

Caerphilly County Borough Council - Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles
- Well-being of Future Generations (Wales) Act 2015
- Welsh Language (Wales) Measure 2011

PLEASE NOTE: Section 3 *Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

PLEASE NOTE: Overwrite any grey text, it is there to guide you. Make sure the font colour is converted to black for accessibility reasons.

1. Proposal Details

Lead Officer	Head of Service	Service Area & Department	Date
Marcia Lewis	Sue Richards	Education and Corporate Services - Catering	2/01/2024

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*

The proposal is to raise the price of the Meals Direct, Secondary School Meals and the Hive tariff items by 7.5%.

Over the last 12 months food inflation has been at an all-time high and the tariff prices for 2024 need to be raised by a minimum of 7.5% to enable the service to try and offset some of the budget pressure the increase of food has placed on the service. The actual cost will be increased by the following: -

Meals Direct Non-Subsidised

- Two Course Meal (non-subsidised) will increase from:
£6.10 to £6.56
- Sandwich:
£2.50 to £2.69
- Frozen meal :
£6.10 to £6.56

Meals Direct Non-Subsidised

Costs will increase from: -

- Two Course Meal (Subsidised) will increase from:
£3.70 to £3.98.
- Sandwich

£1.90 to £2.04

- Frozen meal

£3.70 to £3.98

It is proposed that the new prices are introduced from the **1st of April 2024**

Secondary School Meals

- Pupils Two Course Meal and Drink will increase from:

£2.60 to £2.80

- Adults Two Course Meal

£3.60 to £3.87

- Tariff Items

All individual items will increase by 7.5%

It is suggested that all items are rounded to the nearest whole silver denomination on all items.

It is proposed that the new prices are introduced from the **8th of April 2024** (after the Easter Holidays)

The Hive

- All tariff, buffet and tray service items increased by 7.5%

It is proposed that the new prices are introduced from the **1st of April 2024**

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Age (people of all ages)	<p>Meals Direct - Negative would result in an increase in the charge for all adult users of the service. However, subsidised meals would still be available to those eligible.</p> <p>Secondary Schools – Neutral for pupils who are receipt of Free School Meals. As there is currently no charge for pupils who are entitled to Free School Meals which assists residents who have low income/income poverty.</p> <p>However, there would be a negative impact on pupils who were not eligible for free school meals.</p>	<p>Meals Direct- Subsidised meals for those that are eligible.</p> <p>If the cost of the meals does not increase the service would not be viable and may not be offered by the authority as it's not a statutory provision</p> <p>Secondary Schools- Free school meals for those that are eligible.</p>	<p>The evidence that this proposal is based upon is current inflation rates across the food sector. It had been widely reported in the media and many reports have been published on the increase across this sector. This has been impacted further by the war in Ukraine and unstable supply chains which have not fully recovered since Covid.</p>

	Primary Schools- Neutral. As there is currently no charge for pupils who are universally entitled to Free School Meals which assists residents who have low income/income poverty	Primary Schools- Universal Free School meals School Meals is a statutory provision.	
Disability (<i>people with disabilities/ long term conditions</i>)	Negative All options would result in an increase in the standard charge for non-residential care for adults of all ages but would only impact upon the actual charge for more affluent service users.	Subsidised meals would be available for those who are eligible.	If the cost of the meals does not increase the service would not be viable and may not be offered by the authority. See above.
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)	Neutral.		
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	Neutral.		

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i>	Neutral.		
Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i>	Neutral.		
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	Neutral.		
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>	Neutral.		
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	Neutral.		

