

Equality impact assessment form for quick COVID 19 decisions only

Directorate	Communities and Place
Service area	Streetpride – Waste Management
Proposal	Re-opening of the Household Waste Recycling Centre (HWRC)
Reason for proposal	To provide somewhere for citizens to take their urgent waste and to avoid fly tipping
Sign off (Director/Head of Service)	Ian Drury – Head of Waste
Date of assessment	12 May 2020

Please read the support notes before completing your assessment that are set out in Appendix 1.

The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

The assessment team or name of individual completing this form

Team leader's name and job title – Ian Drury - Head of Waste

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Simon Aitkin	Head of Service	Derby City Council	Waste
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equality and Diversity and Inclusion
Carly Walker	Waste Management Systems Support Manager	Derby City Council	Waste

Step 1- setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side- tracked.

<p>1. What are the main aims, objectives and purpose of the decision you want to make?</p>	<p>The Council has a statutory duty to have one or more HWRC's which provide residents with an outlet to take their household waste to. The site was closed on 23/04/20, following restrictions due to Covid 19, and we are due to re-open soon.</p> <p>Main Priorities:</p> <ul style="list-style-type: none"> • Protect public health and minimise environmental risk throughout the city • Protect the health, safety and well-being of HWRC users • Protect the health, safety and well-being of the site staff • Receive as many waste streams for recycling as possible
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	<ul style="list-style-type: none"> • Implement safe systems and operational practices • Manage and protect the capacity of the reconfigured site • Mitigate the risk of excess queuing
2. Why do you need to make this decision?	<p>We are re-opening the site but have had to re-design its operation due to the requirements around social distancing – to protect both staff and service users. With the impact of social distancing we need to make sure those requiring assistance can still safely do so. We will need to limit the numbers of people on site at any one time.</p>
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	<p>On site contractor is HW Martins, who are working as sub-contractors to Renewi UK – the main contractor for residual waste processing. The contract is a joint contract between Derbyshire County Council / Derby City Council and Renewi UK.</p>
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	<p>The site is mainly used by Derby City Residents with smaller numbers of site users from outside the Derby City Boundary. All residents of the community can and do use the site. See exert from communications plan with specific reference to assistance on site...</p> <p>As we announced earlier this week, the site will be available for residents – who have no other means of disposing of waste – with a number of practical measures put into place to ensure Government safety guidance is still adhered to. These measures include:</p> <ul style="list-style-type: none"> • You must have a pre-booked time slot. No booking, no entry – this is to help us reduce delays and congestion on surrounding roads and to keep staff and visitors safe. • The number of people allowed onto the site at one time will be limited so that social distancing is maintained • Where possible, only one adult from each household should visit the site.

	<ul style="list-style-type: none"> • Two people from a household can visit together if they are bringing large waste items such as a fridge freezer or sofa. • Staff on-site will not be able to help to unload items for the vast majority of visitors – this is so we can maintain social distancing. However, help will be available for those that genuinely need it and you can ask.
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Step 2 – collecting information and assessing impact

<p>5. Who have you consulted and engaged with so far about this change, 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, such as accessible locations, interpreters and translations, accessible documents.</p>	Stakeholder	Engagement route
	Councils – WCAs and Waste, health and safety, finance and communications colleagues	Regular meetings/discussions
	Councillors	Internal briefings
	Contractors (RUKS, HWM and Suez)	Regular meetings/discussions
	Off Takers	Through contractors
	Council Traffic Management/Highways	Regular meetings/discussions
	Derbyshire Police	Direct liaison with local contacts Strategically through Derby and Derbyshire LRF
	Council Planning Officers	Meetings/discussions
	Environment Agency	Through contractors Discussion on any specific issues
	Public Health	Internal council Tactical and Strategic Coordination Groups Derby and Derbyshire LRF
	Internal emergency planning meetings	Internal council Tactical and Strategic Coordination Groups
	Derby and Derbyshire Local Resilience Forum (LRF)	Through council senior officer representatives
Local media	Through communication officers	

	Stakeholders	Engagement route
	DEFRA	Discussion on any specific issues
	Neighbours: residents and businesses in proximity to the site who might be affected due to traffic and congestion etc.	Communications officers as part of the communications plan
	Neighbouring local authorities	Discussions, meetings and regional/national forums
	Charity Retail Association, other reuse and second-hand outlet options	
	Lead on Equality and Diversity	Consulted with the Deaf and Hearing Impaired People's Commitment Group and the Cohesion and Prevent Manager on access to information and methods of contacting the Council to book a slot and how to use the centre with the restrictions.

