

### Screening/Scoping Pro Forma

<b>Section</b>	Cultural Services Electric Theatre	<b>Officer responsible for the screening/scoping</b>	Mike Beckwith Sue Barnard
<b>Name of Policy to be assessed</b>	Catering	<b>Date of Assessment</b>	29/04/08
		<b>Is this a proposed new or existing policy/procedure/practice?</b>	existing
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To provide for hirers, visitors and audiences needs with regard to catering whilst working to an ethos set by the Council		
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	To attract as wide a range of customer as possible and produce a profit for the contractor and an income to the Council. To provide a facility to link with the Theatre's programme.		
<b>3. Who is intended to benefit from this policy and in what way?</b>	Caterer to make a workable profit. User to have an enjoyable and affordable facility. Council/Theatre to provide a good facility and obtain an acceptable income		
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	To cater for customer's needs and attract the public to the Theatre whilst providing an acceptable financial return		
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Cost / profit margin / customers / Theatre programme / number of hirers / nature of hirer / size of kitchen and venue		
<b>6. Who are the main stakeholders in relation to the policy?</b>	Caterer / Theatre / Council / Hirer / Public	<b>7. Who implements the policy, and who is responsible for the policy?</b>	Theatre Manager
<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> Good range of food provided for all. Special menus can be provided in discussion with hirer.	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>			
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>	<b>N</b>	As Q8	

What existing evidence (either presumed or otherwise) do you have for this?		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	N	Protocols have been put in place to address any identified needs
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	As Q8
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?	N	Children's menu in place. Cost regulated to try to avoid this becoming a barrier
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?	Y	Not all religious groups are regularly catered for with the basic menu. This would be difficult to achieve on a day to day basis, but special requirements of particular hirers would always be considered and provided where possible and economically viable.
What existing evidence (either presumed or otherwise) do you have for this?		We are not aware of any complaints regarding the regular menu in this respect.
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	N	Particular groups such as children and the disabled are already catered for.

What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?			N Customer's personal details are not known
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 As Q8
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?		N	Please explain
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper.
<b>Business improvement</b> 19. Is there any concern that there are unmet needs in relation to any of the above groups?		N	Please explain None that we are aware of

20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		N	Please explain		
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?	Y	N	Please explain		
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?			Any business opportunities are regularly considered by Theatre Management and the Caterer e.g. children's menu.		
				Yes	No
			24. If No, are there any changes required to the policy to improve it around the equality agenda? None identified		

Signed  
(completing officer)

Date April 2008

Signed

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

**Countersigned**  
**(Corporate Diversity/Diversity/Policy Team)**

**Date** August 2008