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- *Single parents and vulnerable families*
- *People with low literacy/numeracy*
- *Pensioners*
- *Looked after children*
- *Homeless people*
- *Carers*
- *Armed Forces Community*
- *Students*
- *Single adult households*
- *People misusing substances*
- *People who have experienced the asylum system*
- *People of all ages leaving a care setting*
- *People living in the most deprived areas in Wales (WIMD)*
- *People involved in the criminal justice system*

<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	There will be a negative impact on some of the clients who are experiencing socio economic disadvantage. The impact will be less for those customers who financial status can afford the increase.	This service is not a statutory service and customers have an option if they wish to explore other providers who are able to offer them a suitable alternative provision. Universal free school meals are available in primary schools and free school's	The availability of subsidised meals in Meals Direct and Free School Meals in schools

		meals to pupils who are eligible in secondary schools.	
Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)	<p>Meals Direct – There will be a negative impact on some of the clients who are experiencing socio economic disadvantage. The impact will be less for those customers who financial status can afford the increase.</p> <p>Secondary Schools – There will be a negative impact on pupils who are not eligible for free school meals but are experiencing socio economic disadvantage. For pupils who are eligible for free school meals there will be a neutral impact as the value of the entitlement will be increased to accommodate the 7.5% increase</p> <p>Hive - There will be a negative impact on some of the customers who are experiencing socio economic disadvantage. The impact will be less for those customers who financial status can afford the increase.</p>	<p>This service is not a statutory service and customers have an option if they wish to explore other providers who are able to offer them a suitable alternative provision.</p> <p>The provision offers the facility for customers to bring in a packed lunch or to leave the premises and dine at home if suitable arrangements are available.</p> <p>The provision is not statutory and offers the facility for customers to bring in a packed lunch or to leave the premises to dine at alternative provisions.</p>	The availability of subsidised meals in Meals Direct and Free School Meals in schools

<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	Neutral.		
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)	<p>Meals Direct - Neutral as the service is delivered to nominated sites or individuals' homes.</p> <p>Secondary Schools - Neutral as the service is delivered through their local comprehensive.</p> <p>Hive - Neutral as the service is delivered through their place of work where agile working policies are in place to help mitigate accessibility issues etc.</p>		
Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)	Neutral.		
Socio-economic Disadvantage (<i>What cumulative impact will the proposal have on people or groups because of their</i>	Neutral as everyone is treated equally regardless of background and circumstances.		

<i>protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>			
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4. Corporate Plan – Council’s Well-being Objectives

(How does your proposal deliver against any/all of the Council’s Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) [Corporate Plan](#)

Objective 1 - Enabling our Children to Succeed in Education	All - Neutral
Objective 2 - Enabling our Residents to Thrive	All - Neutral – Will help sustain local employment.
Objective 3 - Enabling our Communities to Thrive	Secondary Schools - Neutral – Will help support schools and governing bodies to provide a mid-day meal to our pupils within Caerphilly in compliance with the Food in School Measure 2009
Objective 4 - Enabling our Economy to Grow	All - Neutral –procurement contracts detail that all suppliers must provide a delivery service which helps to promote a modern, integrated, and sustainable transport system that increases opportunity, promotes prosperity, and minimises the adverse impact on the environment.
Objective 5 - Enabling our Environment to be Greener	Meals Direct – Positive – Helps support our residents of Caerphilly to make healthy meal choices to assist their independence and manage their day to day lives.



4a. Links to any other relevant Council Policy




(How does your proposal deliver against any other relevant Council Policy?)

N/A

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

<u>Ways of Working</u>	How have you used the Sustainable Development Principles in forming the proposal?
Long Term 	All – To consider the long-term impact of the proposal on the ability of communities to secure their well-being. Secondary Schools - To support Welsh Government, WLGA and our schools to deliver a sustainable school meals service that assists our pupils to lead a healthier lifestyle by have the opportunity of choice of a Health School lunch as part of their school day.
Prevention 	All - Moving towards a more sustainable service. Secondary schools - Helping our education colleagues to educate their pupils of how to make healthy food choices, experiments with taste flavours and texture and understand the importance of knowing where their food source comes from and the importance of buying and consuming locally produced food items when available by having access to the school meal provision.

