

## Screening/Scoping Pro Forma

<b>Section</b>	Guildford House Gallery		<b>Officer responsible for the screening/scoping</b>	Mike Beckwith / Christian Dettlaff	
<b>Name of Policy to be assessed</b>	Catering	<b>Date of Assessment</b>	25/06/08	<b>Is this a proposed new or existing policy/procedure/practice?</b>	<b>existing</b>
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To provide the most appealing variety of food to the widest possible range of visitors via an external caterer.				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	To attract visitors to the Gallery to see the artwork and visit the shop. To cater totally for customer's needs. Provide a service (where required) to hirers.				
<b>3. Who is intended to benefit from this policy and in what way?</b>	Visitors, customers, Council and caterer.				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	To cater for customer's culinary needs and attract visitors to the Gallery and shop. To achieve a viable business for the caterer.				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Resources; cost of meals; quality; profitability for the caterer; range of food required; accessibility; size of venue/kitchen; number of customers/hirers				
<b>6. Who are the main stakeholders in relation to the policy?</b>	As Q3		<b>7. Who implements the policy, and who is responsible for the policy?</b>	Guildford Borough Council	
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>		<b>N</b>	<b>Please explain</b> Range of food not specific to any racial group. Limited capacity in the kitchen makes production of ethnic foods a challenge.		
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Menu sheets				
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>		<b>N</b>	Not gender specific		
<b>What existing evidence (either presumed or</b>					

otherwise) do you have for this?			
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y		Access is restricted due to listed building status
What existing evidence (either presumed or otherwise) do you have for this?			
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?		N	
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y		No children's menu currently available only reduced portion size. Will discuss with caterer.
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?		N	Due to limited kitchen space the product range has to be limited and therefore does not cater for specific religious groups. It is not a concern as it is not felt to be discriminatory.
What existing evidence (either presumed or otherwise) do you have for this?			No informal or formal complaints on record
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y		No specific baby/children's menu available, although smaller portions can be requested.
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a		N	No - customer details are known

differential impact due to them have an offending past?			
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		N	No - customer details are known
What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y		<b>Please explain</b> Only regarding children but this is being investigated
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		N	<b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b>
<b>Business improvement</b> 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y		<b>Please explain</b> Children and babies
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		N	<b>Please explain</b>

<b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b>		<b>N</b>	<b>Please explain</b>
<b>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</b>			As 19 above

			Yes	No
		<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b>  Only regarding children's menu</p>		

**Signed**  
**(completing officer)** ..... **Date** June 2008

**Signed**  
**(Head of Section)** ..... **Date** .....

**Countersigned** ..... **Date** September 2008