

Equality Impact Assessment Form

Name of Strategy/Policy:	Refuse & Recycling Policy	
Officer Name(s):	Catherine Taylor	
Job Title & Location:	NEAT Officer, Stubbylee Hall, Stubbylee Lane, Bacup	
Department/Service Area:	NEAT Team, Streetscene & Liveability Department	
Telephone & E-mail Contact:	01706 252541 catherinetaylor@rossendalebc.gov.uk	
Date Assessment:	Commenced: 21/5/07	Completed: 21/5/07

1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure or project (refer to “**Notes for Guidance**” for details).

To outline the existing procedures and practices of Rossendale BC in relation to refuse and recycling, and to introduce formal policies and procedures which consolidate and improve the existing practices.

- b) Is the policy under review (please tick)

New/proposed Modified/adapted Existing

- c) Who will be the main beneficiaries, targets or users of this strategy, policy, project or procedure?
- ✓ Customers/citizens of the district
 - Targeted/specific groups of customers/citizens (indicate below in [d]).
 - Elected Members/Councillors
 - Internal colleagues/customers or other public authorities e.g. government agencies
 - Community Groups/voluntary sector groups or campaign/interest groups
 - ✓ Staff/employees (in their contractual position) and/or potential employees/trainees.
 - Any other stakeholder e.g. trade unions, contractors, suppliers, district partners, public agencies (not directly under Council control), intermediaries representing interest groups e.g. tenants, developers, legal agencies or third parties.

Specify in box below:

- d) Please detail below specific equality groups – for example disabled citizens, elderly or infirm/female or non-traditional users who are seen as intended beneficiaries from this policy/strategy/project/procedure (see “**Notes for Guidance**”).

Key equality groups as intended beneficiaries (where appropriate):

Those with a disability or impairment which means they cannot take their wheeled bin to a designated point and no one is able to do it for them, will benefit from a standardisation of the policy and procedure which grants them an assisted collection service..

- e) To assist with the assessment you may need to consider collecting the following information you require, before completing the table in Section 2:
- NATIONAL DATA eg surveys, reports, statistics, etc which point up specific areas/issues.
 - LOCAL DATA eg demographics, service mapping studies & relevant research.
 - MANAGEMENT INFO eg data collected for operational/financial or other purposes.
 - MONITORING DATA eg information already available or collected. For example: disability type, age band, gender, location. (ref existing BVPIs).
 - CONSULTATION/CONTACT DATA eg user group feedback, representations, specific consultation events etc.
 - CUSTOMER COMPLAINT/FEEDBACK eg results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
 - Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
 - OTHER eg frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

f) Is further consultation, data collection or research still required?

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):

1. Impact – Evidence

- a. Using the table below please tick whether you have evidence that the policy/strategy has a negative, positive or neutral impact on any of the equality groups listed below

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
Gender	Women	X		Positive – the report is intended to benefit all residents by standardising service and providing an equitable service to all residents.	
	Men	X		As above	
Race (Ethnicity or Nationality)	Asian or Asian British people	X	X	Positive – as above Negative – The policies & procedures are not advertised as being available in alternative language formats or with a translation service. Similarly enforcement by letters is raised several times but no consideration has been given to providing information about recycling/refuse/enforcement	

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
				in an alternative language or in picture format – the NEAT team do produce leaflets with lots of pictures to ensure they are easy to understand. It may be worth noting that the NEAT Officers will visit and any issues can be raised at this point.	
	Black or black British people	X	X	As above	
	Chinese or other ethnic people	X	X	As above	
	Irish people	X		Positive – the report is intended to benefit all residents by standardising services and providing an equitable service to all.	
	White people	X		As above	
	Chinese people	X	X	Positive – as above Negative – No reference is made to the policies and procedures being available in alternative languages or a	

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
				translation being available – key to the service being equitable. Further, there is no mention of the letters re refuse/recycling/enforcement being available in alternative formats. It is worth noting that the NEAT team do produce leaflets using lots of photos to make them easy to understand.	
	Other minority communities not listed above e.g. traveller/European (please state below):	X	X	As above	
Disability	Physical/learning/mental health	X	X	Positive – the report is intended to benefit all residents by standardising services and making them equitable to all. Further the policy and procedure make specific reference to anyone unable due to health	

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
				<p>difficulties, to take their wheeled bin to the designated collection point.</p> <p>Negative – There is no reference to the policy or procedure being available in formats to assist those with an impairment or disability. Further there is no mention of the same thing with regard to the letters issued by the NEAT Team. It does state that NEAT Officers will visit so it is hoped that any such issues will be addressed at this point. Consideration needs to be given to this to ensure that there are not residents who are unable to comply through no fault of their own.</p>	
Sexuality	Lesbians, gay men and bisexuals	X		Positive – the report is intended to benefit all residents by providing a standardised equitable	

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
				service for all.	
Gender Identity	Transgender people	X		As above	
Age	Older people (60+)	X		Positive – the report is intended to benefit all residents by providing a standardised equitable service for all.	
	Younger people (17-25), and children	X		As above	
Belief	Faith groups *	X	X	Positive – as above Negative – see negative for Asian or British Asian people	
Other Groups (e.g. carers, rural isolation)		x		Positive – as above	
Equal opportunities and/or improving relations	Note impact on group relations <u>between</u> and any effects on social cohesion.	x		Positive - All residents should benefit from a standardised and equitable service.	

Notes:

* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

- b) If the table above is not fully completed, what further information does the Assessor need?

No further information required at this stage.

- c) Based on a summary of the evidence obtained, are there specific equality groups more affected than others by this policy/project etc area? If so indicate briefly below.

If the policy and procedure are to be publicised (which it is thought it will have to be) those for whom English is not their first language may be affected if the policy and procedure are not made available in alternative formats and the letters threatening enforcement action do not deal with the possibility that the reader may not speak English. The same applies to anyone with an impairment or disability which affects their ability to read.

2. Impact – Nature/Type

a) Could you further improve the strategy, project, policy or procedure's positive impact?

YES NO

If “Yes”, briefly summarise below how the positive impact could be improved upon.

Key Actions:

1. Need to make sure that if the policy and procedure are approved, they are made available in alternative formats or a translation service is available;
2. Need to give some consideration for how to educate/take enforcement action against someone for whom English is not their first language, and identifying such residents
3. It may assist to carry out a monitoring process of those who ultimately access the policy and procedure to ensure it is reaching all members of the community
4. It may also be useful to carry out an awareness raising exercise by distributing the policy and procedure to e.g. community cohesion working group, in order that it can be fed back to different equality groups within Rossendale

b) If you indicated that there is neutral impact, could this be changed to become positive?

YES NO

If yes, briefly summarise below how this impact could be minimised or removed:

Key Actions:

n/a

c) You need to think about how you can mitigate any adverse or negative impact or use the policy to promote a positive impact. If the proposed policy or project has a:

High Impact – you have identified that the policy or project will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

Or:

Lower Impact – if you have identified that the policy would have a negative or adverse impact (that may not be lawful) you will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy, stating what the changes should be
- Revise the policy, stating the revisions
- Consult further if you feel that you do not have enough information

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions:

1. Consider amending the report to confirm that the policy and procedure are a draft at this stage and will include the council's standard message that it will be available in alternative formats and a translation service is available, once approved and made available to the public.
2. Consider amending the policy and procedure to include a message that consideration will be given to ensuring education about recycling/refuse collection will be readily understood by all (as far as reasonably practicable) and NEAT Officers will take account of residents who have an impairment or for whom English is not their first language when considering education and enforcement action

3. Impact Assessment - Summary

a) Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council:

Key Findings:

1. It is important to ensure the policy and procedure (whether in this format or another) are accessible by all to ensure that residents are aware of the service standards
2. The council needs to ensure that it is not more difficult for anyone for whom English is not their first language or who has an impairment to comply with the

relevant legislation

b) "Public Duty" Issues

Refer to "**Notes for Guidance**". Given the three strands of legal duty, please identify which particular issues are essential for the Council to address:

To eliminate discrimination
 To promote equality of opportunity
 To promote quality of opportunity between disabled people and other people.
 To encourage participation by disabled people in "public" life.
 To take steps to meet disabled people's needs (even if this requires more favourable treatment).

4. Impact Assessment – Further Action

a. As a result of collecting evidence (including consultation) have any changes been made, or are planned, to this policy, strategy, procedure or project?

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s) or political body as required):

It is recommended that the minor changes proposed in 2 c) be made to the report.

b. Has a monitoring/evaluation/review process been set up to check the successful implementation of the policy/strategy including improved outcomes?

Yes

No

If yes, briefly summarise below:

There be a further review prior to the policy and procedure being implemented in October 2007, should they be approved by members.

- c. Please briefly describe how the above monitoring/evaluation will ensure the policy/strategy will be reviewed/monitored for impact (indicate timescale):

This will allow for the working group to review and develop the procedures and policies and report back to cabinet with their findings. Any changes to the documents can then be reviewed prior to the policy and procedures being implemented.

Please complete the Action Plan overleaf

- d. If no further action is to be taken as a result of this assessment:

1. Are you convinced that no discriminatory action is evident in the implementation of this policy, procedure, etc?

Yes

No

2. Have you weighed up and considered any negative impact and the options to change, alter or adapt?

Yes

No

3. Do you intend/recommend a further review? If yes, indicate timescale.

Yes

No

(Timescale:.....)

IMPACT ASSESSMENT ACTION PLAN

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments
Amendments/changes which may be made to the policy & procedure as a result of recommendations by the working group	Further qualities impact assessment	Catherine Taylor	Prior to implementation of the policy & procedure – approximately August/Sept 07	Officer time	

Equality Impact Assessment

Checklist & Signature Sheet

Name of Strategy/Policy:	Refuse & Recycling Policy
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Please check the following steps have been completed before signing below:

- ✓ Sections 1 to 4 completed
- ✓ Action Plan completed
- ✓ Notified all relevant Officers/Service Areas/Partners

Signed: Catherine Taylor.....

Job Title:.....NEAT Officer..... Department: ...SS & L.....

Date commenced Assessment:...21/5/07..... Date completed: ...21/5/07.....

Date received in HR:.....

Received in HR by:.....

Please sign the EQIA as indicated above, retain a copy and send a copy of the full EQIA, including the Action Plan, to:

Liz Murphy
Head of Human Resources
Kingfisher Business Centre, Futures Park
Bacup
OL13 OBB
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of HR)

- Referred back to Assessor for amendment(date)
- Refer to Committee (specify committee & date)
- Considered by Corporate Equalities Implementation Group..... (date)
- Published/made publicly available on (date)

Signed:..... (Head of HR) Date:.....

Date of Review:.....