



Equality Impact Assessment ▶ EIAs: Re-tender of the School Catering Contract 1st August 2020 to 31st July 2025



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Tags & Notes

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Equality Impact Assessment and Consultation

Approved

Approved by Khan Bashir (CYPD)

Equality Impact Assessment

Introductory Information

Reference number

590

Proposal type

Budget Project

Project name

Re-tender of the School Catering Contract 1st August 2020 to 31st July 2025

Decision Type**Type of decision**

- Cabinet
- Cabinet Committee (e.g. Cabinet Highways Committee)
- Leader
- Individual Cabinet Member
- Executive Director/Director
- Officer Decisions (Non-Key)
- Council (e.g. Budget and Housing Revenue Account)
- Regulatory Committees (e.g. Licensing Committee)

Lead Cabinet Member

Mohamed Abtisam (LAB-CLLR)

Entered on Q Tier

Yes No

Year(s)**EIA date**

17/06/2019

EIA lead

Khan Bashir (CYPD)

EIA contact

Barratt Leah

Lead officer

Sheikh Mark

Lead Corporate Plan priority

Better Health and Wellbeing

Portfolio, Service and Team

Cross Portfolio

Yes No

Portfolio

People Services

People Services service(s)

Business Strategy

People Services team(s)

School Food Service

Is the EIA joint with another organisation (eg NHS)?

No Yes

Brief aim(s) of the proposal and the outcome(s) you want to achieve

To provide a high quality, group catering contract for schools commencing 1st August 2020 to 31st July 2025.

The provision of the contract ensures that schools' statutory duty of a midday meal is discharged for all pupils, including those who qualify for income based free school meals.

The contract is available to all schools and academies which helps support teaching and learning of the majority of the pupils in the city.

As part of the tender process, there will be a new policy released as part of the overall suite of documents - the Council's Ethical Procurement Policy.

Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

More information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Note the EIA should describe impact before any action/mitigation. If there are both negatives and positives, please outline these - positives will be part of any mitigation. The action plan should detail any mitigation.

Overview

Overview (describe how the proposal helps to meet the Public Sector Duty outlined above), Supporting Evidence (Please detail all your evidence used to support the EIA)

An equality analysis of the proposed contract has been carried out against the requirements of the Public Sector Equality Duty.

An EIA has been carried out and highlights that the contract from 1st August 2020 to 31st July 2025 will ensure that schools' meet their statutory duty of a midday meal for all pupils.

It is highlighted that for many children, a hot nutritional lunchtime meal is crucial as many children do not have a hot meal in the evening. National data as well as local anecdotal evidence suggests that this is on the increase in recent years.

The contract provides for medical diets for allergies and intolerances as well as Halal (and Kosher) on demand in line with the relevant Standards.

The provision of the contract ensures that schools' statutory duty of a midday meal for all pupils is discharged, including those who qualify for income based free school meals. The contract is available to all schools and academies which helps support teaching and learning of the majority of the pupils in the city. As part of the tender process, the Council's new Ethical Procurement Policy will be released as part of the overall suite of documents.

Impacts

Proposal has an impact on

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No

Staff

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The service to the pupils must meet high quality standards and have a level of accreditation ie Food For Life Bronze level, Red Tractor meat and poultry, and Marine Stewardship Certification for fish. There is a wide choice of foods available, freshly cooked each day on site that meets the robust legally binding national School Food Standards as well as the Sheffield Catering Contract standards.

For many children the availability of a hot, nutritional meal at lunchtime is crucial as many children do not have a hot meal in the evening. National data as well as local anecdotal evidence suggests that this is on the increase in recent years.

It ensures that children from nursery age through to post 16 have access to calorie dense foods, rich in nutrients suited to their growth development.

The contract also allows for breakfast clubs and after school clubs to be provided that also support children and young people in helping them be ready for the start of the school day as well as food later in the day.

Comprehensive Health Impact Assessment being complete

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

Health Lead**Age****Staff**

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The provision of a school catering contract is available to nurseries, children centres, primary and secondary schools and academies which effectively gives a service from 2 years to 19 years.

