

Equality screening and Full Impact Assessment template

Note: Please delete guidance notes (in italics) after completing the form

Name of a policy / procedure / function / project: Provision of School Meals

Date: 1st September 2010

Carried out by:

Name	Role
Donalda Williams	Principal Manager catering

Aims of the policy / procedure / function / project:

Provide free and paid for school meals in accordance with school requirements ensuring appropriate, nutritious, sufficient meals for young people in Borough maintained schools

Stakeholders:

Pupils, Parents, School Governors and wider community partners including health

Considering the purpose of the Equality Impact Assessment process, is the policy (function, procedure etc.) relevant?

Yes No

Potential impact on target groups:

Target group	Potential impact <i>Please describe</i>	Measures currently in place
Race <i>(also ethnicity, nationality and associated aspects such as culture and language)</i> Gypsies and Travellers	The potential impact is that children from different nationalities and ethnic backgrounds will not use the service as it does not meet their needs.	Consultation with pupils leads to development in menu to meet needs. E.g. Halal, Kosher and other dietary requirements are catered for.

Potential impact on target groups:		
Target group	Potential impact <i>Please describe</i>	Measures currently in place
Disability (<i>consider full rainbow of mental and physical impairments: mobility, manual dexterity, speech, hearing, learning, understanding, visual sight, MS, cancer, HIV etc.</i>)	A positive impact through individual needs analysis and the availability of special dietary requirements.	Special meals are available in accordance with medical specifications; support in place for those with physical disabilities.
Gender (<i>consider associated aspects e.g. safety, single-parenting, caring responsibility, potential for bullying and harassment,</i> Transgender	Positive impact through staff training	Meals are supervised. Procedures in place to deal with bullying incidents.
Sexual orientation (<i>includes heterosexual, lesbian, gay, bi-sexual</i>)	N/A	
Age (<i>including all groups - children, young people, working age, elderly</i>)	Positive impact with differential of menus according to age	Menus are prepared separately for primary and secondary ages. Consultation with pupils leads to menu developments
Religion and belief (<i>the most common religions include Hinduism, Judaism, Buddhism, Christianity, Islam, Sikhism, Shinto, Nonconformists</i>)	Positive impact with the availability of halal or other dietary requirements	Halal, Kosher or other dietary requirements are catered for at a local level as there are options available on the existing menus such as vegetarian and fish options. Advice and support is available centrally to supervisors based in schools e.g. list of suppliers who can provide Halal produce.
Rural issues	N/A	
Socio-economic issues	Potential negative impact on those with free meal pupils	Individual schools have the responsibility to ensure measures are in place to ensure anonymity of those with free schools meals
Other (<i>there may be other target groups relevant to your service</i>)	Vegetarians/vegans Special dietary requirements based on medical need	Most menus have a vegetarian option and additional options are available on request Records kept on individual children and young people with special dietary requirements based on medical need e.g suffering from a nut allergy

Is the Policy/Function likely to have an impact on Human Rights?

We all have basic human rights which must be upheld. Human rights are about ensuring Fairness, Respect, Equality, Dignity and Autonomy (FREDA) for everyone. Everyone has the right to enjoy their basic human rights such as right to life and not be treated in an inhuman or degrading manner, protected by the Human Rights Act 1998.

Evidence:

Evidence to support the above answers. Customers' equality data monitoring and how the results inform service provision. Please consider quantitative, qualitative research, national and international evidence, results of any consultations you might have carried out. Please refer to the Equality Monitoring Guidelines on the intranet (or contact the E&D Managers) when considering introducing equality monitoring initiatives.

The Policy has a positive impact on Human Rights as it provides for specialist and individual needs ensuring fairness, respect and dignity.

Evidence: Information relating to children with special dietary requirements due to a medical condition are kept centrally. Local arrangements are in place to accommodate other special requirements with supervisors based at schools and where possible organised at a local level through existing menus – provision of varied menu including fish and vegetarian options. Advice available centrally e.g. Supplier lists for a specific requirement - Halal

Proposed actions (to be reflected in the Service plans):

Actions emerging from the "Potential impact on target groups" and the "Evidence" sections in order to address any gaps

Action	Target date	Responsibility

Rating:

In light of the above how would you rate the impact of your policy/function etc. on any of the target groups, for guidance please see footnotes.

	Race	Disability	Gender	Sexual orientation	Age	Religion & belief	Rural Issues	Socio/eco
High¹ <i>Please continue below</i>								
Medium² <i>Please exit the process</i>								√
Low³ <i>Please exit the process</i>		√			√	√		

¹ High = significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees

² Medium = some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent

³ Low = almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect)

IMPORTANT!

Only policies (functions, procedures etc.) rated as high have to be fully Impact Assessed. Full Impact Assessment requires consultation with members from the target groups highlighted as being at the receiving end of any potential impact. EIA consultation exercises will be undertaken by relevant service with the help and support of the Research and Intelligence team and Equality and Diversity Officers.

Full Equality Impact Assessment part:

Affected target group <i>(e.g. people with disabilities)</i>	Race	Disability	Gender	Age	Religion & belief	Rural
Any particular segment within the target group <i>(e.g. people with learning disabilities)</i>						
Specific issues to be a subject of consultation <i>(e.g. how could the Council make its annual financial results understandable to people with learning disabilities, what support needed etc.?)</i> Please contact the Research and Intelligence team: beverley.wilson@cheshirewestandchester.gov.uk						
Outcomes of consultation						
What changes have been made as a result of the consultation outcomes						
Feedback given to the consultees? Yes/No						

Donalda Williams

Lead person responsible the EIA

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Approved by Head of Service

Date: 20 September 2010

Next review of the EIA, measures put in place, changes:

(high – 1 year, medium – 2 years, low – 3 years)