

LONDON BOROUGH OF CROYDON

To: Croydon Council website
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STATEMENT OF EXECUTIVE DECISIONS MADE BY THE ASSISTANT CHIEF EXECUTIVE (CORPORATE RESOURCES AND SECTION 151 OFFICER) ON 10 DECEMBER 2015

This statement is produced in accordance with Regulation 13 of the Local Authorities (Executive Arrangements) Meetings and Access to Information) (England) Regulations 2012.

The following apply to the decisions listed below:

Reasons for these decisions: are contained in the **attached** Part A report

Other options considered and rejected: are contained in the **attached** Part A report

Details of conflicts of Interest declared by the Cabinet Member: none

Note of dispensation granted by the head of paid service in relation to a declared conflict of interest by that Officer: none

The Cabinet, on 21 September 2015, has delegated to the Officer the power to make the executive decisions set out below:

OFFICER'S EXECUTIVE DECISION REFERENCE NO. 04/15/ACER

Decision title: Increasing the charge of Individual Door-to-Door Meals on Wheels Service and Meals taken at Lunch Clubs

Having carefully read and considered the Part A report and the requirements of the Council's public sector equality duty in relation to the issues detailed in the body of the reports, the Assistant Chief Executive (Corporate Resources and Section 151 Officer) in consultation with the Leader of the Council, the Cabinet Member for Finance and Treasury and the Chief Executive

RESOLVED: In order to continue to provide the individual door-to-door element of the Meals on Wheels service and maintain the service at Lunch Clubs and also to achieve annual savings of up to £150,000, to approve an increase in service charges for the Individual Door-to-Door Meals on Wheels bringing the cost of a meal to £4.99, and increase in the charge made for a meal at Lunch Clubs to £5.99.

Date: 16 December 2015

For General Release

REPORT TO:	Richard Simpson Assistant Chief Executive (corporate resources and S151 Officer)
SUBJECT:	Increasing the charge of Individual Door-to-Door Meals on Wheels Service and Meals taken at Lunch Clubs
LEAD OFFICER:	Brenda Scanlan Director of Integrated Commissioning Unit & Adult Care Commissioning
CABINET MEMBER:	Councillor Tony Newman The Leader of the Council Councillor Simon Hall Cabinet Member for Finance and Treasury
WARDS:	
CORPORATE PRIORITY/POLICY CONTEXT: Continuing to provide the Meals on Wheels service and meals at lunch clubs maintains the current offer and enables the Council to achieve one of its key ambitions Promoting Independence.	
AMBITIOUS FOR CROYDON & WHY ARE WE DOING THIS: It allows the Council to maintain this non-statutory service whilst making a contribution to the financial challenge due to Central Government's onslaught on local government	
FINANCIAL IMPACT: Approval of this recommendation will result in the annual savings for the Council of between £107,000 and £150,000.	
KEY DECISION REFERENCE NO.: Not a key decision	

1. RECOMMENDATIONS

- 1.1 In the Cabinet meeting held of 21 September 2015 the Assistant Chief executive (Corporate Resources and S151 Officer) was given executive delegated authority in consultation with the Leader, Cabinet Member for Finance and Treasury and Chief Executive to make decisions which are in the best interests of the Council to deal with government grant cuts in a timely, efficient and expedient manner.
- 1.2 Under this authority it is recommended that the Assistant Chief executive (Corporate Resources and S151 Officer) in consultation with the Leader, Cabinet Member for Finance and Treasury and Chief Executive
- 1.3 (i) approves an increase in service charges for the Individual Door-to-Door Meals on Wheels service to £4.99 per meal and ii) approves an increase in the service charge at lunch clubs to £5.99 per meal.

2. EXECUTIVE SUMMARY

- 2.1 Meals on Wheels clients are not financially assessed in order to determine their contribution, unlike the service users in receipt of some other non-residential care services (i.e. domiciliary care, day services supported living). This is because a food cost is taken into account as a part of the living cost allowance when clients are assessed financially.
- 2.2 Meals on Wheels services are considered by the Government Fairer Charging Guidance 2002, to be a “substitute charge”. This means service users would have to pay for their meals even if they were not provided by the Council.
- 2.3 A large majority of the Meals service is an individual Door-to-Door Hot service. Meals at lunch clubs, supplied by the same contractor, form a smaller element (7.8%) of overall meals take-up. Lunch clubs provide social contact in local community-based settings where older people meet together over a mid-day meal and take part in a variety of activities that support them to maintain their networks and independence.
- 2.4 The level of subsidy for the service is proposed to be reduced, whilst keeping the cost to service users very affordable. It should also be noted that this is a non-statutory service and that users would have alternative meal services.

