

WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

This exercise is not an Equality Impact Assessment (EIA). It is a desktop screening exercise designed to establish if you need to carry out an EIA. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this desktop screening, please refer to the County Council's [EIA Guidance document](#) available on SID.

Part One: basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit:	Adult & Community Services - Joint Commissioning Unit – Health & Wellbeing Team
1.2	Title or brief description of the policy being screened:	Community Meals Services
1.3	Screening by:	Health & Wellbeing Team
1.4	Date of screening:	15.02.2011
1.5	Related policies/functions:	<i>Are there related policies which may require an EIA of their own?</i> Access to the service requires a community care assessment to be conducted. This process and any policies governing carrying out the assessments would be assessed by Adult & Community Services – Social Work teams and Frameworki governance structure. They would be responsible for carrying out an EIA for that aspect of service if required.

1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	<p><i>Where does your policy fit in with strategic plans for your area?</i></p> <p>Corporate Plan – This service helps to support the priority "Healthy Independent Living" through providing a specialist service for those people unable to provide for themselves a healthy nutritional meal daily and development of a resource for those people who receive individual budgets to purchase a hot meal service from.</p> <p>Older Peoples strategy includes an aim to "Deliver increased number of community meals to older people equitably across the county via a single contract. Tendering for the service will ensure this aim is met and that the service provided will be equitable to all service users regardless of need.</p>
1.7	Is this a new or existing policy?	<p><i>Dependent if the policy is new or old may pave the route for the EIA process.</i></p> <p>This is an existing service that is being re-commissioned due to end of contract with existing provider.</p>
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	<p><i>These groups could be affected in either a positive or a negative way.</i></p> <p>This service policy affects Service Users and the Wider Community.</p>
1.9	What is the policy seeking to achieve?	<p>The service specification for this service incorporates the provision of meals to suit all cultural, ethical and dietary needs for both existing and future service users. It also offers opportunity for the provider to consider providing a private service for people who do not meet the eligibility criteria for a subsidised meal through the contracted service.</p>

1.10	What are the planned outcomes for this policy?	<p><i>What do you hope this policy will do/deliver?</i></p> <p>This service will provide a hot lunchtime meal service to all service users who are in need of a nutritional meal and are unable to cook or prepare one for themselves regardless of age, race, faith/religion, gender sexual orientation and disability.</p> <p>The following outcomes have been included in the specification for the service:</p> <ul style="list-style-type: none">• Service Users receive a meal that looks, tastes and smells appetising• Service Users enjoy eating their meal• Service users meals are delivered by people who are customer focussed• Service Users meals are delivered efficiently• Meals provided fully meet all service users nutritional dietary and cultural needs• All service users are treated with dignity & respect• Service users feel confident to comment about the service they receive• Service users are offered choices from a varied menu, including different vegetables and seasonal options• Menus are available in all formats• Service users receive meals at times they want to eat• Service users receive a meal that is safe to eat• The labelling of the meal is in a format that is accessible by all service
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		<p>users</p> <ul style="list-style-type: none"> • All service users find the packaging of the meal is easy and safe to open • Service user have knowledge of all health & safety aspects of the meals received • Service users are kept informed of all changes that affect them • The meals service is operated in a way that maximises sustainability • Service users are offered payment methods and billing systems that are clear and easy to understand
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	<p>The service is provided by a contracted provider as commissioned by ACS and the Joint commissioning unit and ACS contracts team are responsible for leading on delivery of the service in conjunction with the meal co-ordinators based within the Access Centre at Bridgewater House.</p>
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	<p>Past consultations and their results may contribute to the assessment for the policy under consideration.</p> <p>In April 2009 an open meeting was set up to consult with current and future service users regarding the type of service they would like to see in the future and to give us an understanding of any barriers the existing service has presented to people trying to access or provision it. Visits were also undertaken across social worker teams in all areas to gather any information that would help improve access to the service, improve service provision and eliminate barriers faced by diverse communities.</p>

1.13	Is equality monitoring in place for this policy?	<p>If monitoring is in place, data could be used to inform the EIA process.</p> <p>A number of data sets are retrieved to assess the range of people accessing this service, also service users accessing the service are given the opportunity to comment and review service delivery through regular questionnaires, monitoring visits and provider surveys. The information collated on frameworki and the face to face monitoring that is undertaken could be used to assess equality of service</p>
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Part Two: The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who are of differing age, gender (including gender reassignment), race/ethnicity, religion or belief, sexual orientation and/or who have a disability.

The questions in this section ask you to consider factors you will need to take into account in making your decision. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people who belong to the groups listed above?	✓		This service will provide users with a nutritional meal that without intervention may not be available to them. The failure of the service to provide a service that is all encompassing could significantly impact peoples ability to access a meal on a daily basis when the need is identified.
2.2	Does the policy involve a significant commitment, or reduction, of resources?		✓	Non known
2.3	Does the policy relate to an area where inequalities are known to exist?		✓	The current service contracted already caters for all ages, disabilities, genders, religions/beliefs, race and sexual orientations. This would be expected to continue in any new service commissioned.

2.4 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		✓	This service is not an age limited service. Whilst predominately used by older people those people aged below 65 can access the service there is an assessed need for provision.
Disability		✓	This service is open to people regardless of disabilities. The service would enable meals to be opened and plated and served in cases where there is an identified need and would help support people with disabilities that reduce their capability to prepare and serve their own meals.
Gender (including gender reassignment)		✓	The meal service caters for all client groups regardless of gender. Data is available to support the proportion of clients in receipt of meals based on gender.
Race		✓	The meal service caters for culturally sensitive meals
Religion or belief	✓		Due to delivery schedules the meal service may not be fully adaptable to all religious observations. Where a client is in receipt of a meal service and is observing a religious or faith requirement then every effort is made to put in place interim alternative arrangements e.g. delivering frozen meal to be reheated outside meal delivery times.
Sexual orientation		✓	The meal service caters for all client groups regardless of sexual orientation

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the [EIA Guidance](#) for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

Yes	
No	✓

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

EIA not required: reasons and additional comments
<p>The meal service has previously carried out a full EIA assessment and mitigating actions put in place to overcome a number of barriers through implementing alternative arrangements, ensuring service commissioned can be flexible to meet meal needs and working with alternative care options to reduce and eliminate all known inequalities.</p> <p>The new service will be expected to meet those re-alignments and offer more creative solutions in the long term to ensure continuation of current service levels in the area of equality and diversity as a minimum.</p>

Signed (completing Officer/Manager): Judith McGuire Date:

Signed (Line Manager): Date: