

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

Step 1 – Introductory information

Title of the policy	Recycling Credits – Direction Notice
Name of lead officer and others undertaking this assessment	Matthew Bradford – Head of Cleansing and Open Spaces
Date EIA started	
Date EIA completed	

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)

The aim of this decision is to explore options for efficiencies within the existing Environmental Services Contract.

The main driver for this decision is the need to offset the loss of Recycling Credit incentive payments previously made by Leicestershire County Council for diverting waste from landfill. The total loss in income as a result of these changes is estimated at £540k per annum.

The Environmental Services contract with Serco was extended in April 2017 and expires on 28th June 2020. During the extension negotiations it was noted that either party could make suggestions for efficiencies within the existing arrangements. These suggestions would have to be discussed and mutually agreed before implemented.

The Environmental Services contract is broken down in a number of operational Tasks based on the key functions included:

- Task 1 Household Waste
- Task 3 Bulky Household Waste
- Task 7 BRC and DWB
- Task 8 Supply Waste Containers
- Task 9 Clinical Waste
- Task 10 Household Recycling
- Task 13 Bring Sites
- Task 14 Garden Waste
- Task 15 Street cleansing - Zone 1
- Task 16 Street cleansing - Zone 2
- Task 17 Street cleansing - Zone 3
- Task 18 Street cleansing - Zone 4
- Task 19 Recycling Sites
- Task 20 Fly Tipped Waste
- Task 21 Dog & Litter Bins
- Task 24 Loughborough Market

Any impact of the proposed changes on any of the above Tasks as well as alternatives available will be analysed on a case by case basis.

What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
This cannot be identified at this stage as no decision has yet been made for the Tasks that might be affected.
Which groups have been consulted as part of the creation or review of the policy?
As above

Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.
Data/information such as: <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence <ul style="list-style-type: none"> • Charnwood Borough Council Equality Strategy 2016-2020 <p>http://www.charnwood.gov.uk/files/documents/equality_strategy_and_action_plan_2016/Draft%20Equality%20Strategy%202016-2020%20FINAL%200.2%20(2).pdf</p> <ul style="list-style-type: none"> • Charnwood Demographic Information 2013 <p>http://www.charnwood.gov.uk/files/documents/charnwood_demographic_information_2013/Charnwood%20Borough%20Council%20Demographic%20Profile%202013.pd</p>
What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)
It is difficult to estimate who could be potentially impacted. We therefore intend to take all possibilities into consideration when assessing the equality impacts of this decision.
We can utilise information primarily from our demographic profile to ensure that any service users are not adversely impacted by this project.

Step 4 – Do we need to seek the views of others? If so, who?

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
This cannot be identified at this stage as no decision has yet been made for the Tasks that might be affected

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).	
	Comments
Age	Potential impact to be assessed depending on decision
Disability (Physical, visual, hearing, learning disabilities, mental health)	Potential impact to be assessed depending on decision
Gender Reassignment (Transgender)	No impacts identified
Race	Potential impact to be assessed depending on decision
Religion or Belief (Includes no belief)	No impacts identified
Sex (Gender)	No impacts identified
Sexual Orientation	No impacts identified
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	No impacts identified
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Potential impact to be assessed depending on decision

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

There are no impacts which are believed to be illegal as a result of this assessment.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

This cannot be identified at this stage as no decision has yet been made for the Tasks that might be affected

Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

The Environmental Services contract is monitored with the use of Key Performance Indicators (KPIs) and Local Performance Indicators (LPIs) related to each of the Tasks.

The impact of any decision will be monitored with the use of the above monitoring systems.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

Recommendations from the report will be considered in future service reviews.

Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan:


The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
1	Identify specific areas for potential efficiencies, quantify the impact via a further Equalities Impact Assessment and discuss with contractor any mitigating actions that may need to be considered to alleviate adverse impacts or barriers for certain protected characteristics.	Matthew Bradford	April 2018

Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		Intranet and One Charnwood Newsletter
Service users		Website, Charnwood News and by invoice prior to renewal.
Partners and stakeholders	x	Contractor, through regular contract meetings
Others		
To ensure ease of access, what other communication needs/concerns are there?		

Step 9- Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate
I agree with this assessment
If disagree, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head): Matt Bradford 
Date: 9/10/17

Please send completed & signed assessment to Suzanne Kinder for publishing.