

Appendix 1

EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Tender and award for the provision of catering service at Loch Lomond Outdoor Centre
Lead Department & other departments/ partners involved:	Educational Services
Responsible Officer	Laura Mason – Head of Service
Impact Assessment Team	Laura Mason – Head of Service Alan Munro – Quality and Performance Officer
Is this a new or existing PFD?	New
Start date: 5 March 2014	End date: 5 March 2014
Who are the main target groups/ who will be affected by the PFD ?	Pupils attending outdoor education courses at the Loch Lomond Outdoor Education Centre
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail	Yes – The establishment of a catering contract is intended to better respond to dietary needs of pupils; establish and maintain robust systems for quality monitoring in terms of food and cleanliness and ensure nutritional guidelines are maintained for all pupils attending courses.
Yes:	If yes, complete all sections, 2-9
No:	If no, complete only sections 8-9
	If don't know, complete sections 2 & 3 to help assess relevance

Section 2: Evidence	
Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	Internal consultation will take place with relevant staff available within the Council's departments – procurement – catering – Quality Improvement Officer (Health and Wellbeing) and any other appropriate professionals This should ensure that the tender reflects the qualitative and nutritional requirements for children's meal and allows Educational Services to achieve best value from the subsequent contract. Hygiene and food safety will also be fully examined to ensure rigorous systems for monitoring and evaluation are incorporated into any subsequent contract.
Research and relevant information	
Officer knowledge	
Equality Monitoring information – including service and employee monitoring	
Feedback from service users, partner or other organisation as relevant	Feedback from users of the existing service provider will considered as part of the consultation process.
Other	
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	
Measure to address these	

Note: Link to Section 6 below Action Plan to address any gaps in evidence

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity

			Cross cutting
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Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			
Sex			
Gender Re-assignment			
Disability			
Age			
Religion/ Belief			
Sexual Orientation			

Civil Partnership/ Marriage; this PC is not listed as relevant for Specific Duties; however under the General Duty we are required to eliminate any discrimination for this PC.			
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Note: Link to Section 6 below Action Plan in terms of addressing impacts

Section 5: Addressing impacts
 Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	
2. Continue the PFD	
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons:	
<i>Note: Link to Section 6 below Action Plan</i>	

Section 6: Action Plan describe action which will be taken following the assessment in order to; reduce or remove any negative impacts, promote any positive impacts, or gather further information or evidence or further consultation				
Action	Responsible person	Intended outcome	Date	Protected Characteristic
				Disability
				Gender
				Gender Reassignment
				Race
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Cross cutting

Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD

Section 7: Monitoring and review

Please detail the arrangements for review and monitoring of the policy

How will the PFD be monitored? What equalities monitoring will be put in place?	The subsequent catering service will be monitored at point of delivery by members of staff who will also be in a position to address any equalities issues
When will the PFD be reviewed?	This will be formally established during the period prior to the award of the catering contract.
Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC Equality and Diversity guidance on procurement	Yes – The procurement staff are fully involved in this process and can confirm that all relevant Equality and Diversity guidance on procurement is being considered.

Section 8: Signatures

The following signatures are required:

Lead/ Responsible Officer:	Signature: Laura Mason – Head of Service	Date: 18 February 2014
EIA Trained Officer:	Signature: Alan Munro – Quality and Performance	Date: 18 February 2014

Section 9: Follow up action

Publishing: Forward to community Planning and Policy for inclusion on intranet/internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:

Give details, insert name and number of covalent action and or related PI:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team	Signature:	Date: