



Integrated Impact Assessment Pre-screening Stage 1

The Integrated Impact Assessment (IIA) supersedes the previous Equality and Human Rights Impact Assessment (EHRIA) form.

The pre-screening (Stage 1) will determine if your proposal requires a full impact assessment (Stage 2). Stage 2 will look at details of your proposals, the impact and any mitigations in place.

Note: This form should be completed using the guidance contained in the document: 'Guide to Completing an Integrated Impact Assessment'. Please read the guidance before completing this form.

This assessment and accompanying guidance use the term 'policy' for any activity within Aberdeen City Council. Therefore 'policy' should be understood broadly to embrace the full range of your policies, provisions, criteria, functions, practices and activities including the delivery of services - essentially everything you do.

Purpose:

Aberdeen City Council wants Aberdeen to be a place where all people can prosper. We want everyone in Aberdeen to have fair opportunities regardless of their background and circumstances. The aim of this assessment is to allow you to critically assess:

- the impact of the policy / proposal on different communities.
- whether Aberdeen City Council is meeting its legal requirements in terms of [Public Sector Equality Duty](#), [Equality Outcomes](#) and [Human Rights](#);
- whether [Children's Rights](#) have been impacted;
- whether [Socio-economic disadvantage](#) is reduced;
- whether any measures need to be put in place to ensure any negative impacts are eliminated or minimised which will be covered in Stage 2.

Title* Name your business case, policy, strategy or proposal (including budget proposals)	Maximise income generation in School Catering services (Secondary)							
Is this a new or existing policy/ proposal?	This is a new proposal.							
Brief description of policy / proposal (including intended outcomes and purposes)	Increase the price of our school meals in all Secondary school settings to equal that of the highest price of all other Scottish Local Authority offerings. North Lanarkshire Council prices are currently the highest in Scotland, priced at £3.15 for a two-course Secondary school meal. This would be an increase in price of £0.70 per meal. Initial estimates suggest indicative additional income of £400k.							
Do you consider this proposal to have an impact on the:								
a. Human Rights of people?	Yes	No	Unsure					
b. Rights of Children and Young people?	Yes	No	Unsure					
What is your assessment of the impact on groups with: a. Protected characteristics b. Children and young people c. Other For example -consider the impact of your policy on people and how they will be able to access goods, services and information with no barriers.	H	High negative impact	H	M	L	N	P	U
	M	Medium negative impact	H	M	L	N	P	U
	L	Low negative impact	H	M	L	N	P	U
	N	No impact	H	M	L	N	P	U
	P	Positive impact	H	M	L	N	P	U
	U	Unsure	H	M	L	N	P	U
	Age				X			
	Disability					X		
	Gender Reassignment					X		
	Marriage and Civil partnership					X		
	Pregnancy and Maternity					X		
	Race					X		
	Religion or Belief					X		
Sex - Gender Identity					X			
Sexual Orientation					X			
Children and young people				X				
Other								
Socio-Economic Inequalities Not every person / family has access to regular income or savings. Will your proposal have an adverse or high impact on them?	Yes	No	Unsure					
What considerations did you have when the above selections?								
Internal or existing data Please detail your sources	Reference to previous EHRIA's and IIA's. Benchmarking of current school meal prices set by all other Scottish Local Authorities.							

Consultations with officers or partner organisations Please list your sources	Chief Officers from all other services have had sight of all budget options being put forward.		
Other: Please list your sources			
Does this proposal contribute to the Public Sector Equality Duty to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations?	Yes - please explain	No	Unsure
Does this proposal contribute to the Council's Equality Outcomes 2021-25 ?	Yes - please explain	No	Unsure
Please note for any high negative or medium negative impacts identified (red or amber), a full Integrated Impact Assessment will be required (stage 2).			
Please provide a brief high-level summary that your policy will bring about:			
Will a full assessment be required?	Yes	No	Unsure
Assessment completed by: Name and job title	Andy Campbell, Facilities & Transportation Manager		
Date:	14/01/2022		
Signed and approved by Chief Officer (Name and signature)	Mark Reilly, Chief Officer (Operations & Protective Services)		

If you have any queries or require this form in an alternative format, please contact [equality and diveristy@aberdeencity.gov.uk](mailto:equality_and_diveristy@aberdeencity.gov.uk)

A fully completed and signed form should be mailed as a PDF to the above email address for publishing your assessment.



Integrated Impact Assessment

Stage 2

This stage should be completed following Stage 1 of the Integrated Impact Assessment where required.

In this stage, focus is on assessments that have a high or medium negative impact and the proposed mitigations. Please tick which areas it might affect and provide a summary of your mitigating actions for the negative impacts identified. You do not need to give a mitigation for each article.

