

**REPORT TO: EDUCATION COMMITTEE –26 JANUARY 2015**

**REPORT ON: INTRODUCTION OF FREE SCHOOL MEALS FOR PRIMARY 1 TO 3**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 28-2015**

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to inform the Education Committee of the approach taken to implement free school meals for all Primary 1 to Primary 3 pupils to ensure each establishment has sufficient capacity to meet anticipated demand.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Education Committee note the contents of this report.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The Scottish Government has committed to fully fund the revenue costs arising from the implementation of this new initiative. Revenue funding has been allocated to Dundee City Council amounting to £392,000 in financial year 2014-15 and £1,282,000 in financial year 2015-16. Capital funding of £1,000,000 has also been allocated to cover improvements required to production kitchens and dining centres.
- 3.2 The cost of implementing the free school meals option for Primary 1 to Primary 3 will be contained within the allocation of funding provided by the Scottish Government.

## **4.0 MAIN TEXT**

- 4.1 On 7 January 2014 the First Minister announced that all Primary 1 to Primary 3 pupils in Scotland would have the option of a free school meal from January 2015. Since this announcement, progress regarding the implementation of this initiative has been ongoing.
- 4.2 Information collated in January 2014 established the approximate increase in numbers of Primary 1 to Primary 3 pupils entitled to free school meals. The estimated numbers of meals were collated to determine the capacity of schools to meet the expected increase in demand.
- 4.3 School kitchen and dining centres were surveyed, adaptations were identified and all necessary works were carried out over the Summer and October holidays in 2014. Article III of the minute of the meeting of the Education Committee of 24 November 2014 and Article XI of the minute of the meeting of the City Development Committee of 21 April 2014 refers. The existing programme of new build schools has been adjusted to ensure that there is sufficient capacity to deal with the anticipated increase in meal uptake across the city.
- 4.4 Appropriate improvements have been made to accommodate the expected increase in meal numbers. These improvements include additional serving areas and dining room seating to meet the increased uptake levels. The survey of the remaining schools indicated that they should be able to deal with the increased numbers however this will be carefully monitored and kept under review.
- 4.5 All necessary equipment was purchased for the implementation date of 7 January 2015. This equipment included additional fridges, freezers and cookers to increase the production kitchen capacities. New seating for dining areas, new mobile trolleys, crockery and cutlery have all also been purchased.

- 4.6 Discussions have taken place with Tayside Contracts relating to their staffing of the school kitchens and changes have been implemented where possible from the beginning of December 2014 to allow for additional training.
- 4.7 A review will be undertaken to determine if schools require additional allocation of hours for the Primary/Early Years Support Assistants to cover lunchtimes.
- 4.8 Head Teachers will work in partnership with Tayside Contracts to ensure that all pupils can be served school lunches within a realistic timeframe. Information regarding the introduction of free school meals has been included on the Council website and Head Teachers were asked to distribute information to parents and carers during December. There will be no requirement for Parents of Primary 1 to 3 pupils to apply for free school meals. Parents will be reminded on an annual basis that they will need to apply for free school meals from Primary 4 onwards.
- 4.9 An initial review of the implementation of this new initiative will be undertaken in the financial year 2015-2016.

## **5.0 POLICY IMPLICATIONS**

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. An Equality Impact Assessment has been carried out and is attached to this report.

## **6.0 CONSULTATION**

- 6.1 The Chief Executive, Director of Corporate Services, Head of Democratic and Legal Services and Tayside Contracts have been consulted in the preparation of this report.

## **7.0 BACKGROUND PAPERS**

- 7.1 None.

