

## PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

### 1. Title

**Title: Food and Feed Service Plan**

**Directorate:**  
**Regeneration and Environment**

**Service area:**  
**Community Safety and Street Scene**

**Lead person:**  
**Lewis John Coates**

**Contact number:**  
**01709 823117**

Is this a:

☒

**Strategy / Policy**

☒

**Service / Function**

☐

**Other**

**If other, please specify**

### 2. Please provide a brief description of what you are screening

The report reviews the Food and Feed Service Plan 2019/20 and Food and Feed Sampling Protocol 2019/20. These are written in accordance with the Food and Feed Law: Codes of Practice (England), which are statutory Codes of Practice requiring 'Competent Authorities' to have up-to-date, documented Food and Feed Service Plans and a Sampling Protocol which are readily available to food and feed business operators and consumers.

### 3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	✓	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	✓	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

#### 4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**

The Food and Feed Service Plan 2019/20 sets out the work which is planned for this financial year. The service recognises the importance of equality and diversity. The services provided are available for all residents, businesses and visitors to the Borough.

The work undertaken by the staff by inspecting all food and feed businesses benefits the whole of Rotherham. The premises inspected include: schools, restaurants and takeaways, care homes, manufacturers, retail shops and child-minders.

The service deals with service requests and complaints and investigate cases of food poisoning and infectious diseases. Staff deal with confidential information and understand the importance of carrying out their duties taking into account individuals. The service collects information which can include personal data; however this is to look at disease trends and statistical analysis by Agencies such as Public Health England.

*(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)*

- **Key findings**

The Food and Feed Service Plan 2019/20 covers the work undertaken by the Service. It is a diverse service area that touches most households and businesses in the Borough. Its aim is to set high standards to promote, regulate and protect the quality of life in Rotherham. In addition the work can affect people and businesses outside the Borough. The service takes into account people's different backgrounds, knowledge skills and experience.

The businesses which are inspected include a wide range of premises, these employ people staff of different backgrounds cultures and profiles. The advice given is tailored to each business.

Some businesses cater for particular groups of people for example vulnerable people in care homes or nurseries. The inspection programme considers vulnerable people and

the number of people the premises sells food to; a hospital will be inspected on a more frequent basis to a corner shop selling food.

The service takes into consideration the needs of individuals, for example providing translation and interpretations as required for food hygiene advice which is appropriate to that sector, such as the Safer, Food Better Business Pack for childminders, caterers and retailers.

The questionnaires used may require personal information to be given but this is to enable stool samples to be submitted or to try and identify the sources of an outbreak.

*(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)*

- **Actions**

The Food and Feed Service Plan and Food and Feed Sampling Protocol set out the work undertaken by the Environmental Health Officers in the food team for 2019/20. Most of the work undertaken is set out by the Food Standards Agency in Codes of Practice and Practice Guidance. These have all been consulted on and responses from businesses the public when issuing these documents.

A lot of the work we undertake is governed by the food premises which are in the borough. We liaise with many different groups to support the work they undertake.

All the staff endeavour to treat the businesses and their staff according their individual needs, for example the Food Business Operator may require certain information but the workforce require it in totally different forms as they may have different languages, literacy levels and understanding.

Staff are trained to take into account many different needs as we deal with vulnerable people particularly when we deal with infectious disease investigations.

All residents and businesses in the borough are able to see the information about the food hygiene inspections undertaken in Rotherham by viewing the Food Hygiene Rating website; which gives information to customers to help them make informed choices of where to eat. Any person who does not have access to the internet can enquire via the telephone or in writing.

The sampling approach takes into account intelligence about food and feed fraud for example the presence of illicit alcohol identified in a particular geographical area or contaminated food entering the country from a port. Officer's ensure that the health of individuals is protected by taking appropriate actions if such problems are identified. Sampling can be directed to look at certain sectors for example schools, nurseries, care homes.

Sampling may also focus on aspects such as meat speciation and the findings from surveillance can impact on certain communities for example if Halal beef has been

substituted by other meat.

*(think about how you will promote positive impact and remove/reduce negative impact)*

Date to scope and plan your Equality Analysis:

Date to complete your Equality Analysis:

Lead person for your Equality Analysis  
(Include name and job title):

## 5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Tom Smith	Assistant Director, Community Safety & Streetscene	21/08/2019

## 6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to [equality@rotherham.gov.uk](mailto:equality@rotherham.gov.uk) For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

**Date screening completed**

12 August 2019

**Report title and date**

Food and Feed Service Plan  
2019/20

**If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication**

Cabinet Decision date:  
16<sup>th</sup> September 2019

**Date screening sent to Performance,**

**[insert date sent to PII]**