<p>Integration</p> 	<p>N/A</p>
<p>Collaboration</p> 	<p>All - We work in collaboration with Welsh Government, WLGA, Head Teachers, Governing bodies, Nesta, Larder Cymru, Internal Procurement teams and education colleagues to ensure we provide a high-quality service that meets the needs of our pupils, employees, and residents of Caerphilly.</p>
<p>Involvement</p> 	<p>All - Continue work with the Transformation Team to ensure the service remains viable and meets our service users' needs.</p> <p>All - Continue work with all key stakeholders to ensure the health and wellbeing of our pupils within Caerphilly is out utmost priority.</p>

6. Well-being of Future Generations (Wales) Act 2015

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A Prosperous Wales <i>An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy</i></p>	<p>The provision of all the catering services within the County Borough provides a wide range of employment opportunities and managers are encouraged to use resources efficiently and proportionately.</p>

<p><i>which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work</i></p>	
<p>A Resilient Wales <i>A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)</i></p>	<p>Managers of all the catering services are made aware of the Council's commitment to enhancing a biodiverse natural environment and are encouraged to act accordingly.</p>
<p>A Healthier Wales <i>A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</i></p>	<p>A well-funded catering service has the potential to maximise people's physical and mental well-being and would also benefit the future health of those using the service.</p>
<p><u>Well-being Goals</u></p>	<p>Does the proposal maximise our contribution to the Well-being Goal and how?</p>
<p>A More Equal Wales <i>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)</i></p>	<p>All catering staff help promote and support the authority to provide an environment that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances).</p>
<p>A Wales of Cohesive Communities <i>Attractive, viable, safe and well-connected communities</i></p>	<p>The proposal has a neutral impact in terms of this goal. But those that work as part of the catering service in the County Borough are aware of this well-being goal, take it into account when making strategic decisions and actively encourage staff to act accordingly.</p>

<p>A Wales of Vibrant Culture and Thriving Welsh Language <i>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation</i></p>	<p>The proposal has a neutral impact in terms of this goal. But those that work in the catering service in the County Borough are aware of this well-being goal, take it into account when making strategic decisions and actively encourage staff to act accordingly.</p>
<p>A Globally Responsible Wales <i>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being</i></p>	<p>The proposal has a neutral impact in terms of this goal. But those that work in the catering service in the County Borough are aware of this well-being goal, take it into account when making strategic decisions and actively encourage staff to act accordingly.</p>

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) [Policy Making Standards - Good Practice Advice Document](#)



Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? e.g the WESP, TAN20, LDP, Pupil Level Annual School Census
Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2022-2027 and the Language Profile	Neutral. Managers ensure compliance with these strategies.		
Compliance with the Welsh Language Standards . <i>Specifically Standards 88 - 93</i>	Neutral. Managers ensure compliance with these standards.		
Opportunities to promote the Welsh language e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community	Neutral. Managers ensure compliance with this requirement.		
Requirement	Does the proposal have any positive, negative or neutral	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? e.g the

	impacts on the following and how?		<i>WESP, TAN20, LDP, Pupil Level Annual School Census</i>
Opportunities for persons to use the Welsh language <i>e.g. staff, residents and visitors</i>	Neutral. Managers ensure that there are opportunities for people to use the Welsh language.		
Treating the Welsh language no less favourably than the English language	Neutral. Managers ensure compliance with this requirement.		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.
This proposal has been developed in accordance with the corporate framework for previous strategic decisions and those that run the associated service are encouraged to ensure that both (a) and (b) are positively promoted.

8. Data and Information

(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence <i>(Please provide link to report if appropriate)</i>	Key relevant findings	How has the data/evidence informed this proposal?
<p>Recent procurement tendering of food contracts have highlighted the increase of food to over 28% in some incidents.</p> <p>This is further impacted by the increase in the inflation rate and the war in the Ukraine.</p>		<p>The information reported reflects the current situation the service is facing.</p> <p>This data helped to influence the options listed in the proposal.</p>

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled? *Details of further consultation can be included in Section 9.*

No

9. Consultation

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, [The Gunning Principles](#) must be adhered to. [Consider the Consultation and Engagement Framework](#). Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

The council's public consultation on the draft budget proposals for 2024/25 ran from Monday 22nd January 2024 until Tuesday 13th February 2024.