Detail

3.1 Current meals service provision

- 3.1.1. In the financial year 2014/15 118,000 meals were provided to 540 service users at a cost of £786,000. Against this, there were Service Users’ contributions were £462,000. The Meals on Wheels service provision includes Door-to-Door Hot Meals provided to about 500 service users at their homes (92% of the service). Lunch Clubs service (7.8% of the service and about 40 service users). Frozen meals are also available to individual service users although current numbers are negligible (0.2% of the service).
- 3.1.2 A variety of meals are available; Standard, Asian Vegetarian, Halal, Kosher, Afro Caribbean, Salads. Food types provided are chosen by the client with all meals created to specific nutritional standards (including diabetic and puréed meals). Service users are referred to the meals on wheels contractor by a care manager. The Meals on wheels service has traditionally formed part of the Council’s adults’ prevention strategy.
- 3.1.3 The vast majority of the service users are over 65. Up to 60 % of service users receive a 6 or 7 day service (about 270 service users although this fluctuates). The service is highly regarded amongst service users and there are few complaints. This is especially the case with the social contact element of the service that sees the contractor carrying out wellbeing checks for service users.

3.2 Future service developments

- 3.2.1 The Council is currently exploring new approaches to the ways in which meals services can offer further preventative opportunities and ways of supporting and enabling local people to become more involved with their communities and also address issues around social isolation.

3.3 New Contract

- 3.3.1 A new contract is currently in process of being executed and will result in a cost to the Council of £5.99 per meal.

3.4 The Proposal

- 3.4.1 It is proposed that the new price per meal charged to service users for the Meals on Wheels hot meal Door-to -Door service will be £4.99. The new price proposed for meals taken at lunch clubs will be £5.99.

3.5 Benchmarking

- 3.5.1 Apart from a few exceptions (Croydon being one), a reducing volume of meals delivered to service users under meals on wheels contracts has been a major issue nationally, worsening over the last few years, making some contracts untenable for both commissioners and suppliers. About one-third of London councils now do not offer this service at all. The reason for reduction in volumes is a result of several factors; including the tightening of eligibility for access, the relative lower equivalent cost of nutritious ready meals in supermarkets, the accessibility of ready meals via internet shopping.

3.6 Financial Pressures

- 3.6.1 As part of Croydon Challenge there is a commitment to save £100 million by 2018. Although the new contract is estimated to produce £90,000 savings on the current contract value (including London Living Wage introduction), there is still a need for efficiencies considering the current financial pressures.

3.7 Risks considered

- Some service users may feel they will not be able to afford the service or withdraw from it, potentially resulting in their losing the benefits of the wellbeing and prevention element of the service. There could also be an impact on some service user clients who also have care packages if the midday Meals visit is lost, potentially requiring a substitute visit by their domiciliary provider. Some savings of the new contract could be lost if the meals volumes reduce below a certain level (this is a cost and volume contract).
- Negative effect on the contract potentially making it commercially non-viable to the contractor if more than 50% service users decide to leave the service.

3.8 Risk mitigation

- Identify the most vulnerable service users, especially those in risk of malnourishment and social isolation, and support them in offering a welfare benefits “check” to make sure they can maximise their disposable income

making the meals more affordable and therefore enabling them to continue to receive the service.

4. CONSULTATION

- 4.1 There has been no promise or practice of consultation on any changes to the service, including charge.

5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 5.1 At current volumes, there would be additional income of some £150,000 per annum.
- 5.2 Again, at those volumes, the Council would be providing a direct subsidy of some £107,000. In addition, there is an estimated cost of some £50,000 to manage the service and the contract.

2 The effect of the decision

The decision to increase meal fees will generate savings of between £107,000 and £150,000 per annum (the lower figure resulting from a 20% reduction in the number of meals served).

3 Risks

There is a risk that the number of service users will reduce further than anticipated and that the level of saving will be less than detailed above.

