

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:	Free School Meal Holiday Funding
Lead Department & other departments/ partners involved:	Education, learning and Attainment
Responsible Officer	Claire Cusick Senior Education Officer
Impact Assessment Team	Claire Cusick Senior Education Officer Alan Munro – Quality & Performance Officer
Is this a new or existing PFD?	New
Start date: 13/8/21	End date: continuing
Who are the main target groups/ who will be affected by the PFD?	Children, young people and families who receive free school meals.
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail	Yes – Free school meal holiday funding is designed to ensure support to families and assist with the formation of positive outcomes for those most affected by deprivation. It allows families the facility to address the challenges of holiday hunger.
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	There has been consultation with finance officers, Headteachers, FM staff and benefits officers to determine level of deprivation, uptake and need.
Research and relevant information	Scottish Government Documentation – Free School Meal Funding Guidance, GIRFEC, Children and Young People (Scotland) Act2014, WDC Child Poverty Report.
Officer knowledge	Knowledge of SG guidance; FME uptake; strategic needs and financial impacts of proposals.
Equality Monitoring information – including service and employee monitoring	Our SEEMIS system of pupil records ensures we are able to identify and provide equal support to all those who are eligible.
Feedback from service users, partner or other organisation as relevant	Participants at professional forums such as Nurtured DIG and HT forums have indicated they welcome the funding , guidance and support offered to families in deprivation. They recognise the value and positive impact holiday meal support will have and how it aligns with our Child Poverty Report. It is noted however that 39% of the current recipients in P1-4 and the final year of ELCC who received payment last session will not be eligible under the proposal. Some of these families may struggle to adapt to the changes and have expectations of payment.
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
N/A			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity

Nurtured DIG and Integrated Children's Services partners Headteacher forums	Aug20-Aug 21 various	<ul style="list-style-type: none"> • Holiday meal support welcomed; • Families in deprivation clearly benefit from support; • Recognition some families opting to receive funding under universal offer don't live in deprivation or poverty; • Broader holiday programmes open to all families include free lunches and • Provision of meal funding for those in deprivation aligns with WDC Child Poverty Report. 	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	N/A		x
Sex			x
Gender Re-assignment			x

Disability			X
Age			X
Religion/ Belief			X
Sexual Orientation			X
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.			X
<i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i>			
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	Continue PDF as it supports the Council’s ambitions to work within the principles of Best value with these additional Scottish Government funds and addresses the needs of		

	those who need it most.
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
N/A				Disability
N/A				Gender
N/A				Gender Reassignment
N/A				Race

N/A				Age
N/A				Religion/ Belief
N/A				Sexual Orientation
N/A				Civil Partnership/ Marriage
N/A				Pregnancy/ Maternity
Inform all parents of new funding decisions.	CCusick	<ul style="list-style-type: none"> • Those eligible and most in need will be reassured support is in place; • Those previously eligible due to universal offer will be informed of eligibility criteria linked to deprivation; signposted to process to apply for FME eligibility and • all parents will be made aware of holiday programmes providing free meals during holidays. 	Aug21- Aug'22	Cross cutting
Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD				
Yes, 39% of the current recipients in P1-4 and those in their final year of ELCC who received payment last session will not be eligible under the proposal, as they do not meet deprivation criteria. The PFD should continue as it still provides benefits to those the SG funding for free holiday meal funding is intended for. In addition we have an extensive holiday programme which provides activities and free meals to all participants. This is accessible by all families.				
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?	Yes, we will monitor the allocations of the fund and uptake of meals to determine positive impact on those it is intended for.			
When will the PFD be reviewed?	Annually			
Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC	Yes, I have read the guidance			

Equality and Diversity guidance on procurement		
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Claire Cusick Senior Education Officer	Date: 13/8/21
EIA Trained Officer:	Signature: Alan Munro – Quality & Performance Officer	Date: 13/8/21
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:CCusick	Date:13/8/21
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: CCusick	Date:13/8/21
Completed form: completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team	Signature:	Date:20/8/21