Although we do not have hard data locally, national data as well as local anecdotal evidence suggests that there is an increase in recent years of the numbers of children for whom the availability of a hot, nutritional meal at lunchtime is crucial as many children do not have a hot meal in the evening. The lunchtime meals provided in school ensure that children from nursery age through to post 16 have access to calorie dense foods, rich in nutrients suited to their growth development.

The contract also allows for breakfast clubs and after school clubs to be provided that also support children and young people in helping them be ready for the start of the school day as well as food later in the day.

Disability

Staff

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The school catering contract is available to special schools and mainstream schools for pupils with specific medical needs.

It also provides medical diets for allergies and intolerances in accordance with the EU Directive on 14 statutory allergens.

Religion/Belief

Staff

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Halal meat is available in any school where there is sufficient demand for it.

In addition, there is an option for any pupil to choose a meal prepared using Halal meat, if that is their preference. This is rigorously monitored to ensure that Halal meals are only given to 1) those pupils who are religiously required to have Halal meat and 2) Who choose to have Halal meat.

Where there is sufficient demand, Kosher meat can be made available along the same arrangements as Halal, although there has to date not been any request for Kosher meals.

Cohesion

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Most of the catering personnel are locally recruited from and serve their own communities.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Halal meat is available in any school where there is sufficient demand for it. There is an option for any pupil to choose a meal prepared using Halal meat, if that is their preference. This is rigorously monitored to ensure that Halal meals are only given to 1) those pupils who are religiously required to have Halal meat and 2) Who choose to have Halal meat. Where there is sufficient demand, Kosher meat can be made available along the same arrangements as Halal, although there has to date not been any request for Kosher meals.

The Council's Policy is that all Halal meat is pre-stunned. This is aligned to the Red Tractor accreditation. On occasion, pre stunning of the animal is challenged as a practice. However, many of the Halal certification bodies endorse pre stunning and 85% of all halal meat in the UK is from stunned animals according to the last RSPCA survey and other data.

The School Food Service offers to meet with parents and schools in order to talk through the policy prior to halal meat being introduced onto menus.

Poverty & Financial Inclusion

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Many of the catering staff are on part time term time contracts and are amongst the lowest earners. The Foundation Living Wage was introduced into the contract terms and conditions in 2014, as well as a proportional differentiation for other staff who are above the Foundation Living Wage to help support these employees.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The contract must provide for those children who qualify for free school meals due to their parents income and/or benefit level. It also provides for infant free school meals so that the youngest children have access to a daily nutritious meal that supports their physical and educational development, irrespective of family income levels.

The tender documents will specifically ask tenderers to put forward how they will address poverty and food insecurity in schools as part of their corporate responsibilities and suggest sustainable initiatives that support children and young people throughout the school day.

Staff High Customers High

Poverty & financial inclusion has been recorded as Medium/High impact, this EIA will be escalated to Adele Robinson for corporate consideration

Supporting Documentation**Cumulative impact****Proposal has a cumulative impact**

Yes No

Cumulative impact

- Year on Year
 Across a Community of identity/interest

Details of cumulative impact

The contract is designed to be flexible and bespoke to schools as far as possible. It must be able to respond to changes in school food or other relevant legislation brought about by Departments of Education and Health. The contract charge is negotiated and agreed on an annual basis and prices to all parents and students in secondary schools are reviewed to mitigate against any price increases that would affect some families more than others. Currently, 67% of all primary meals are provided free of charge, with the remaining 33% affected by any annual increases.

