



Derby City Council

# Equality impact assessment form

**Directorate**  
**Neighbourhoods**

**Service area**  
**Waste Management**

**Name of policy, strategy, review or function  
being assessed**  
**The introduction of a charging scheme for the  
collection of garden waste.**

**Date of assessment**

**Signed off by Tim Clegg**

**Cabinet or Personnel Committee's decision**

**Derby...** *Achieving*

## Equality impact assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people. This completed form should be attached to any Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. Ask our Lead on Equality and Diversity for help with useful contacts – we have a team of people who are used to doing these assessments.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity to publish on our website.

By the way, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

## **Equality groups**

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees...

- Age equality – the effects on young and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender equality – the effects on both men and women and boys and girls
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non- belief equality – the effects on religious and cultural communities, customers and employees

- Sexuality equality – the effects on lesbians, gay men and bisexual people
- Trans gender – the effects on trans people

In addition, we have decided to look at the effects on people on low incomes too as we feel this is very important.

### **Contacts for help**

Ann Webster – Lead on Equality and Diversity

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Maggie Fennell – 01332 643731 Minicom 01332 242133

### **The form**

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions

## 1 What's the name of the policy you are assessing?

To introduce a charging scheme for the collection of garden waste from residents brown bins. This service is currently provided as part of a co-mingled collection service along with food waste and is free of charge.

## 2 The assessment team

Team leader's name and job title –

**Mick McLachlan Head of Service Waste Management**

Other team members

Name	Job title	Organisation	Area of expertise
Ian Drury	Area Manager Streetpride	Streetpride	Refuse Collection and Recycling
Malcolm Price	Policy and Contracts Manager	Streetpride	Waste processing and Disposal
James Greaney	Customer care Manager	Streetpride	Customer care
Zoe Nettleship	Area Coordinator	Streetpride	Area working and Neighbourhood Management

- 3 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council? Include here any links to the Council Plan or your Directorate Service Plan.
- To generate year on year savings to contribute to the Council's need to reduce its budgets.
- 4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?
- Waste Management, an "In house" service provider
- 5 Who are the main customers, users, partners, employees or groups affected by this proposal?
- All householders in Derby
- 6 Who have you consulted and engaged with so far about this policy and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups
- Consultation took place as part of the wider "Budget Consultation" process. This involved a specific budget meeting with Diversity Forums, Voices in Action, Young People's Forum and the Older People's Forum
- 7 Using the skills and knowledge in your assessment team, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any

customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you know?	Positive impact	Negative impact	Not sure
Age	We provide an assisted collection service for all those who due to their age may have difficulties and who indicate to us that they are in need. Some older people may be on very low incomes and so will not be able to afford this service.	Yes		
Disability	We provide an assisted collection service for disabled people who indicate to us that they need assistance.	Yes		
Gender	Not Applicable.			N/A
Marriage and civil partnership	Not Applicable.			N/A
Pregnancy and maternity	We provide an assisted collection service for all those who may have difficulties and indicate to us that they are in need	Yes		

<b>Equality groups</b>	<b>What do you know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Not sure</b>
<b>Race</b>	Information on what can be recycled is largely in pictogram format. Waste Management works with neighbourhood Teams to target community groups with information help and advice.	Yes		
<b>Religion or belief or none</b>	Waste Management works with neighbourhood Teams to target community groups with information help and advice	Yes		
<b>Sexuality</b>	Not Applicable			N/A
<b>Trans gender</b>	Not Applicable			N/A
<b>People on low income</b>	The adoption of a chargeable service may affect the ability of those people that can not afford to pay. No concessionary rates apply		Yes	

**Important** - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later.

**8 From the information you have collected, how are you going to lesson any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?**

- Waste Management will work with Neighbourhood Teams and the Diversity Forums so that we can identify any negative impacts on service delivery in any particular area of the City.
- Residents are not obliged to join the scheme.
- Residents can compost their garden waste at home, and Waste Management will offer support and give advice on home composting.
- Residents can take garden waste to the Civic Amenity Site at Raynesway and there are facilities for disabled people.
- A website giving advice on home composting is available on the Derby City Council website
- Waste Management will offer home composting containers to residents at a discounted rate. (This may need a budget to cover the subsidy)

**9 What outcome does this assessment suggest you take? – you might find more than one applies. Please also tell us why you have come to this decision?**

<b>Outcome 1</b>		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
<b>Outcome 2</b>		<b>Adjust the policy</b> to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers you

		identified?
<b>Outcome 3</b>	<b>YES</b>	<b>Continue the policy</b> despite potential for negative impact or missed opportunities to promote equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are sufficient plans to reduce the negative impact and plans to monitor the actual impact
<b>Outcome 4</b>		<b>Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s) 3

- **Introduce the policy on 1<sup>ST</sup> April 2014 and monitor feedback from Neighbourhood Teams, Diversity Forums and the public generally and Waste Management will respond positively to the issues raised.**

Why did you come to this decision?

- **This will provide the Council with an opportunity to reduce budgets and continue with a garden waste collection service to those residents that wish to join the scheme.**

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality action plan to lesson the effect of the negative impact. This is really important and may face a legal challenge in the future.

**9 How do you plan to monitor the equality impact of the proposals, once they have been implemented?**

- **Waste Management will liaise with Neighbourhood Teams and Diversity Forums and respond to individual concerns raised.**

- Waste Management will attend each of the Diversity Forum meetings in six months to assess the new system
- Waste Management will monitor the level of complaints.

**Equality action plan – setting targets and monitoring**

<b>What are we going to do to improve equality?</b>	<b>How are we going to do it?</b>	<b>When will we do it?</b>	<b>What difference will this make?</b>	<b>Lead officer</b>	<b>Monitoring arrangements</b>
<b>Continue with the Assisted Collection Policy</b>	<b>Maintain current application systems so those that need assistance in the future get it and ensure existing householders on the scheme have this service</b>	<b>Ongoing</b>	<b>It will make sure all relevant householders can access the service if they need to</b>	<b>MMcL</b>	<b>Paris Refuse Collection Database LAGAN service request system</b>
<b>Continue to develop messaging which is easy to understand</b>	<b>By using the corporate help message on publicity</b>	<b>On going</b>	<b>It will help people whose first language isn't English to know about our service, together with help from the Neighbourhood Teams</b>	<b>MMcL</b>	<b>MMcL</b>
<b>Check with the Diversity Forums that the new</b>	<b>Attending each of the Diversity Forums to get</b>	<b>June 2014– six months after implementation</b>	<b>We will know the full impact on equality groups</b>	<b>MP</b>	<b>MP</b>

system is working	their views on the new system				
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**Make sure you include these actions in your service business plans**