

EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	D12 - Increase price of Meals Direct by 25p from April 2020 (£3.30 to £3.55 - subsidised rate £5.65 to £5.90 unsubsidised rate)
DIRECTORATE	Corporate
SERVICE AREA	Catering
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Review of Meals Direct Service to meet 2020/21 proposed savings of £5k.</p>
2	<p>Who are the service users affected by the proposal? <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></p> <p>The service users who will be affected by the delivery of this proposal are: -</p> <ul style="list-style-type: none">• Existing service users• Service users family / support network• New service users• Catering employees

IMPACT ON THE PUBLIC AND STAFF

3	<p>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? <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></p> <p>The greatest impact will be on the users of the Meals Direct service.</p> <p>There is a possibility that users may seek to obtain a similar service from the private sector, there are providers in the market. This is an option; however, it would not allow CCBC staff who additionally provide a 'check-in' for welfare issues to refer any concerns to social services.</p>
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4	<p>Is your proposal going to affect any people or groups of people with protected characteristics? <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>	
Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Negative	The majority of customers are older people and an increase in price may deter take up of the service.
Disability	Negative	Customers who receive the Meals Direct service are more likely to have disabilities. An increase in price may deter take up of the service.
Gender Reassignment	Neutral	The impact of the increase in meal price does not impact additionally on these groups.
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

5	<p>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. <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	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(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?)</i></p> <p>The annual survey results for 2018/19 indicate that customer satisfaction was 95%.</p> <p>The service is currently subsidised, it is not a statutory service and has to be considered as part of draft savings proposals.</p> <p>Following the 2019/20 budget consultation, feedback showed that members of the public felt that an increase in meal prices was more acceptable than cutting the service completely.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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>No independent consultation has taken place by Catering Services.</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

8	<p>How will the proposal be monitored? <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. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p> <p>We would also work closely with Social Services to monitor the impact as this proposal would affect both areas.</p>
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9	<p>How will the monitoring be evaluated? <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. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
10	<p>Have any support / guidance / training requirements been identified? <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>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Meal numbers have declined year on year for this service. To enable the service to continue to be delivered an earlier budget saving proposal was implemented to move the service to Penallta House kitchens. Further price increases could have an adverse impact on take-up.</p>
12	<p>What wider use will you make of this Equality Impact Assessment? <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></p> <p>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.</p>

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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>No feedback has been provided on the outcome of the consultation that has taken place with the public.</p>
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14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – 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>Adjust the proposal – 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>Continue the proposal – 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>Stop and remove the proposal – 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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Completed by:	Marcia Lewis
Date:	4/12/2019
Position:	Principal Officer Catering
Name of Head of Service:	Steve Harris