Equality Impact Assessment Toolkit
(April 2014)

Section 1: Your details

EIA lead Officer: Daniel Dawson

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Head of Section: Colin Clayton

Chief Officer: Mark Smith

Directorate: Regeneration and Environment

Date: 11th April 2016

Section 2: What Council proposal is being assessed?

Adoption of the Food Service Plan 2016/17 - The food service plan sets out the key food safety and hygiene related statutory duties, activities and goals undertaken by the Environmental Health Service.

The White Paper “The Food Standards Agency – A Force for Change” identified the Food Standards Agency (FSA) as having a key role overseeing local authority enforcement activities. The Agency is proactive in setting and monitoring standards and auditing local authorities’ enforcement activities in order to ensure this activity is effective, risk based, proportionate and consistent. Powers to enable the Agency to monitor and audit local authorities are contained in the Food Standards Act 1999 and in the Official Feed and Food Control Regulations.

The ‘Framework Agreement’ issued by the FSA sets out prescribed duties including the production of service plans to demonstrate and ensure that national priorities and standards are addressed locally. Service plans will also:

- focus debate on key delivery issues;
- provide an essential link with corporate and financial planning;
- set objectives for the future, and identify major issues that cross service boundaries;
- provide a means of managing performance and making performance comparisons
- follow the principles of good regulation and
• provide information on the authority’s service delivery to stakeholders, including businesses and consumers.

Section 2a: Will this EIA be submitted to a Cabinet or Policy & Performance Committee?

No

Please select hyperlink to where your EIA is/will be published on the Council’s website

Regeneration & Environment (Environment & Regulation, Housing & Community Safety, Regeneration)

Section 3: Does the proposal have the potential to affect……. (please tick relevant boxes)

☐ Services
☐ The workforce
☐ Communities
☐ Other (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

X None (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)
Section 4: Could the proposal have a positive or negative impact on any protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

<table>
<thead>
<tr>
<th>Which group(s) of people could be affected</th>
<th>Potential positive or negative impact</th>
<th>Action required to mitigate any potential negative impact</th>
<th>Lead person</th>
<th>Timescale</th>
<th>Resource implications</th>
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Section 4a: Where and how will the above actions be monitored?

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

Section 5: What research / data / information have you used in support of this process?

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

Yes / No – (please delete as appropriate)

If ‘yes’ please continue to section 8.

If ‘no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting its legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.
Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

a) Select appropriate directorate hyperlink to where your EIA is/will be published (section 2a)
b) Include any potential positive impacts as well as negative impacts? (section 4)
c) Send this EIA to engage@wirral.gov.uk via your Chief Officer?
d) Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?