

## Equality Impact Assessment

### Section 1: About the proposal

<b>Title of Proposal</b>
Catering Provision Across Argyll and Bute-Implementation of Universal Free School Meals- Early Years
<b>Intended outcome of proposal</b>
At the direction of the Transformation Board, a number of innovative solutions were explored in respect of the delivery of catering provision across Argyll and Bute. One such area, which was looked at in partnership with NHS Highland through the Argyll and Bute Health and Social Care Partnership (ABHSCP), is the identification of efficiency savings for Soft Facilities Services. Each area has options for more co-produced delivery which could bring efficiencies. The criteria for generating options included consideration of impact on clients; staff; regulations; partnerships; regulations. The provision of early years meals was the enabler for the review.
<b>Description of proposal</b>
<p>This piece of work considers the catering services currently delivered by the Council, which includes primary and secondary schools and local authority care homes, school hostels, and the catering services (patient and retail) provided by NHS Highland as well as the anticipated future demand for universal free school meals for pupils in Early Years setting that will be introduced in 2020 (alongside the commitment to almost doubling the number of funded hours to 1140).</p> <p>A full options appraisal was undertaken and completed in September and October 2019 looking at options for delivery. Full details are available if required. For the purposes of this mapping and options appraisal exercise, Argyll and Bute has been divided into the following areas:</p> <ol style="list-style-type: none"><li>1. Bute</li><li>2. Mid Argyll</li><li>3. Kintyre</li><li>4. Islay and Jura</li><li>5. Mull, Tiree, Islands</li><li>6. Cowal</li><li>7. Oban</li><li>8. Helensburgh and Lomond</li></ol> <p>Each area was been reviewed, and the catering requirements for the following areas has been taken into account as part of this exercise:</p> <ol style="list-style-type: none"><li>1. Schools</li></ol>

2. Hospitals
3. Care Homes
4. School Hostels

### HSCP Strategic Priorities to which the proposal contributes

- We will ensure children have the best possible start in life plan services in a person centred way that benefits the person receiving the service, so that they have a positive experience – right service, right place, and right time.
- We will put in place a strategic and operational management system that is focused on continuous improvement, within a clear governance and accountability framework.
- We will underpin our arrangements by putting in place a clear, communication and engagement arrangements involving our staff, users, the public and stakeholders.

### Lead officer details

Name of lead officers	<b>Caroline Cherry/Alex Taylor</b>
Job title	<b>Head of Service/CSWO</b>
Department	<b>Adult Services/Children's Services</b>
<b>Appropriate officer details</b>	
Name of appropriate officer	<b>Jayne Jones</b>
Job title	<b>Commercial Manager</b>
Department	<b>Argyll and Bute Council</b>

Sign-off of EIA	<b>Draft as of 27.02.2020</b>
Date of sign-off	

### Who will deliver the proposal?

The HSCP has appointed two link managers to support getting the work stream up and running. Once the Project Initiation Document and Plan is in place, a manager will be recruited to lead.

## Section 2: Evidence used in the course of carrying out EIA

### Consultation / engagement

Discussion has taken place with staff, teams and services delivering catering across the HSCP throughout 2019 by Jayne Jones. It is noted in the paper that because of the lack of HSCP leadership on catering, no formal consultation with staff or service users has taken place as yet.

### Data

Review of:

- Number of meals produced per site
- Staff allocation
- Financial data
- Productivity
- Service Delivery Costs
- Cost, Impact, Deliverability and Risk of each option

### Other information

The potential to deliver a shared approach to catering services has been agreed in principle by the HSCP Senior Leadership Team and by the Council's Senior Management Team.

<b>Gaps in evidence</b>
<ul style="list-style-type: none"> <li>• Direct engagement with HSCP catering staff has yet to be undertaken</li> <li>• The model of approach for shared catering services has yet to be agreed</li> <li>• The deliverability of the identified financial benefits requires updating and review</li> </ul>

### Section 3: Impact of proposal

#### Impact on service users:

	<b>Negative</b>	<b>No impact</b>	<b>Positive</b>	<b>Don't know</b>
<b>Protected characteristics:</b>				
Age				x
Disability		x		
Ethnicity		x		
Sex		x		
Gender reassignment		x		
Marriage and Civil Partnership		x		
Pregnancy and Maternity		x		
Religion		x		
Sexual Orientation		x		
<b>Fairer Scotland Duty:</b>				
Mainland rural population				x
Island populations				x
Low income		x		
Low wealth		x		
Material deprivation		x		
Area deprivation				x
Socio-economic background		x		
Communities of place		x		
Communities of interest		x		

#### Impact on service deliverers (including employees, volunteers etc.):

	<b>Negative</b>	<b>No impact</b>	<b>Positive</b>	<b>Don't know</b>
<b>Protected characteristics:</b>				
Age				x
Disability				x
Ethnicity				x
Sex				x
Gender reassignment				x
Marriage and Civil Partnership				x
Pregnancy and Maternity				x
Religion				x
Sexual Orientation				x
<b>Fairer Scotland Duty:</b>				
Mainland rural population				X
Island populations				X
Low income				X
Low wealth				X
Material deprivation				X
Area deprivation				X
Socio-economic background				X
Communities of place				X
Communities of interest				x

<b>If any 'don't knows have been identified, at what point will impacts on these groups become identifiable?</b>
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This will be determined when the remit for the work stream group is agreed.

**How has 'due regard' been given to any negative impacts that have been identified?**  
It is clear that consideration of the impact of changing catering arrangements on adults and children were considered as part of the options appraisal.  
There will be impacts on differing groups of staff in each area according to each proposal.

**Section 4: Interdependencies**

<b>Is this proposal likely to have any knock-on effects for any other activities carried out by or on behalf of the HSCP?</b>	There will be work across all Care Homes within Argyll and Bute to look at future care models, we need to make sure this work is aligned.
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<b>Details of knock-on effects identified</b>
None at present

**Section 5: Monitoring and review**

<b>Monitoring and review</b>
A catering work stream group will be established with a full programme of implementation, consultation will form part of this work stream development.