Human Rights

Does the proposal have an impact on [Human Rights](#)? Identify the relevant Article and record the relevant impact and describe as a summary the mitigating steps proposed.

	High / Medium Negative impact	Mitigations Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
Article 6 Right to a fair and public hearing	N/A	
Article 7 No punishment without law	N/A	
Article 8 Right to respect for private and family life, home and correspondence	N/A	
Article 9 Freedom of thought, conscience and religion	N/A	
Article 10 Freedom of expression	N/A	
Article 11 Freedom of assembly and association	N/A	

Article 12 Right to marry and to found a family	N/A	
Article 14 Right not to be subject to discrimination	N/A	
Article 1 of Protocol 1 Protection of property	N/A	
Article 2 of Protocol 1 Right to education	N/A	
Article 3 of Protocol 1 Right to free elections	N/A	

Children and Young People's Rights

The United Nations Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.

Children's rights apply to every child/young person under the age of 18 and to adults still eligible to receive a "children's service" (e.g. care leavers aged 18 - 25 years old).

Identify all Articles of the United Nations Convention on the Rights of the Child ([UNCRC](#)) and [Optional Protocols](#) which are relevant to your proposal and record the relevant impact and describe the mitigating steps.

Please tick which areas it might affect and provide a summary of your mitigating actions. You do not need to give a mitigating step for each article.

	High / Medium Negative impact	Mitigations Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
Article 1 definition of the child	N/A	<p>Although this proposal would see the price of school meals increase, the focus of the service will continue to be on the provision of meals which offer the levels of nutrition which our young people require to grow and to learn most effectively.</p> <p>There is a concern that increasing the price of school meals too steeply will impact upon the number of young people who aren't eligible for free school meals taking</p>
Article 2 non-discrimination	N/A	
Article 3 best interests of the child	Increasing the price of school meals will mean parents have less disposable income available for other activity with their children so it couldn't be argued that this proposal is in the best interests of the child.	
Article 4 implementation of the convention	N/A	
Article 5 parental guidance and a child's evolving capacities	N/A	
Article 6 life, survival and development	The nutrition which our young people get from school meals plays a significant	

	part in their development. Raising prices too steeply may force parents to choose other less nutritious options for their children's lunches which may have a detrimental impact on their development.	paid for school meals. The service will continue to work with Education Service colleagues on promoting the value for money and nutritional benefits of taking school meals. Further focus will be given to ensure that any parents of young people who may be eligible for free school meals but haven't completed the free school meals application process to do so.
Article 7 birth registration, name, nationality, care	N/A	
Article 8 protection and preservation of identity	N/A	
Article 9 separation from parents	N/A	
Article 10 family reunification	N/A	
Article 11 abduction and non-return of children	N/A	
Article 12 respect for the views of the child	N/A	
Article 13 freedom of expression	N/A	
Article 14 freedom of thought, belief and religion	N/A	
Article 15 freedom of association	N/A	
Article 16 right to privacy	N/A	
Article 17 access to information from the media	N/A	

Article 18 parental responsibilities and state assistance	N/A	
Article 19 protection from violence, abuse and neglect	N/A	
Article 20 children unable to live with their family	N/A	
Article 21 adoption	N/A	
Article 22 refugee children	N/A	
Article 23 children with a disability	N/A	
Article 24 health and health services	The nutrition which our young people get from school meals plays a significant part in their development. Raising prices too steeply may force parents to choose other less nutritious options for their children's lunches which may have a detrimental impact on their development.	There is a concern that increasing the price of school meals too steeply will impact upon the number of young people who aren't eligible for free school meals taking paid for school meals. The service will continue to work with Education Service colleagues on promoting the value for money and nutritional benefits of taking school meals. Further focus will be given to ensure that any parents of young people who may be eligible for free school meals but haven't completed the free school meals application process to do so.
Article 25 review of treatment in care	N/A	
Article 26 social security	N/A	
Article 27 adequate standard of living	Increasing the price of school meals will mean parents have less disposable	There is a concern that increasing the price of school meals too steeply will impact upon the number of young people who aren't eligible for free school meals taking

	income available for other activity and may therefore have a detrimental impact on standards of living.	paid for school meals. The service will continue to work with Education Service colleagues on promoting the value for money and nutritional benefits of taking school meals. Further focus will be given to ensure that any parents of young people who may be eligible for free school meals but haven't completed the free school meals application process to do so.
Article 28 right to education	N/A	
Article 29 goals of education	N/A	
Article 30 children from minority or indigenous groups	N/A	
Article 31 leisure, play and culture	N/A	
Article 32 child labour	N/A	
Article 33 drug abuse	N/A	
Article 34 sexual exploitation	N/A	
Article 35 abduction, sale and trafficking	N/A	
Article 36 other forms of exploitation	N/A	
Article 37 inhumane treatment and detention	N/A	
Article 38 war and armed conflicts	N/A	
Article 39 recovery from trauma and reintegration	N/A	
Article 40 juvenile justice	N/A	