6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change 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 protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Age – older and younger people	We know that some older people may not class themselves as disabled people, but if they need help at the centre they will be able to ask for this	Yes		
Disability – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental	We know that COVID 19 restrictions have had an immense negative impact on disabled	Yes		The actions we are taking are positive initiatives to lessen the barriers faced by disabled people wanting to use the

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<p>health issues, people with learning difficulties, people living with autism and people with physical impairments</p>	<p>people and carers. Issues such as the lack of accessible COVID 19 information for people with learning difficulties, Deaf people and visually impaired people has been a huge problem and disabled people's organisations are now taking legal action against offending organisations. The requirement for people to wear face masks and coverings has been problematic for people who lipread.</p> <p>With a little thought and creativity some barriers such as accessible information can be removed.</p>			<p>centre for emergency waste and include:</p> <ul style="list-style-type: none"> • accessible communication using Sign Video, Mobile for Texting and a smart phone app • the Lead on Equality and Diversity arranging for a BSL Video to be produced about the new system of booking and using the centre and being posted on social media and our website • making sure that disabled people can still get help at the centre if they need it and also looking at the feasibility of arranging help when the booking slot is made • providing clear signs, photographs and instruction cards to support social distancing rules and where to park • providing clear visors from for example Murray Park School for

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
				when people arrive who need to lip read
Gender identity- trans and those people who don't identify with a particular gender	Not applicable for this EIA			
Marriage and Civil Partnership	Not applicable for this EIA			
Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	We know that pregnant women may need help if they need to attend the centre	Yes		<ul style="list-style-type: none"> Offer and provide help if needed to any pregnant women.
Race - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	<p>We know that language can be a huge barrier to information for some people who have English as a second language and it's so important that any COVID 19 related information is reached by all our communities.</p> <p>In addition, we know that black and minority ethnic communities are disproportionately affected by illness and death of Covid 19 so we need to make sure we follow all the strictest of guidelines to protect our black and minority ethnic colleagues, contractors and visitors to the centre</p>	Yes		<p>The actions we are taking are positive initiatives to lessen the barriers faced by black and minority ethnic people wanting to use the centre for emergency waste and include:</p> <ul style="list-style-type: none"> The Cohesion and Prevent Manager to co-ordinate some short videos in the most used languages so that our communities can understand the new booking system and social distancing at the centre – these to be posted on social media. Make sure we follow the strictest of guidelines in protecting all our colleagues, contractors and visitors Arrange for risk assessments to be

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
				completed for our black and minority ethnic colleagues and contractors who will be working at the centre
Religion or belief or none - the effects on religious and cultural communities, customers and colleagues	Not applicable for this EIA			
Sex - the effects on both men and women and boys and girls	Not applicable for this EIA			
Sexual orientation - the effects on lesbians, gay men bisexual people and those questioning their sexuality	Not applicable for this EIA			

Important - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

Step 3 – deciding on the outcome

7 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	1	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the proposal to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the proposal despite potential for negative impact or missed opportunities to advance 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: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4		Stop and rethink the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

We came to this decision because we were thinking about equality, diversity and inclusion as we worked on the opening of the recycling centre. Opening the centre is a positive initiative, but due to social distancing and the extra safety measures we need to take this does create challenging times for particular people with protected characteristics, but we feel we have included several actions to remove these barriers.

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

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Appendix 1

Equality impact assessment form for quick decisions concerning COVID 19 – please read this section first before you do the assessment

We've adapted our usual equality impact assessment form so you can use it for quick decisions needed concerning COVID 19. Remember it needs to be completed **before** that decision is made, but we hope it will just act as a reminder that we still need to 'pay due regard to equality' under our **Public Sector Equality Duty** as this is still very much in force. The Equality and Human Rights Commission are keeping an eye on examples of discrimination and collecting evidence so it's important we still check for equality impact.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't. Protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people – this also involves taking account of disabled people's barriers and may involve treating some people more favourably than others to achieve this
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

We usually ask for teams to complete Equality impact assessments, but we realise this is not helpful for quick decisions to do with COVID 19 so you can complete them yourself, if you can't get a team together. Please ask Ann Webster, our Lead on Equality and Diversity for help and advice if you're not sure about something. You'll need to pull together all the information you can about how your proposal affects different groups of people so you can check whether they 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. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact and what action you will take.

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 for checking and to publish on our website**. It's a public document so make it easy to understand and no jargon please.

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ ਮਿਲੀਕਮ 01332 640666 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council

Derby City Council The Council House Corporation Street Derby DE1 2FS
www.derby.gov.uk

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk Tel 01332 643722 Mobile 07812301144