service Plan.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	NA	
<b>7</b>	<b>Reporting Outcomes and Action Plan</b>		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	The summary includes a recommendation that the Council develop a business equality data collection system, following the research study on the ownership and management characteristics of Tower Hamlets businesses.
<b>8</b>	<b>Sign Off and Publication</b>		
a	Has the Lead Officer signed off the EA? Please note – completed and signed off EA and Quality Assurance checklists to be sent to the One Tower Hamlets team	Yes	

<b>Any other comments</b>			
<b>Signature</b>		<b>Date</b>	

*Please keep this document for your records and forward an electronic version to the One Tower Hamlets Team*

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