Article 41 respect for higher national standards	N/A		
Article 42 knowledge of rights	N/A		
Optional Protocol on a Communications Procedure			

Protected Characteristics

Aberdeen City Council wants to ensure everyone is treated fairly. Identify the [protected characteristics](#) that your policy/ proposal affects and record the relevant impact and describe the mitigating steps.

	High / Medium Negative impact	Mitigations Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
Age A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18 to 30year olds).	N/A	
Disability people with disabilities / long standing conditions	N/A	
Race (including Gypsy / Travellers) people from minority ethnic communities and different racial backgrounds	N/A	
Religion or belief people with different religion and belief to include those with no beliefs	N/A	

Sex - Gender identity men or women, boys and girls	N/A	
Pregnancy and maternity women who are pregnant and / or on maternity leave	N/A	
Sexual orientation lesbian, gay, bisexual, heterosexual / straight	N/A	
Gender reassignment anybody whose gender identity / expression is different to the sex assigned to them at birth	N/A	
Marriage and civil partnership people who are married or in a civil partnership	N/A	

Socio-Economic Inequalities

Not every person / family has access to regular income or savings. You should therefore consider the impact of your proposal on people who might be unemployed, single parents, people with lower education or literacy, looked after children, those with protected characteristics are just some examples.

Identify the group that your policy/ proposal affects and record the relevant impact and describe the mitigating steps.

	High / Medium Negative impact	Mitigations Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
Low income / income poverty - those who cannot afford regular bills, food, clothing payments.	The option will not affect families who are entitled to free school meals. Applying such a large price increase would impact most	A renewed emphasis on advertising fsm eligibility criteria with the aim of ensuring all parents/carers of eligible young people

	heavily on those who fall just outside of free school meal entitlement.	apply would be undertaken.
Low and/or no wealth - those who can meet basic living costs but have no savings for unexpected spend or provision for the future	The option will not affect families who are entitled to free school meals. Applying such a large price increase would impact most heavily on those who fall just outside of free school meal entitlement.	A renewed emphasis on advertising fsm eligibility criteria with the aim of ensuring all parents/carers of eligible young people apply would be undertaken.
Material deprivation - those who cannot access basic goods and services, unable to repair/replace broken electrical goods, heat their homes or access to leisure or hobbies	N/A	
Area deprivation - consider where people live and where they work (accessibility and cost of transport)	The option will not affect families who are entitled to free school meals. Applying such a large price increase would impact most heavily on those who fall just outside of free school meal entitlement.	A renewed emphasis on advertising fsm eligibility criteria with the aim of ensuring all parents/carers of eligible young people apply would be undertaken.
Socio-economic background - social class, parents' education, employment, income.	N/A	

Consultation and monitoring

Have you undertaken any of form of consultation with any of the affected groups?	Yes	No
Describe the consultation processes/methods undertaken and the number of participants/respondents	There has been no consultation on this proposal to date, as it is a confidential budget option at this stage. Revised school meal prices would be advertised to parents and carers of our children and	

	young people in advance of any increase being applied.
Summarise the changes or improvements that have been made to the policy because of the consultation.	N/A
Set out what suggested changes or improvements that have not been made and why	N/A
What impact(s) has the consultation had upon your proposal?	N/A
How will this policy be monitored	Through discussion with the Education Estates/Facilities Management group and direct discussion with School Head Teachers. School meal uptakes would be monitored and reported as part of the Performance Report to the Operational Delivery Committee.
Use this section to justify why your proposal should go ahead despite the negative impacts identified.	There is a requirement to ensure the Council sets a balanced budget, which requires difficult decisions to be taken and this includes proposals with negative impacts.

Authorisation and sign off: for Stage 2:

Title of Policy / proposal:	Maximise income generation in School Catering services (Secondary)	
Directorate and Cluster:	Operations, Operations & Protective Services	
Policy and assessment author (s)	Name: Andy Campbell Job title: Facilities & Transportation Manager Date: 14/01/2022	Name: Job title: Date:
Authorised and approved by Director or Chief Officer	Name: Mark Reilly Job title: Chief Officer (Operations & Protective Services) Date: 14/01/22	Name: Job title: Date:

Following completion and approval, please email your completed assessment to:
equality_and_diveristy@aberdeencity.gov.uk