

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Food Law Enforcement Service Plan 2013/2014
Directorate / Service	CLC, Community Safety, Consumer and Business Regulations
Lead Officer	David Tolley
Signed Off By	

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)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	This proposal sets out the Council's twelfth annual plan for effective enforcement of food safety legislation. It aims to ensure that food in the Borough is produced and sold under hygienic conditions, without risk to health and is of the quality expected by consumers.
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</p>

			<p>Borough benefit as reputations are maintained and potential 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&R) directorate have corporate lead responsibility for Business related data capture and are currently reviewing the technical implications in developing an equalities strand of their business data base.</p> <p>In 2012/13, along with all services in the CLC the Food Safety Service was subject to an efficiency review. The shortfall (2 FTE for 2013/14) will be dealt with by not inspecting all the premises that fall due where low risk pre-packed food is offered or other inspection regimes which deliver a similar inspection function.</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 plan is neither new nor significantly amended from the previous annual plan.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
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.
3	Assessing Impact and Analysis		
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	Yes	The key issues specific to this service relate to communication and education. Depending on protected

	impact on different groups?		<p>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 address these issues within their design and application in the field.</p> <p>The Plan identifies the importance of consistency of scoring for the national Food Hygiene Rating Scheme, which has been running alongside our inspection programme. The benchmarking exercise of the Scheme against other London Boroughs conducted by the service showed that there was variance in the way that the Scheme was used when undertaking inspections. The service proposes that a business is not re-rated on a revisit after a primary inspection. Their original rating will stand unless the Food Safety Officer receives a written request for a re-inspection by the Food Business Operator, as required by the Scheme.</p>
b	Has the assessment sufficiently considered the three aims of the Public Sector Equality Duty (PSED) and OTH objectives?	Yes	See above.
4	Mitigation and Improvement Action Plan		
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 advice/training activities and food safety promotion for businesses in the Borough, which have helped them understand food safety and regulations and act accordingly.
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	
6	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the	Yes	The service, including the numbers of inspection ratings for

	implementation of the proposal?		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	
7	Reporting Outcomes and Action Plan		
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.
8	Sign Off and Publication		
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	

Any other comments			
Signature		Date	

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