

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Civic Enterprise Leeds	Service area: Catering
Lead person: Gillian Banks	Contact number: 3782320

1. Title: Contract for the supply of fresh meat.

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

2. Please provide a brief description of what you are screening

This screening has been carried out for the contract for the supply of fresh meat.

Catering Leeds provides a school meals service within schools to pupils in Leeds. The school meals are prepared daily on site. Fresh meat is an essential component of a balanced diet. Many of our pupils are eligible for free school meals where it is a legal requirement to provide a meal meeting the government's nutritional guidelines. This contract will run from April 2014 to 2016

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity; cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The tender has followed the procurement processes which included consideration of equality. Specifically this considered the group of pupil who would be receiving meals, how they would receive them and meeting any specific needs. The meals are supplied to young people, some with special dietary needs as well as some disability, religious and cultural requirements. The original provider included halal but following the lessons learnt from the recent national scandal around horse meat contamination, it was determined that halal meat should be sourced separately where the possibility of cross contamination would be greatly reduced.

There is currently no demand for Kosher meat within the schools covered by this contract. If this demand arose we would be able to look at provision and we will be monitoring demand throughout the contract period.

All menus are checked by the services lead officer for the appropriate nutritional values and ensure a well balanced diet is provided at all times.

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The provision of a full range of meals should have a positive impact on provision within schools. A decision has been made to exclude halal meat provision from this contract in order to ensure a separate supply chain of halal which should improve confidence in authenticity and traceability of supply.

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

We will be positively promoting the choice and range of items suitable for all groups within the school community.

We will ensure arrangements are in place to provide halal meat via an alternative supplier

Regular review meetings will be held as part of the contract management process
We will continue to monitor contract arrangement in relation to halal and other dietary needs

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.	
Date to scope and plan your impact assessment:	Not applicable
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Gillian Banks	Operations Manager Catering Services	8/11/13

7. Publishing	
This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.	
If this screening relates to a Key Delegated Decision, Executive Board, full Council or a Significant Operational Decision a copy should be emailed to Corporate Governance and will be published along with the relevant report.	
A copy of all other screenings should be sent to equalityteam@leeds.gov.uk . For record keeping purposes it will be kept on file (but not published).	
Date screening completed	
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	