4 Options

Cease the service, is an option that has been explored but rejected

5 Future savings/efficiencies

There is a possibility that future savings could be achieved from the contract if contract prices are re-negotiated or service user numbers increase and we are able to achieve economies of scale and purchase the meals at a lower price per meal. This would occur if there was a 15% increase in service users above the current cohort.

Approved by: Lisa Taylor – Head of Finance and Deputy S151 Officer

6. COMMENTS OF THE BOROUGH SOLICITOR AND MONITORING OFFICER

- 6.1 The Solicitor to the Council comments that the Council should demonstrate due regard to its public sector equality duty by ensuring information is available and considered by decision makers as part of the recommendations in this report. This is because one or more protected characteristics under the Equalities Act 2010, is likely to be relevant to this group of service users. Therefore, any Equalities Impact Assessment should form part of this report and include any negative impacts and mitigating actions.

There are no other comments arising from the content of the report.

(Approved by: J Harris Baker, head of social care and education law, on behalf of the Borough Solicitor & Director of Legal & Democratic Services)

7. HUMAN RESOURCES IMPACT

7.1 There are no human resources implications arising from this report.

7.2 (Approved by Adrian Prescod, HR Business Partner, for and on behalf of Director of HR, Resources department)

8. EQUALITIES IMPACT

8.1 Please note the attached Equalities Impact Assessment dated December 2015 and the mitigations in relation to the Council's due regard to its Public Sector Equality Duty.

9. ENVIRONMENTAL IMPACT

9.1 There are no environmental consequences of this proposal.

10. CRIME AND DISORDER REDUCTION IMPACT

10.1 There are no crime and disorder consequences of this proposal.

11. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION

11.1 The recommended proposal will allow continuation of the service in its current form, with the contract, safeguarding and referrals still managed by the Council, while achieving annual savings of between £107,000 and £150,000.

11.2 It is considered that even with this price increase, given the additional benefits of welfare checks and social interaction element of the service provided through the delivery of meals or at lunch clubs, the price per meal still represents excellent value for money to the service users.

CONTACT OFFICER: Sasa Glisic Category Manager Strategy Communities and Commissioning 47089

BACKGROUND PAPERS - LOCAL GOVERNMENT ACT 1972:

Equality Analysis Form attached

Croydon Council Equality Analysis Form

Stage 1 Initial Risk Assessment - Decide whether a full equality analysis is needed

At this stage, you will review existing information such as national or local research, surveys, feedback from customers, monitoring information and also use the local knowledge that you, your team and staff delivering a service have to identify if the proposed change could affect service users from equality groups that share a “protected characteristic” differently. You will also need to assess if the proposed change will have a broader impact in relation to promoting social inclusion, community cohesion and integration and opportunities to deliver “social value”.

Please note that the term ‘change’ is used here as shorthand for what requires an equality analysis. In practice, the term “change” needs to be understood broadly to embrace the following:

- Policies, strategies and plans
- Projects and programmes
- Commissioning (including re-commissioning and de-commissioning)
- Service Review
- Budgets
- Staff structures (including outsourcing)
- Business transformation programmes
- Organisational change programmes
- Processes (for example thresholds, eligibility, entitlements, and access criteria)

You will also have to consider whether the proposed change will promote equality of opportunity; eliminate discrimination or foster good relations between different groups or lead to inequality and disadvantage. These are the requirements that are set out in the Equality Act 2010.

1.1 Analysing the proposed change

1.1.1 What is the name of the change?

Decrease in the Council subsidy for the individual door-to-door Meals on Wheels Service

1.1.2 Why are you carrying out this change?

Please describe the broad aims and objectives of the change. For example, why are you considering a change to a policy or cutting a service etc.

The proposal do decrease the Council’s subsidy and increase the service users contribution will allow continuation of the service in its current form, rather than ceasing to provide this service, with the contract, safeguarding and referrals still managed by the Council, while achieving annual savings of between £107,000 and £150,000.

It is considered that even with this price increase, given the additional benefits of welfare checks and social interaction element of the service provided through the delivery of meals, the price per meal still represents value for money to the service users.

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1.1.3 What stage is your change at now?	See Appendix 1 for the main stages at which equality analyses needs to be started or updated. In many instances, an equality assessment will be started when a report is being written for Cabinet or Committee. If that report recommends that a proposed change takes place, the same equality assessment can be updated to track equality impacts as it progresses.
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The Delegated Authority Report recommending the changes that may affect service users of the Meals on Wheels service is being presented to Richard Simpson Assistant Chief Executive (corporate resources and S151 Officer) in consultation with the Leader of the Council and the Cabinet Member for Finance and Treasury week commencing 30 November 2015. All the relevant equality impact analysis has already being prepared.

