

Equality Impact Assessment

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion of belief
- Sex
- Sexual orientation

The duty also covers marriage and civil partnership but only with regard to eliminating discrimination. And in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on StaffNet

<http://staffnet.valeofglamorgan.gov.uk/Directorates/Managing-Director-and-Resources/Performance-and-Development/Equalities/Equalities-Impact-Assessments/Equality-Impact-Assessments.aspx>

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| Title and description of the policy, procedure, practice or decision (referred to as “policy” throughout form). | Local Authority Trading Company (LATC) resulting from the Reshaping Services Project 2015-18 To create a new company to deliver and develop the catering service for internal and external customers. To commercially develop the school meals service and trade externally with public and private sector businesses. The service will create a highly trained, commercial facing workforce promoting and delivering opportunities for everyone to develop, learn and succeed. |
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Who is responsible for developing and implementing the policy?

| | |
|-------------|---|
| Name | Carole Tyley |
| Job Title | Catering Manager |
| Directorate | Learning & Skills |
| Division | Strategy, Community Learning & Resources (Catering) |

1. Who will be affected by this policy?

Examples may include Vale of Glamorgan residents, internal department(s), a specific group of customers or employees, customers or residents in a specific location.

Please specify:

- Employees of the catering service
- Headteachers/Governors of schools
- Customers of the catering service
- Vale of Glamorgan Council
- Internal departments

2. Does the policy relate to an area where there are known inequalities (for example, disabled peoples’ access to public transport; the gender pay gap; racist or homophobic bullying in schools; the educational attainment of Gypsies and Travellers)?

Yes

No

Please detail:

3. What will be the impact of this policy / decision / practice on people because of their age?

- Positive
- Negative
- Neutral / insignificant

What age groups will the policy impact upon?

- Young people (children and young people, up to 18)
- People 18- 50
- Older people (50+)
- All
- Other (please specify) _____? External_____

Reasons for your decision (including evidence) / How might it impact?

The LATC will be created at Companies House. The service will undergo a major transformation as part of the Reshaping Services programme. The service provision will continue to provide school meals for all pupils from age 3 to 19. This policy is intended to increase and improve the quality of provision of the service to its client and customers. Currently the school population is 22,183 (100%). The service offers catering to 17,647 (80%) of this population.

In addition, the service will trade with external customers and tender for new business. All profits will be reinvested into the school meals service.

Employees of the catering service are identified in the following age ranges 18-50 (57%) and 50+ (43%). The employees of the service will continue to provide school meals to our customers. There will be no changes to terms and conditions as this will remain an in-house service, this will have neutral/insignificant impact on our customers and staff because of their age.

4. What will be the impact of this policy / decision / practice on disabled people?

- Positive
- Negative
- Neutral / insignificant

Which impairment(s)?

- Visual
- Hearing
- Physical disability

- Learning disability
- Mental health condition
- All
- Other (please specify) _____

Reasons for your decision (including evidence) / How might it impact?

The LATC will continue to provide school meals to all pupils. The catering service will maintain its compliancy with Healthy Eating legislation, allergen legislation and develop food choices accordingly. The catering service currently offers school meals to 41% of its available customers (17,647), a proportion of our customers are disabled pupils. The service currently offers appropriate cutlery, crockery and furniture to enable the pupils to dine in a social space. This will continue to be provided for our disabled pupils.

1.2% of staff within the catering service are disabled (limited a little), 88.6% are not disabled and 10.2% preferred not to say. Their employment opportunities will not be negatively impacted by this policy as terms and conditions will remain the same.

5. What will be the impact of this policy / decision / practice on different genders?

- Positive
- Negative
- Neutral / insignificant

Will the impact be on:

- Men
- Women

Reasons for your decision (including evidence) / How might it impact?

Currently the catering services' employee gender breakdown is 5% male (9) and 95% female (157). The school meals service historically employed female staff due to term time working which proved successful for women to work whilst their children were in school and care for their children during school holiday periods. Over the past 5-7 years, this has positively changed and male members of staff have and will continue to be appointed to the service after successful interview. There will be no detriment to either gender as the service will continue to provide school meals to all pupils. Terms and conditions remain unchanged for all members of staff. At present, 8,788 (49%) of our pupils are female and 9,114 (51%) of our pupils are male. Dining halls will continue to be set up to allow our customers (pupils) to sit, eat and socialise together. There will be no changes on the creation of the LATC as core business is still to provide school meals. All external customers will be treated equally.

6. What will be the impact of this policy / decision / practice on trans people?

- Positive

Negative
Neutral / insignificant

X

Reasons for your decision (including evidence) / How might it impact?

