

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL	
Policy Number:	ESC/P1/V2.0
Title of Policy:	Environmental Health Quality Management Policy
No of Pages (including appendices):	13
Version:	2
Issue Date:	1st September 2015
Policy Nominated Officer:	Gillian Topping
Equality screened/Rural Impact Assessed by	Glenn Ferry
Equality screening/Rural Impact Assessment date:	Equality Screened – 7th June 2022 Rural Impact Assessed – 18th July 2022
Amendment Version Issue Date:	24th October 2022
Approved by:	Environmental Services Committee – 6th Sept 2022 Governance, Resources and Strategy Committee 12th October 2022 Council meeting 24th October 2022
Review Date:	24th October 2023

AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

Revision Number	Page Number	Date Revised	Description of Revision

1. Introduction

The policy sets out the commitment by the Environmental Health Department to provide services that fully satisfy the requirements of customers and stakeholders, the continual improvement in the quality of service delivered and compliance with applicable legislation.

2. Aim/Purpose

The policy is aiming to achieve a consistent and uniform approach to service delivery, continual improvement in service delivered, the development of staff and compliance with applicable legislation.

3. Scope

The policy applies to Council employees within the Environmental Health Department and in a broader context to the Chief Executive and Management Teams. The policy is externally audited on an annual basis to ensure continued compliance, necessary for retention of certification.

4. Policy Detail

The policy complements a Quality Manual which provides the detail on the organisational structure of the Environmental Health Department, the roles and responsibilities of those

responsible including the Interim Strategic Director, Management Teams, Officers delivering the service and Officers responsible for the management of the Quality Management System.

5. Roles and Responsibilities

All Officers within Environmental Health have responsibility for compliance with the Policy.

6. Related Policies

Enforcement policies related to Environmental Health.

7. Equality Screening Form

No equality issues were identified through screening

8. Draft Equality Impact assessment / Rural Needs Impact Assessment and other impact assessments

No rural impacts were identified

Environmental Health Department Quality Policy Statement

The Environmental Health Department of Armagh City, Banbridge & Craigavon Borough Council provides people centred services that will improve quality of life and health and wellbeing, through the delivery of statutory and non-statutory services, in partnership with other Council Directorates, other Councils, external agencies and the wider community.

Through the retention of ISO 9001 certification we make the following commitments, with the aim of providing services that satisfy the requirements of our customers and stakeholders and the continual improvement of our Quality Management System.

We will:

Provide a customer focused service appropriate to the purpose, context and strategic direction of the Council.

- Set objectives that seek to improve the quality of services delivered.
- Monitor and review the quality and effectiveness of our services, implementing change as necessary.
- Achieve consistency in service delivery across all our service localities to help our citizens and meet the expectations of stakeholders.
- Abide by all applicable statutory and regulatory requirements and future proof the service to meet the demands of new legislation and changes to existing legislation.
- Strive to provide high quality services that use resources as efficiently and effectively as possible.
- Work as a team and commit to the continual improvement of our services and the continual development of our employees.
- Adhere to the requirements of our Quality Management System

This Policy shall be communicated, understood and practised by our employees and is available to interested parties, as appropriate. It shall be reviewed as part of the management review of the Quality Management System.

Signed:

A handwritten signature in black ink, appearing to be 'D. Utz', written over a horizontal line.

Chief Executive
Armagh City, Banbridge and Craigavon Borough Council

Date: 07 June 2022

Policy Screening Form

Policy Scoping

Policy Title: Environmental Health Quality Management Policy

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

The policy sets out the commitment by the Environmental Health Department to provide services that fully satisfy the requirements of customers and stakeholders, the continual improvement in the quality of service delivered and compliance with applicable legislation.

Intended aims/outcomes. What is the policy trying to achieve?

The policy is aiming to achieve a consistent and uniform approach to service delivery, continual improvement in service delivered, the development of staff and compliance with applicable legislation.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

The policy has been developed to meet the requirements of the Quality Management System ISO 9001 and to demonstrate a commitment to the provision of a high quality service.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

No. This policy will have no impact on equality.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy?
Business Support Manager (2015)

Who is responsible for implementation?
Chief Executive, Strategic Directors, Heads of Service and all employees within the Environmental Health Department

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

Financial and legislative factors impact on the implementation of the policy. Staff resource, staff awareness and accountability are also contributing factors.

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

Elected Members, Council Employees, those working on behalf of the Council, Statutory agencies/funding bodies such as FSA, DFI and members of the public are affected

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Yes, other policies those related to the delivery and enforcement of the Environmental Health service.

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	None	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None

Disability	None	None
Dependents	None	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief	None	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependents	None	None

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

N/A

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

This is a technical policy. It has no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

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Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Glenn Ferry	Corporate Manager (Safety and Resilience)	24 May 2022
Approved by	Position/Job Title	Date
Gillian Topping	HoD Environmental Health	07 June 2022

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Rural Needs Impact Assessment (RNIA)**SECTION 1**

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority

Armagh City, Banbridge and Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016

Environmental Health Quality Management Policy

1C. Please indicate which category the activity specified in Section 1B above relates to

Developing a	Policy		Strategy		Plan	
Adopting a	Policy		Strategy		Plan	
Implementing a	Policy		Strategy		Plan	
Revising a	Policy	x	Strategy		Plan	
Designing a Public Service						
Delivering a Public Service						

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Environmental Health Quality Management Policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

Provide services that satisfy the requirements of our customers and stakeholders

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).	
Other Definition (Provide details and the rationale below).	
A definition of 'rural' is not applicable.	x

Details of alternative definition of 'rural' used.

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

Policy relates to Quality Management System and no impact on rural areas.

SECTION 2

Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	If the response is NO go to Section 2E .
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2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input type="checkbox"/>
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Rural Tourism	<input type="checkbox"/>
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Rural Housing	<input type="checkbox"/>
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Jobs or Employment in Rural Areas	<input type="checkbox"/>
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Education or Training in Rural Areas	<input type="checkbox"/>
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Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
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Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
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Health or Social Care Services in Rural Areas	<input type="checkbox"/>
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Poverty in Rural Areas	<input type="checkbox"/>
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Deprivation in Rural Areas	
Rural Crime or Community Safety	
Rural Development	
Agri-Environment	
Other (Please state)	

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

Policy relates to Quality Management System and no impact on rural areas.

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes		No	X	If the Response is NO GO TO Section 3E .
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3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders		Published Statistics	
Consultation with Other Organisations		Research Papers	
Surveys or Questionnaires		Other Publications	
Other Methods or Information Sources (include details in Question 3C below).			

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

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3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

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If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?
Policy relates to Quality Management System

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.
n/a

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes		No	x	If the response is NO GO TO Section 5C.
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5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES GO TO Section 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

Policy relates to Quality Management System

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance

I confirm that the RNIA Template will be retained and relevant information compiled.

x

Rural Needs Impact Assessment undertaken by:	Glenn Ferry
Position/Grade:	Corporate Manager (Safety and Resilience)
Department/Directorate	Community and Growth
Signature:	Glenn Ferry
Date:	11 July 2022
Rural Needs Impact Assessment approved by:	Gillian Topping
Position/Grade:	Head of Department: Environmental Health
Department/Directorate	Community and Growth
Signature:	Gillian Topping
Date:	18 July 2022