Residents, staff and other stakeholder groups were invited to offer their views on the proposals in a number of ways. This included a survey (available online and in paper formats), attending face-to-face engagement sessions, using the council's online digital engagement platform and targeted stakeholder engagement with potentially impacted groups.

337 responses to the consultation were received by the closing date. A low response rate such as this comes with the caveat of self-selecting bias in the response and local media has focused attention on a small number of issues.

Face-to face conversations have had low levels of attendance (less than 10 visitors per session) with the exception of Caerphilly where over 40 people attended. A meeting was held with 9 Viewpoint Panel members and one person attended an online drop-in session.

The full consultation feedback report will be available at [Council Budget Setting 2024-2025 | The Caerphilly Conversation](#)

Through the survey, 43 responses supported the proposal to increase catering by 7.5% and 19 opposed the proposal. Through the drop-in sessions/qualitative feedback, those who opposed the proposal felt it important to highlight the potential cumulative impact on young people and older people of the savings proposals as a whole.

10. *Monitoring and Review*

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	This initiative will work alongside existing monitoring and internal review processes.
What are the practical arrangements for monitoring?	Monitoring will be undertaken by internal and external audits, customer feedback and day to day personal interaction with our customers.
How will the results of the monitoring be used to develop future proposals?	Our results will be monitored via our internal quality system and used to base the foundation of continual improvement which is based on the ISP2000 system.
When is the proposal due to be reviewed?	Proposals are reviewed annually as part of our budget setting.
Who is responsible for ensuring this happens?	Proposals are reviewed annually as part of our budget setting.

11. Recommendation and Reasoning

<input type="checkbox"/>	Implement proposal with no amendments
<input checked="" type="checkbox"/>	Implement proposal taking account of the mitigating actions outlined
<input type="checkbox"/>	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?

Yes No

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

On completion of the Integrated Impact Assessment (IIA) for the Meals Direct service, the conclusion reached is that this proposal has a largely neutral impact. This service is not a statutory service, those who experience socio economic disadvantage may wish to seek alternative providers. However, with this price increase the service remains competitive in comparison with private sector competitors.

On completion of the Integrated Impact Assessment (IIA) for the secondary sector, the conclusion reached is that this proposal has a largely neutral impact on increase the school meal set meal and tariff price by 7.5%. For those hose experiencing Socio-economic Disadvantage any negative impact is mitigated by any eligible pupils who meet the current criteria will be able to have a free meal as part of the service provision.

On completion of the Integrated Impact Assessment (IIA) for the Hive, the conclusion reached is that this proposal has a largely neutral impact on increase the Hive tariff price by 7.5%. For those experiencing Socio-economic Disadvantage, any negative impact is mitigated by having a wide range of low and higher priced items that can be purchased to meet individuals' budgets.

If the above proposal is accepted it should be noted that there will still be a negative impact on food budgets as the UK's food inflation rate is currently 9.2% but can fluctuate on some food products up to 28%. Although it is hoped that inflation will drop in the coming months there is no guarantee by what % it will fall. The impact of the Russian-Ukrainian conflict on global supply chains has highlighted the vulnerability of the UK's energy and food security. The disruption caused by the conflict has resulted in significant price increases for energy and agricultural inputs, affecting farmers and rural businesses nationwide which has a direct impact on our food and energy costs as a service area within the authority.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date
1	M Lewis	Proposal to increase Meals Direct Prices	
2		Feedback from public consultation incorporated	15/02/2024

Integrated Impact Assessment Author

Name:	Marcia Lewis
Job Title:	Principal Officer Catering
Date:	9/01/2024

Head of Service Approval

Name:	Sue Richards
Job Title:	Principal Officer Catering
Date:	
Signature	