

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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Resources and Housing	Service area: Civic Enterprise – Catering Leeds
Lead person: Gillian Banks	Contact number: 3782320

1. Title: Contract for the supply of fresh raw and cooked meats

Is this a:

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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 raw and cooked meats.

Catering Leeds provides a school meals service within schools to pupils in Leeds. The school meals are prepared daily on site. Fresh meats are a key essential component of recipes to provide 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 July 2019 to July 2022

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or 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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

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 will follow the procurement process which includes consideration of equality. Specifically this considered the group of pupils 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 procurement will detail specific lots, and this will include provision for religious needs such as Halal. Previous procurements have identified that this should be a separate lot to reduce the likelihood of cross contamination. Though the same supplier could potentially win all lots.

There is currently no demand for Kosher meats within the schools covered by this procurement. If there became a need, we would look at securing an appropriate supply.

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 and local communities. The procurement process will determine that any supplier is capable of providing items required for diets both restricted due to health and restricted due to religion. This will include confidence in both 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.

Arrangements are in place to provide halal meals using the successful supplier of frozen foods and suppliers of other contracts. A fresh meat supplier will further support this provision.

Arrangements are in place to provide children with special dietary needs an appropriate school meal. Such requirements are obtained through discussions with all interested parties, including health specialists and our suppliers.

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
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Gillian Banks	General Manager – Catering Leeds	25/07/2018
Date screening completed		25/07/2018

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
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For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
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All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:
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