



Derby City Council

Equality impact assessment form

Directorate

Neighbourhoods

Service area

Waste Management

**Name of policy, strategy, review or function
being assessed**

Suspending refuse and recycling collections
between Christmas and New Year

Date of assessment 29/10/13

Signed off by Tim Clegg

Cabinet or Personnel Committee's decision

Reviewed under star chamber

Date published on website

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

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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?

Suspending refuse and recycling collections between Christmas and New Year.

2 The assessment team

Team leader's name and job title

Carly Walker Waste management systems support manager

Other team members

Name	Job title	Organisation	Area of expertise
Mick McLachlan	Head of Waste Management	Streetpride	Refuse collection and recycling
Malcolm Price	Policy, Projects and Contract Manager	Streetpride	Refuse collection and recycling
Jo Thorpe	Recycling Officer	Streetpride	Refuse collection and recycling

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 savings to contribute to the Council's need to cuts its budgets.

4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?

Waste Management, an "In house" service

5 Who are the main customers, users, partners, employees or groups affected by this proposal?

- All householders in Derby
- Waste management staff
- Contractors who process the city's waste

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

Members and chief officers have been consulted. As have trade unions and frontline waste management staff who are in favour of the proposal.

Following star chamber, public consultation will take place as part of the wider budget consultation process.

- 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	No impact			
Disability	Customers who produce clinical waste - will have to store this for a longer period, or may generate excess. This would be collected once services resume.		x	
Gender	No impact			
Marriage and civil partnership	No impact			
Pregnancy and maternity	As with disability, but related to those with children in nappies.		x	
Race	Communications about service suspension would need to be accessible to all communities in the city. The Neighbourhood Teams will target community groups with information, help and advice.	x		
Religion or belief or none	No impact			
Sexuality	No impact			
Trans gender	No impact			
People on low income	No impact			

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?

To reduce the impact of the suspension, residents will be given plenty of notice to plan how they will manage and store their waste over a longer period and publicising alternatives for example, using the Raynesway Household Waste Recycling Centre.

Waste Management will use a diverse communications strategy to ensure all customers are notified and work with the Neighbourhood Team to make sure that the messages about the suspension reach all communities.

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?

Outcome 1		No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy 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
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

3

Why did you come to this decision?

- This is because there is a potential negative impact on those who have clinical waste and people who have nappies to dispose of, and also for people for which English is not their first Language.

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.

- Suspending the service will permit significant savings, contributing to the council's efforts to balance the budget.
- The opportunity exists to reduce the impact by effective communications.

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

- Waste Management will continue to work with the Neighbourhood Team who closely liaise with the public and respond to any concerns raised.
- Waste management will monitor the level of customer contact on the subject.

Equality action plan – setting targets and monitoring

What are we going to do to improve equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Continue to develop messaging which is easy to understand and will reach all customers	Work with the corporate communications team	Messages will be carefully timed (just prior to xmas) to help people retain the information	Ensure people understand what is happening and remember the information	Jo Thorpe	CW to monitor customer contacts and complaints via Lagan, to understand the actual impact on customers, and to inform future decisions
Communicate alternatives to residents	Work with the corporate communications team	As above	Make people aware of the alternatives available in case this policy does cause them concern	Jo Thorpe	As above
Work with the Neighbourhood Teams and respond to concerns raised	Regular meetings/contact	Ongoing	To help customers through the service suspension	Streetpride	As above

Make sure you include these actions in your service business plans