Oracle shows that there is no data recording trans people within its staff. Under sexual orientation, 'Other' is recorded as (0%)

Schools do not collect this information about pupils. The LATC will continue to provide school meals to all pupils regardless of it orientation. A better catering service will be developed for all of our community. No protected characteristics will be at a detriment as they choose the service/catering options they require. The LATC will conduct its business with neutral effect on all customers internal and external.

7. What will be the impact of this policy / decision / practice on marital status and civil partnership? (1 see note on page 1)

Positive

Negative

Neutral / insignificant

X

Reasons for your decision (including evidence) / How might it impact?

Currently the catering services' breakdown on marital status and civil partnership is 10 (6%) divorced, 1 (0.6) in a same sex civil partnership which has now legally dissolved, 1 (0.6%) legally separated, 106 (63.9%) married, 4 (2.4%) not recorded, 2 (1.2%) living with a partner, 2 (1.2%) preferred not to say, 3 (1.8%) separated but still legally married, 35 (21.1%) single and 2 (1.2%) widowed. This policy decision will have no bearing on whether clients/staff/customers are married or in a civil partnership. The catering service is available to all. The LATC will continue to conduct its business with neutral effect on all customers internal and external.

8. What will be the impact of this policy / decision / practice on pregnancy and/or maternity?

Positive

X

Negative

Neutral / insignificant

Reasons for your decision (including evidence) / How might it impact?

Pregnant employees will be looked after via the Council's maternity and adoption policy and all rights afforded to them, this policy will not have any negative impact on their status. As staff will be transfer under TUPE all terms and conditions will remain the same. There are no current pregnant members of staff in the service. Pregnant clients/customers will continue to be offered nutritious meals within the catering service. Nutrients are balanced to ensure one third of the daily requirement is received in each meal served. No data is available of pregnant

customers presently using the service.

9. What will be the impact of this policy / decision / practice on different groups because of their race?

- Positive
- Negative
- Neutral / insignificant X

Please indicate groups that may be affected:

- Ethnic minorities
- Nationalities
- Asylum seekers / refugees
- Gypsies / Travellers
- All X
- Other (please specify) _____

Reasons for your decision (including evidence) / How might it impact?

Currently, employees of the catering services' race data is 95 (57.2%) are white/british, 4 (2.4%) are white/english, 2 (1.2%) are white/Scottish, 38 (22.9%) white/welsh and 3 (1.8%) are white other. The LATC will respect and embrace the ethnic make up of its employees. Staff will transfer under TUPE to the LATC and therefore these figures will remain unchanged for the new Company.

Data relating to the race of customers of the LATC is 1,881 (7%) of pupils. However, the LATC, if requested will endeavour to provide and enhance any requested food products/menus that caters for all ethnic groups within in its service. Eg the LATC will provide a number of ethnic menu options, if requested for its community and celebrate festival days with themed events.

10. What will be the impact of this policy / decision / practice on different groups because of their religion, belief or non-belief?

- Positive
- Negative
- Neutral / insignificant X

Please indicate groups that may be affected:

- Religious group(s)
(please specify) _____
- Belief (e.g. Humanism)

(please specify) _____
 Non-belief
 (please specify) _____
 All

Reasons for your decision (including evidence) / How might it impact?

Employees of the current catering services' religious beliefs are 62 (37.3%) Christian, 40 (24.1%) no religion and 64 (38.6%) not recorded. The service respects that its employees have a right to live their lives and carry out their work in whatever religious belief/non belief they have. Staff will transfer under TUPE to the LATC and therefore these figures will remain unchanged for the new Company.

Data relating to the religious beliefs of its customers is not currently known. However, the LATC, if requested will endeavour to provide and enhance any requested food products/menus that caters for all religious groups within in its service. Eg the current service provides halal food for its muslim community when requested, it supports the request for non service during Ramadam.

11. What will be the impact of this policy / decision / practice on different groups because of their sexual orientation?

Positive
 Negative
 Neutral / insignificant

Please indicate groups that may be affected:

Gay men
 Lesbians
 Bisexuals
 All
 Other (please specify) _____

Reasons for your decision (including evidence) / How might it impact?

Currently, the catering services' employees data on sexual orientation is, Heterosexual/Straight 103 (62%) and 63 (68%) not recorded/preferred not to say. The same staff will transfer under TUPE to the LATC and all terms and conditions will remain for the new Company.

There is currently no local data on the sexual orientation of customers. A quality catering service will be developed for all of our community.

No protected characteristics will be at a detriment as they choose the service/catering options they require.