MICHAEL WOOD  
Director of Education

## EQUALITY IMPACT ASSESSMENT TOOL

### Part 1: Description/Consultation

<b>Is this a Rapid Equality Impact Assessment (RIAT)?</b>	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
<b>Is this a Full Equality Impact Assessment (EQIA)?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/> X
<b>Date of Assessment:</b> 17 November 2014	<b>Committee Report Number:</b> 28-2015	
<b>Title of document being assessed:</b> Introduction of Free School Meals for Primary 1 to 3		
<b>1. This is a new policy, procedure, strategy or practice being assessed</b> (If yes please check box) <input type="checkbox"/>	<b>This is an existing policy, procedure, strategy or practice being assessed?</b> (If yes please check box) <input checked="" type="checkbox"/>	
<b>2. Please give a brief description of the policy, procedure, strategy or practice being assessed.</b>	Scottish Government initiative to introduce Free school meal option to all Primary 1 to Primary 3 pupils.	
<b>3. What is the intended outcome of this policy, procedure, strategy or practice?</b>	To implement a Healthy Free school meal to all Primary 1 to Primary 3 pupils.	
<b>4. Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.</b>		
<b>5. Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.</b>	No consultation with protected groups has been undertaken. The service is universal and therefore available to all pupils in primary 1 to primary 3. Head Teachers are consulting with their parent representatives as and when required.	
<b>6. Please give details of council officer involvement in this assessment.</b>  (e.g. names of officers consulted, dates of meetings etc)	Pam Nesbitt –Education Manager (Primary) Diana Weir – Education Finance Manager Fhiona Whyte – Education Catering Officer	
<b>7. Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy?</b>  (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No requirement to carry out any further consultation, the implementation of this initiative will be closely monitored by Council officers.	

## Part 2: Protected Characteristics

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

**NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.**

**If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.**

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Socio-economic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Part 3: Impacts/Monitoring



<p><b>1. Have any positive impacts been identified?</b></p> <p>(We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>All children in Primary 1 to Primary 3 will be entitled to the option of a free meal from January 2015.</p> <p>Previously only those children whose parents were in receipt of the following benefits were entitled to free school meals.</p> <ul style="list-style-type: none"> <li>• Income support and/or Job seekers allowance</li> <li>• Receipt of Income related employment and support allowance</li> <li>• Receiving support under Part VI of the Immigration and Asylum Act 1999</li> <li>• In receipt of Child Tax credit only and earning less than £16,010</li> <li>• In receipt of working tax credit with an income of less than £6,420</li> </ul>
<p><b>2. Have any negative impacts been identified?</b></p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)</p>	<p>No negative impacts have been identified.</p>
<p><b>3. What action is proposed to overcome any negative impacts?</b></p> <p>(e.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. See Good Practice on DCC equalities web page)</p>	<p>None</p>
<p><b>4. Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</b></p> <p>(If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>N/A</p>
<p><b>5. Has a 'Full' Equality Impact Assessment been recommended?</b></p> <p>(If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required. Seek advice from your departmental Equality lead.)</p>	<p>N/A</p>
<p><b>6. How will the policy be monitored?</b></p> <p>(How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)</p>	<p>The implementation of this new initiative will be monitored. Council officers are available to assist schools with individual school implementation issues that may arise.</p>

## Part 4: Contact Information

Name of Department or Partnership	Education
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Type of Document	
Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input checked="" type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input type="checkbox"/>

<b>Manager Responsible</b>	<b>Author Responsible</b>
<b>Name:</b> Michael Wood	<b>Name:</b> Diana Weir
<b>Designation:</b> Director of Education	<b>Designation:</b> Finance Manager
<b>Base:</b> Dundee House	<b>Base:</b> Dundee House
<b>Telephone:</b> 01382 433071	<b>Telephone:</b> 01382 433843
<b>Email:</b> <a href="mailto:michael.wood@dundeecity.gov.uk">michael.wood@dundeecity.gov.uk</a>	<b>Email:</b> <a href="mailto:diana.weir@dundeecity.gov.uk">diana.weir@dundeecity.gov.uk</a>

<b>Signature of author of the policy:</b>		<b>Date:</b> 05/01/15
<b>Signature of Director/Head of Service:</b>		<b>Date:</b> 05/01/15
<b>Name of Director/Head of Service:</b>	Michael Wood	
<b>Date of Next Policy Review:</b>	November 2015	