Please note that an equality analysis must be completed before any decisions are made. If you are not at the beginning stage of your decision making process, you must inform your Director that you have not yet completed an equality analysis.

1.2 Who could be affected by the change and how

1.2.1 Who are your internal and external stakeholders?	For example, groups of council staff, members, groups of service users, service providers, trade unions, community groups and the wider community.
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Some service users using this service.

1.2.2 What will be the main outcomes or benefits from making this change for customers / residents, staff, the wider community and other stakeholders?	
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The recommended proposal will allow continuation of the service in its current form, with the contract, safeguarding and referrals still managed by the Council. It is considered that even with this price increase, given the additional benefits of welfare checks and social interaction element of the service provided through the delivery of meals, the price per meal still represents value for money to the service users.

1.2.3 Does your proposed change relate to a service area where there are known or potential equalities issues?
Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response
If you don't know, you may be able to find more information on the Croydon Observatory (<http://www.croydonobservatory.org/>)

NO

1.2.4 Does your proposed change relate to a service area where there are already local or national equality indicators?
You can find out from the Equality Strategy (<http://intranet.croydon.net/corpdept/equalities-cohesion/equalities/docs/equalitiesstrategy12-16.pdf>). Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response

The proposed change relates to a service area where there are already local equality indicators notably the Equality and Inclusion Policy and the strategic priority to “Encourage local people to be independent and resilience by providing responsive and accessible services offering excellent customer care”.

1.2.5 Analyse and identify the likely advantage or disadvantage associated with the change that will be delivered for stakeholders (customers, residents, staff etc.) from different groups that share a “protected characteristic”

Please see Appendix 2 (section 1) for a full description of groups.

	Likely Advantage 😊	Likely Disadvantage ☹️
Disability	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service
Race/ Ethnicity	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service
Gender	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service
Transgender	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service
Age	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service
Religion /Belief	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service
Sexual Orientation	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service
Social inclusion issues	None	Not being able to afford the service/ access to the service/social isolation
Community Cohesion Issues	Non-applicable	Not being able to afford the service/ access to the service/ social

		isolation
Delivering Social Value	Non-applicable	

1.2.6	In addition to the above are there any other factors that might shape the equality and inclusion outcomes that you need to consider?
	For example, geographical / area based issues, strengths or weaknesses in partnership working, programme planning or policy implementation

NO

1.2.7	Would your proposed change affect any protected groups more significantly than non-protected groups?
	Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. For a list of protected groups, see Appendix.....

People over 65 represent over 90% of the service users and will be more significantly affected.

1.2.8	As set out in the Equality Act, is your proposed change likely to help or hinder the Council in advancing equality of opportunity between people who belong to any protected groups and those who do?
	<i>In practice, this means recognising that targeted work should be undertaken to address the needs of those groups that may have faced historic disadvantage. This could include a focus on addressing disproportionate experience of poor health, inadequate housing, vulnerability to crime or poor educational outcomes etc.</i>
	Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response

This proposal may hinder the Council in advancing equality of opportunity because some of the service users who belong to belong to protected groups may be unable to access the service as they will not be able to afford the increase in the price per meal.

1.2.9	As set out in the Equality Act, is the proposed change likely to help or hinder the Council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the groups that share a protected characteristic?
	<i>In practice, this means that the Council should give advance consideration to issues of potential discrimination before making any policy or funding decisions. This will require actively examining current and proposed policies and practices and taking mitigating actions to ensure that they are not discriminatory or otherwise unlawful under the Act</i>

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response.

This proposal will help the Council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the groups that share a protected characteristic because it will continue and the service contract and service specification is such that prevents any discrimination, harassment and victimisation.

1.2.10 As set out in the Equality Act, is your proposed change likely to help or hinder the Council in fostering good relations between people who belong to any protected groups and those who do not?

In practice, this means taking action to increase integration, reduce levels of admitted discrimination such as bullying and harassment, hate crime, increase diversity in civic and political participation etc.

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response

This proposal will not hinder the Council in fostering good relations between people who belong to any protected groups because it is available to all protected groups.