12. What will be the impact of this policy / decision / practice on the Welsh language?

- Positive
- Negative
- Neutral / insignificant

Reasons for your decision (including evidence) / How might it impact?

The LATC will produce all information bi-lingually. There will be no change to this commitment under the Welsh Language Scheme. Staff are currently encouraged to undertake all free training and learn to welcome its customers bilingually. Staff working within schools through the medium of Welsh are encouraged to speak to pupils in Welsh where possible. Welsh schools help with the basic learning of welcoming pupils and talking about menu choices in Welsh.

13. If you have identified any positive or negative impact (other than negligible) upon any protected characteristic groups or individuals then you must complete a full impact assessment.

Is a full equality impact assessment required Yes No

This decision must be authorised by the relevant Director, Head of Service or Operational Manager

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| Approved by (name) | Paula Ham |
| Designation | Interim Director of Learning and Skills |
| Date | 8 th February 2017 |

If it has been identified that there is a requirement to produce a full equality impact assessment, you must continue overleaf. If, however, you have determined that a full assessment is not necessary, then you are required to submit an authorised electronic copy of this document to tsgreaves@valeofglamorgan.gov.uk

Only complete these sections if you have identified the need for a full equality impact assessment

14. Who will be affected by this policy?

Examples may include Vale of Glamorgan residents, internal department(s), a specific group of customers or employees, customers or residents in a specific location.

Please specify:

15. Decisions must be based on robust evidence. Please detail the evidence that you have used to inform your assessment. What evidence do you have about how your service is used? What was the strength of the evidence and did you identify any gaps? Did the evidence identify any barriers to services, or different needs and priorities for protected characteristic groups? If the evidence was weak or gaps were identified, what action have you taken to address this?

16. There is a legal duty to consult and involve people and organisations representing the protected characteristics where it is identified that they are potentially affected by the policy (for example men; women; parents; carers; the black and minority ethnic community (including asylum seekers, refugees, economic migrants); disabled people; the Welsh speaking community; the lesbian, gay and bisexual community; transgender people; different faith groups; etc.)

Please detail engagement activities that have taken place – internally and externally:

17. Will this policy have a significant effect on how services are delivered?

Yes

No

Please detail:

18. Will this policy have a significant effect on how other organisations operate?

Yes

No

Please detail:

19. Will the policy impact upon other policies or practices?

Yes

No

Please detail:

20. Have you identified any evidence that the policy could directly or indirectly discriminate against or have an adverse impact on people in any of the protected groups? If 'Yes', what do you intend to do to mitigate against this? If you do not intend to mitigate against any identified adverse impact please provide justification.

Yes

No

Please detail:

21. What can be done further to promote equality of opportunity by altering the policy? Please detail, including opportunities to promote good relations and community cohesion:

22. It is a requirement of the specific duties in Wales to undertake future monitoring of the equality impact of a policy. Please provide details of the monitoring that you will conduct? (for example the number of disabled people using your service as a proportion of the general population)

Please detail:

23. How often will you analyse and report upon this monitoring information, and where will it be reported?

Please detail:

24. How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, producing information in accessible formats, etc.)?

Please detail:

25. Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

Please detail those actions and where they will be placed:

26. An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome(s) of the impact assessment below.

Please tick as appropriate:

No major change – the impact assessment demonstrated that the policy was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Adjust the policy – the impact assessment identified potential problems or missed opportunities. The policy was adjusted to remove barriers or better promote equality.

Continue the policy – the impact assessment identified the potential for adverse impact or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant policies.)

Stop and remove the policy – the impact assessment identified actual or potential unlawful discrimination. The policy was stopped and removed, or changed.

27. Authorisation of full assessment

This equality impact assessment must be approved by the relevant Director, Head of Service or Operational Manager.

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| Approved by (name) | |
| Job Title | |
| Date | |

Signature _____

On completion of this form you must send an authorised electronic copy to the Equalities Section: tsgreaves@valeofglamorgan.gov.uk.

on the delivery of service to its clients (Headteachers/Governing Body) and customers (parents/pupils). The new service will continue to provide school meals for all pupils so this will have neutral/insignificant impact. All food will follow strict procurement rules to ensure its safety to our customers. The Healthy Eating in Schools Regulations (Wales) 2012 will be maintained ensuring a nutritionally balanced menu for all customers. All special dietary requests will be maintained providing a letter from the GP/Consultant is on file (current practice). Any changes to the service will be discussed at Board level and members of the Council advised.

Special dietary requirements will be treated confidentially providing there is a GP/Consultant's letter on file.