

Equality Impact and Needs Assessment Form



NB: Use the electronic MS Word template. Add additional rows and increase box size as required. Make sure your final document is suitable for publishing.

A) Description

Name of service, function, policy (or other) being assessed

Trading Standards Service - proposed new structure – March 2010

Directorate or organisation responsible (and service, if it is a policy)

EEC – Trading Standard Service

Date of assessment (DD/MM/YY)

1/3/2010

Date next assessment due (3 years)

1/3/2013

Names and/or job titles of people carrying out the assessment

Dolores Riordan, Special Projects Officer

Accountable person (e.g. Head of Service)

Paul Thomas, Head of Service

Date EINA Form approved by accountable person (e.g. Head of Service)

1/3/2010

1. What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?

The Service structure is planned to change to include some new teams with specified business and consumer support objectives, incorporate the Farming Standards Team into the areas teams and restructure the management team. The new structure will be considered by the Joint Consultative Committee.

2. Location or any other relevant information

It will affect the work of the Service county wide

3. List any key policies or procedures to be reviewed as part of this assessment.

None but the routine annual assessment of the service plan will take place

4. Who is intended to benefit from the service, function or policy?

all key work of the service is included - businesses and consumers in Devon should benefit, with better communication with partners, staff and stakeholders

5. Who are the stakeholders? What is their interest?

Staff, consumers, businesses including the farming community and other regulatory services in Devon and regionally and nationally

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:

no

B) Relevance – Note: if not relevant, do not complete this form

Select **all** that apply:

- 7. Service or function that people use.
- 8. Discretion is exercised, or potential for people to experience different outcomes or level of satisfaction.
- 9. Employment policy – where discretion is not exercised.
- 10. Employment policy – where discretion is exercised (e.g. recruitment or disciplinary process).
- 11. Concerns at a local, regional or national level of discrimination/inequalities.
- 12. Major change such as the closure, removal or transfer of a service/provision.
- 13. Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.

| |
|-----|
| yes |
| no |
| n/a |
| n/a |
| n/a |
| yes |
| n/a |

Scale of relevance

low

| |
|----------------------|
| Section C applies |
| no |
| Sections C & E apply |
| no |

Other:

State why it is relevant:

Farming Standards Team members are moving to the operational teams based across 3 offices

How relevant (high, medium or low?):

Low

Mark 'X' to confirm which strands are relevant to the review:

| | | | |
|------------------------|--------------------------|---------------------|--------------------------|
| Age | <input type="checkbox"/> | Disability | <input type="checkbox"/> |
| Gender (men and women) | <input type="checkbox"/> | Race/ethnicity | <input type="checkbox"/> |
| Trans-gender | <input type="checkbox"/> | Religion/belief | <input type="checkbox"/> |
| Sexual orientation | <input type="checkbox"/> | Other (state below) | <input type="checkbox"/> |

Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

C) Information

14. What information (monitoring or consultation data) have you got and what is it telling you? *Required where relevance is Medium or High.*

| |
|-----|
| n/a |
|-----|

D) Assessment

15. Describe any NEGATIVE impacts (actual or potential):

| Strand/community | Impact (<i>how they may be affected</i>). Include assessment of risk (likelihood and severity). |
|------------------|---|
| n/a | |
| | |
| | |
| | |

16. Describe any POSITIVE impacts:

| Strand/community | Impact (<i>how they may be affected</i>) |
|---|--|
| Farming Community | Farming community in rural areas should have access to officers working from a local office instead of 1 Devon (Sowton) office |
| Business Community | The proposed new Business Support team will focus on making advice and support to businesses more accessible – especially for business groups not currently well served by the service. |
| Language barriers | We will continue the Language Line use as required |
| Deaf people | We now have 2 members of staff trained in BSL |
| Opportunities for staff with disabilities | Three new Team Leader posts are being created which will be a variation on the existing jobs and which will be open to applicants from all disproportionate groups: disabled people / women. The creation of teams which do not have frontline enforcement as their main duty may assist recruitment of officers who might have difficulties in dealing with the physical demands involved and/or conflict situations |

17. Provide any information about NEUTRAL impacts that have been identified (there is neither a positive or negative impact):

| Strand/community | Why there is 'no differential impact' |
|------------------|--|
| n/a | No variation to physical access to buildings as office space is not changing |
| | |
| | |

E) Consultation

18 Did you carry out any consultations? *Required where relevance is High.*

YES – JCC in March 2010

19 Who was consulted? Include your findings in 15, 16 and 17 above.

Joint Consultative Committee
Staff
Directorate and Service Management Teams
Unions
Elected Representative – portfolio holder

20 Describe other research, studies or information used to assist with the assessment and include your findings above:

National Intelligence Model for trading Standards

F) Conclusions

| | Action/objective/target OR Justification | Resources required | Timescale | I/R/S/O |
|----|--|--------------------|-----------|---------|
| a) | n/a | | | |

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)**

Conclusion notes:

1. No action to add to TSS Annual Service Plan at present.

2. This EINA will be revisited in April 2011 to monitor and review the impact of the changes. The review will be conducted via consultation with the staff group set up to identify potential issues and to support staff affected by these proposals. Any variation found on quality monitoring returns will be considered in view of the structure changes.

Send your form to the person responsible for equality in your directorate for publishing on the website at: www.devon.gov.uk/equality_impact_needs_assess.