1.3 Decision on the equality analysis

If you answer "yes" or "don't know" to ANY of the questions in section 1.2, you should undertake a full equality analysis. This is because either you already know that your change or review could have a different / significant impact on groups that share a protected characteristic (compared to non-protected groups) or because you don't know whether it will (and it might).

Decision	Guidance	Response
No, further equality analysis is not required	<p>Please state why not and outline the information that you used to make this decision. Statements such as 'no relevance to equality' (without any supporting information) or 'no information is available' could leave the council vulnerable to legal challenge.</p> <p>You must include this statement in any report used in decision making, such as a Cabinet report</p>	
Yes, further equality analysis is required	<p>Please state why and outline the information that you used to make this decision. Also indicate</p> <ul style="list-style-type: none"> • When you expect to start your full equality analysis • The deadline by which it needs to be completed (for example, the date of submission to Cabinet) • Where and when you expect to publish this analysis (for example, on the council website). <p>You must include this statement in any report used in decision making, such as a Cabinet report.</p>	<p>Yes</p> <p>Further analysis is required is because the proposal is likely to significantly affect one protected group, namely age - people over 65.</p>
Officers that must approve this decision	Name and position	Date
Report author	Sasa Glisic Category Manager SCC	30 November 2015
Director	Brenda Scanlan Director Integrated Commissioning Unit	30 November 2015

1.4 Feedback on Equality Analysis (Stage 1)

Please seek feedback from the corporate equality and inclusion team and your departmental lead for equality (the Strategy and Planning Manager / Officer)

Name of Officer	Yvonne Okiyo	
Date received by Officer	30 November 2015	Please send an acknowledgement
Should a full equality analysis be carried out?	Yes	Note the reasons for your decision

Stage 2 Use of evidence and consultation to identify and analyse the impact of the change

Use of data, research and consultation to identify and analyse the probable Impact of the proposed change

This stage focuses on the use of existing data, research, consultation, satisfaction surveys and monitoring data to predict the likely impact of proposed change on customers from diverse communities or groups that may share a protected characteristic.

Please see Appendix 2 (section 2) for further information.

2.1	<p>Please list the documents that you have considered as a part of the equality analysis review to enable a reasonable assessment of the impact to be made and summarise the key findings.</p> <p>This section should include consultation data and desk top research (both local and national quantitative and qualitative data) and a summary of the key findings.</p>
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Meals on wheels service users' demographic socio-economic and quantitative and qualitative data.

Key equality and inclusion findings;

Service users by gender:
 Female 60.53% Male 39.23

Service users by age;
 Highest group of service users is 85+ 42.85%

Service users by ethnicity;
 Highest Group is White 78%

The words with highest number of service users are are Ashburton, Coulsdon East, Sanderstead, Selhurst and Shirley

The only proxy to analysing the service users' income was to analyse service users who had undergone financial assessment .The council could only analyse the income of those meals on wheels service users who are also in receipt of domiciliary care.

54.28% service users receive meals on wheels and domiciliary care service.

Out of these service users 85.15 % have undergone the financial assessment out of 85.15%

45.77% pay full cost

27.86% paying some contribution from their declared income

26.36% have state pension, pension credits, savings credits, income support, employment and support allowance and similar benefits as their only income

Out of 27.86% of service users paying some contributions from a declared income 1.78% were in the income range of £50-£110, 17.85% £110-£200, 67.85% £200-£300 and 12.5% were over £300.

Out of 26.36% on on the state pension, pension credits, savings credits, income support, employment and support allowance and similar benefits as their only income

32.07% were with the weekly income of £138.20 - £200 and 67.92% were with the income of £200- £300

2.2 Please complete the table below to describe what the analysis, consultation, data collection and research that you have conducted indicates about the probable impact on customers or staff from various groups that share a protected characteristic.

Group's with a "Protected characteristic" and broader community issues	Description of potential advantageous impact	Description of potential disadvantageous impact	Evidence Source
Disability	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service	Demographic and socio-economic profile of service users
Race/ Ethnicity	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service	Demographic and socio-economic profile of service users
Gender	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service	Demographic and socio-economic profile of service users
Transgender	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service	Demographic and socio-economic profile of service users
Age	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service	Demographic and socio-economic profile of service users
Religion /Belief	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service	Demographic and socio-economic profile of service users
Sexual Orientation	Continuation of the service with preventative element.	Not being able to afford the service/ access to the service	Demographic and socio-economic profile of service users

Group's with a "Protected characteristic" and broader community issues	Description of potential advantageous impact	Description of potential disadvantageous impact	Evidence Source

2.3 Are there any gaps in information or evidence missing in the consultation, data collection or research that you currently have on the impact of the proposed change on different groups or communities that share a protected characteristic? If so, how will you address this?

