

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	<b>D13</b> - Increase price of primary school meals by 10p from April 2020 (£2.10 to £2.20)
<b>DIRECTORATE</b>	Corporate
<b>SERVICE AREA</b>	Catering
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2020

**\*Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i>  Increase the price of primary school meals by 10p from April 2020 (£2.10 to £2.20) to achieve a budget saving of £28k.
<b>2</b>	<b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i>  Young people and families, teaching and catering staff.

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i>  All users of the primary school meal service have equal access to school meals; however this proposal to increase the meal price by 10p will have the greatest impact on families with multiple children of school age across the borough.
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>																									
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<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b>  <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None.</p>
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## INFORMATION COLLECTION

- 6** Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.  
*(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)*

A survey between Welsh Local Authorities has been undertaken on school meal prices and CCBC has used this data to benchmark the current prices.

The outcome of this survey evidences that CCBC is competitively priced when taking to account the proposed increase of 10p per meal. We would anticipate a small decrease in meal uptake but have accounted for this in the proposed saving.

### SCHOOL MEALS PRICES

APRIL 2019 - Current prices & Proposals							
AUTHORITY	Junior	Infant	Nursery	Adult (Inc VAT)	Secondary Free meal Price	Date of next Price Increase	Amount of Increase
Anglesey	£2.40	£2.40	£2.40	£4.26	£2.40	Sep-19	
Blaenau Gwent	£2.25	n/a	n//a	£3.20	£2.50	TBC	Still under consideration
Bridgend	£2.20	£2.20	£2.20	£3.48	£2.50	Unknown	No increase for September 2019
Caerphilly	£2.10	£2.10	£2.50	£3.30	£2.35	Apr-20	All areas proposed to increase by 10p
Cardiff	£2.50	£2.50	n/a	£3.60	£2.95	N/A	No planned increase
Carmarthenshire	£2.50	£2.50	n/a	£3.92	£2.50	possibly april 2020	increase only on adult meal april 2019
Ceredigion	£2.50	£2.50	n/a	£4.35	£2.50	N/A	none scheduled for this year
Conwy	£2.50	£2.50	£2.50	£3.84	£2.55	TBA	This is a £0.15 increase on last year to start after Easter 29-04-2019
Denbighshire	£2.20	£2.20	£2.20	£3.60	£2.35	N/A	No Increase planned at present
Wrexham	£2.40	£2.40	£2.40	£3.20	£2.45	Apr-20	tbc 5p per meal in April 2020
Gwynedd	£2.50	£2.50	£2.50	£3.60	Set by each school	Sept-19	Not known as present
Merthyr	£2.30	£2.30	£2.30	£3.55	£2.70	April 2019	these are the increased prices from 29/4
Monmouthshire	£2.10	£2.10	£2.10	£4.25	N/A	Unknown	No increase planned at present
Neath & Port Talbot	£2.30	£2.30	£2.30	£3.25	school decide	Sept 19	5p per meal
Newport	£2.15	£2.15	n/a	£3.30	£2.40	Sept-19	No current proposal however normally for September
Pembrokeshire	£2.45	£2.35	n/a	£3.48	£2.50	Sept-19	Proposed 10p increase, but still under consideration
Powys	£2.45	£2.45	£2.45	£4.50	£2.55	From 1st April 19	Proposal from cabinet to increase to £0.15p from 1st April 2019

	Rhondda Cynnon Taf	£2.50	£2.50	n/a	£3.30	£2.75	no increase 19-20	
	Swansea	£2.30	£2.30	n/a	£3.47	£2.30	Sep-19	proposed 10p still waiting for confirmation
	Torfaen	£2.40	£2.30		£4.00	£2.60		
	Vale of Glamorgan	£2.30	£2.30		£3.10	£2.50	Apr-20	Proposed increase of 5p in April 2020
	Flintshire							

## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b>  <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The proposed increase in charges will be part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b>  <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Nil at present.</p>

<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.  Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.

<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>  This EIA will be attached to relevant scrutiny reports that will support the 2020/21 Draft Budget Proposals and will be placed on the CCBC internet site.
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>The majority of customers are children and young people and an increase in meal price may deter access to school meals. However, school meal prices in CCBC remain amongst the lowest in Wales.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems 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 proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Marcia Lewis
<b>Date:</b>	12/11/2019
<b>Position:</b>	Principal Catering Officer
<b>Name of Head of Service:</b>	Steve Harris