

Equality Impact Assessment Form (updated April 2011)

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the “protected characteristics” listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

Service Area: Public Protection	Head of Service: Susan Bolter Head of Regeneration and Regulatory Services	Person responsible for the assessment: Helen Wilkie Public Protection Manager	Date of Assessment September 2012	
Name of the policy/practice to be assessed: Public Protection Inspections/ Business assessments			Is this a new, existing or policy/practice under review?	No
1. Briefly describe the purpose of the policy/practice If the policy/practice is under review, please list any options	To carry out inspections of businesses, including private sector houses under the full range of PP services - EH, TS and Licensing: to ensure they comply with a wide range of legislation: enforcement of which is a statutory duty placed upon the council.			
2. Name any associated policy, legislation, corporate objective etc.	These inspections are an important of the work needed to ensure statutory duties placed upon the council under a wide varied of Public Protection Acts of parliaments and associated 100s of regulations, are met.			
3. Who are the main stakeholders in relation to the policy/practice?	Virtually all Newport businesses including landlords and taxi drivers and smaller, one owner operations to multi-nationals.			

4. Who performs the service?	All PP warranted staff but mainly - EHOs ,TSOs, Licensing officers, Enforcement officers
5. What outcomes are wanted from this policy/practice?	That businesses are brought into a state of compliance through advice or stepped up enforcement action, else are prosecuted for rogue or grossly negligent trading or being persistently non-compliant
6. What factors could contribute to/detract from the outcomes (risks/opportunities)?	Language barriers/ esp. Asian/ East European Traders' educational /literacy levels. Esp. SMEs and taxi drivers
7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement	Consultation with a variety of members of staff as to the issues and from previous satisfaction surveys. Adhoc consultation with traders
8. Give a summary of the information the council has taken into account for this assessment	Recognised no data in making an assessment- no equalities monitoring. First steps this autumn will be to carryout out a monitoring survey combined with a satisfaction assessment to establish a baseline and help to discover where we need to make changes
9. Does the policy /practice eliminate discrimination and promote equality and good community relations due to: 1. Age 2. Gender 3. Disability 4. Race 5. Religion/belief 6. Welsh language 7. Gender reassignment 8. Marriage/civil partnership 9. Sexual orientation	We don't believe we discriminate but no firm basis to make that assumption, hence the need to monitor Possible may need to provide post inspection reports translated or at least to ensure all written material is in plain English. Legislation can be hard to comprehend and officers need to take time to explain requirements in simple terms with SMEs. 1. No apparent discrimination- 2. No apparent discrimination 3. No apparent discrimination 4. May need to spend more time with some BEM traders who struggle with complexity of legislation 5. Cultural sensitivity training has taken place 6. We have welsh speakers and will have material translated on request 7. No apparent discrimination 8. No apparent discrimination 9. No apparent discrimination

10. Summary of the impact of the policy/practice on the general equality duty	Importance of treating all business fairly and courteously and with clarity but deploying firmness when appropriate. But recognising that some smaller business especially those run by BEMs are likely to need more time to understand fully what is required to comply.
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Equality Action Plan –		
Key Actions	Actions (with dates) Any associated performance measures	Lead Officer(s)
Further actions to eliminate discrimination, promote equality and good community relations on the grounds of:-		
Age Gender Etc	Little monitoring has been undertaken – so the first stages will be the distribution of satisfaction questionnaires following the conclusion of the request which will include data about ethnicity etc. and which format would certain types of consumer /resident prefer communication e.g. what language, whether by email , more material on-line Start monitoring in November 12	Helen Wilkie
If there are decisions pending that will affect this policy/practice please state when and how the decision will be taken	Revise our survey questionnaires to ask to include a monitoring form Ensure Tracey Hughes and Amanda Davies are working with Public Protection Admin to ensure these questionnaires are generated through Uniform and set out (via Civic Centre mail fulfilment service) or perhaps be left by officers? Survey revised in October 12	Tracey Hughes Amanda Davies Jane Holbrook Julie Brooks
How will the policy/practice be: • Monitored • Performance assessed • reported	Returned survey forms will be monitored continuously for any issues that need immediate attention. Each half year the previous six months results will be collated and conclusion and inferences made as to where any discrimination is taking place: whether there are sectors of the local business community that need inspections to be delivered in a manner that is more supportive to achieving regulatory compliance.	Helen Wilkie Other PP Team leaders
Does the EIA need to be revisited in 6 months/a year?	One a year	Helen Wilkie

Signed (lead officer) Helen Wilkie, Public Protection Manager

Signed (Head of Service) _____

Date _____