Please read the corporate public consultation guidelines before you begin:
<http://intranet.croydon.net/finance/customerservices/customerserviceprogramme/stepbystepguide.asp>.

There is a gap in information relating to disability.

2.4 **If you really cannot gather any useful information in time, then note its absence as a potential disadvantageous impact and describe the action you will take to gather it.**

Please complete the table below to set out how will you gather the missing evidence and make an informed decision. Insert new rows as required

Group's with a "Protected characteristic" and broader community issues	Missing information and description of potential disadvantageous impact	Proposed action to gather information
Service users with Disability	Data	The service will start collecting the data
Service users at lunch clubs	Data	The service will start collecting the data

Stage 3 Improvement plan

Actions to address any potential disadvantageous impact related to the proposed change

This stage focuses on describing in more detail the likely disadvantageous impact of the proposed change for specific groups that may share a protected characteristic and how you intend to address the probable risks that you have identified stages 1 and 2.

3.1 Please use the section below to define the steps you will take to minimise or mitigate any likely adverse impact of the proposed change on specific groups that may share a protected characteristic.

Equality Group (Protected Characteristic)	Potential disadvantage or negative impact e	Action required to address issue or minimise adverse impact	Action Owner	Date for completing action
Age	Not being able to afford the service/ access to the service	The Council will support these service users in offering a welfare benefits “check” to make sure they can maximize their disposable income making the meals more affordable and therefore enabling to continue to receive the service.	Brenda Scanlan	1 February 2016

3.2 How will you ensure that the above actions are integrated into relevant annual department or team service plans and the improvements are monitored?

3.3 How will you share information on the findings of the equality analysis with customers, staff and other stakeholders?

The data about the service users who cannot afford to pay and the mitigation actions will be shared.

Section 4 Decision on the proposed change

4.1 Based on the information in sections 1-3 of the equality analysis, what decision are you going to take?

Decision	Definition	Yes / No
We will not make any major amendments to the proposed change because it already includes all appropriate actions.	Our assessment shows that there is no potential for discrimination, harassment or victimisation and that our proposed change already includes all appropriate actions to advance equality and foster good relations between groups.	Yes
We will adjust the proposed change.	We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the proposed change. We are going to take action to make sure these opportunities are realised.	Yes
We will continue with the proposed change as planned because it will be within the law.	<p>We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the proposed change.</p> <p>However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned.</p>	Yes
We will stop the proposed change.	The proposed change would have adverse effects on one or more protected groups that are not justified and cannot be lessened. It would lead to unlawful discrimination and must not go ahead.	No

4.2	Does this equality analysis have to be considered at a scheduled meeting? If so, please give the name and date of the meeting.
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The Delegated Authority Report recommending the changes that may affect service users of the Meals on Wheels service is being presented to Richard Simpson Assistant Chief Executive (corporate resources and S151 Officer) in consultation with the Leader of the Council and the Cabinet Member for Finance and Treasury week commencing 30 November 2015.

4.3	When and where will this equality analysis be published?
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An equality analysis should be published alongside the policy or decision it is part of.

As well as this, the equality assessment could be made available externally at various points of delivering the change. This will often mean publishing your equality analysis before the change is finalised, thereby enabling people to engage with you on your findings.

1 January 2016

4.4 When will you update this equality analysis?

Please state at what stage of your proposed change you will do this and when you expect this update to take place. If you are not planning to update this analysis, say why not

Annually

4.5 Please seek formal sign of the decision from Director for this equality analysis?
This confirms that the information in sections 1-4 of the equality analysis is accurate, Comprehensive and up-o-date.

Officers that must approve this decision	Name and position	Date
Head of Service / Lead on equality analysis	Simon Wandsworth	03.12.2015
Director	Brenda Scanlan	03.12.2015

Email this completed form to equalityandinclusion@croydon.gov.uk, together with an email trail showing that the director is satisfied with it.