Proposal has geographical impact across Sheffield

Yes No

Local Partnership Area(s) impacted

All Specific

Action Plan and Supporting Evidence**Action plan**

Group or issue	What action is required?	Who will lead?	V t i
Health	A food service that meets all current legal standards and can incorporate any changes to government legislation. The menus must be delivered to agreed standards e.g. Food For Life Bronze Level, Red Tractor and MSC[1] fish accredited which ensure a high quality ingredients and limited pre-prepared or processed food. Trading Standards carry out an annual round of testing – fat /meat ratio and species testing – that confirms the quality of meat and milk. Regular auditing of school menus and ransom spot checks at schools assist in maintaining a healthy and nutritious meal offer.	Leah Barratt Service Manager and Client Lead	C u p r e
Age	A daily meal service must be available to children in nursery, primary and secondary schools and academies and be age appropriate ie for nursery children, foods need to take into account their ability to chew and be mindful of their knife and fork skills. Menus must ensure that they are calorie dense to give the correct energy release and ensure the correct vitamins and mineral are available, such as calcium and iron, which is particularly appropriate for teenage pupils.	Leah Barratt Service Manager and Client Lead	T C u p r e
Disability	Specific and bespoke menus for special schools Medical diets are available on the provision of medical evidence.	Leah Barratt Service Manager and Client Lead	C u p r e
Religion	Halal meat is included in menus following a school request if there is a demand from parents. The kitchen premises are reviewed before implementation of a halal menu to ensure that no cross contamination can occur. The contractor's staff must have training on how to deliver a halal menu that highlights the religious significance of the meat or poultry and its safe handling.	Leah Barratt Service Manager and Client Lead	C u p r e
Cohesion	Clear policies for the introduction of halal meals, with suitable vegetarian options. Local staff employed in kitchens can assist schools in addressing any concerns regarding the menus.	Leah Barratt Service Manager and Client Lead	C u p r e
Poverty	Provision of free school meals each day while schools are in session to the level agreed by the council; Discussion and agreement with the contractor on annual charges in order to keep the prices as low and as stable as possible; Individual Corporate Social Responsibility initiatives in conjunction with schools to alleviate poverty or food insecurity. The Foundation Living Wage is incorporated into the terms and conditions of the workforce.	Leah Barratt Service Manager and Client Lead School leaders for site specific plans	T C u p r e

[1] MSC fish = Marine Stewardship Counsel

Supporting Evidence (Please detail all your evidence used to support the EIA)

Consultation**Consultation required**

Yes No

Consultation start date

03/12/2018

Consultation end date

19/07/2019

Details of consultation

Locality meetings have been attended that cover all schools and academies as well as specific individual meetings with groups of school staff and individual headteachers. Written communications have been sent out to all schools. There was also a survey of schools views carried out in the Autumn Term 2018 asking for their opinions on future arrangements.

Are Staff who may be affected by these proposals aware of them

Yes No

Are Customers who may be affected by these proposals aware of them

Yes No

If you have said no to either please say why

Summary of overall impact**Summary of overall impact**

The contract from 1st August 2020 to 31st July 2025 will ensure that schools' statutory duty of a midday meal for all pupils is discharged and includes those who qualify for income based free school meals. The contract has to meet national quality and accreditation standards and is available to all schools and academies.

For many children the availability of a hot, nutritional meal at lunchtime is crucial as many children do not have a hot meal in the evening. National data as well as local anecdotal evidence suggests that this is on the increase in recent years.

It also provides medical diets for allergies and intolerances in accordance with the EU Directive on 14 statutory allergens.

Halal meat is available in any school where there is sufficient demand for it as is Kosher meat, although there has to date not been any request for Kosher meals. The Council's Policy is that all Halal meat is pre-stunned and there are a range of processes and dialogue prior to introduction.

It is recognised that many of the catering staff are on part time term time contracts and are amongst the lowest earners.

The tender documents will specifically ask tenderers to put forward how they will address

Summary of evidence**Changes made as a result of the EIA**

Meeting new food standards as and when they change. Menus to be planned for schools so that choices can be altered in accordance to age, disability, religion and poverty.

Escalation plan**Is there a high impact in any area?**

Yes No

If there is a high impact this EIA will be escalated to Adele Robinson for corporate consideration

Overall risk rating after any mitigations have been put in place

High Medium Low None

Review date

Review date

26/02/2021

If a review date is specified, it will appear in the 'Upcoming Reviews' view when the EIA review is within 30 days.

Approved

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