

Subject:	Kerbside Collection Service for Garden Waste	Status:	For Publication
Report to:	Council	Date:	4 th October 2017
Report of:	Director of Communities	Portfolio Holder:	Operations
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	Yes	Attached: Yes
Biodiversity Impact Assessment	Required:	No	Attached: No
Contact Officer:	Paul McHenry	Telephone:	01706 252519
Email:	paulmchenry@rossendalebc.gov.uk		

1.	RECOMMENDATION
1.1	That Council agree and approve the recommendations included in this report for the introduction of charges for garden waste collections from the beginning of the new collection season in March 2018.
1.2	That Members agree the level of charge per bin at £35 for the first year of the charged service, with a discount of £5 per additional bin per household.
1.3	That Members agree to a full review of a charged service after one year to allow for further understanding of the take-up of the service and the impact on the recycling rate.
1.4	That delegated authority for further minor amendments and finalising the administration details of the scheme is given to the Director of Communities and the Head of Operations in consultation with the relevant Portfolio Holder.

2. PURPOSE OF REPORT

- 2.1 This report outlines the potential for the introduction of charges for the garden waste collection service, in light of the decision of Lancashire County Council to terminate the Cost Sharing Agreement from March 2018 and following meetings of the Council cross party Member Working Group to examine option for the garden waste collection service.

3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priorities:
- **A clean and green Rossendale:** our priority is to keep Rossendale clean and green for all of Rossendale's residents and visitors, and to take available opportunities to recycle and use energy from renewable sources more efficiently.
 - **A connected and successful Rossendale that welcomes sustainable growth:** our priority is to ensure that we are well connected to our residents, key partners and stakeholders. We want to make the most of every pound we spend and we are always looking for new and innovative ways to make the resources we do have, work harder for us.

4. RISK ASSESSMENT IMPLICATIONS

- 4.1 Continuation of the current free to access service will place further strain on council finances and on the budget for the Operations Unit.
- 4.2 Impact on customers on introduction of a charged service; mitigated by setting a reasonable

charge and by providing options such as home composting and use of LCC Recycling and Household Waste facilities.

- 4.3 Adverse impact on the reputation of the Council; mitigated by development of a communications plan to ensure that the service changes are clearly explained and the impact on council services of not introducing charges.
- 4.4 Low take-up of a charged service; we will seek to review performance and charges of the new service with a full review at the end of the first year.
- 4.5 Impact on the council recycling rate; we will promote alternative forms of recycling and waste reduction in order to maintain a healthy recycling rate.

5. BACKGROUND

- 5.1 The council has provided a free of charge kerbside garden waste collection service to householders in the borough since 2002. The service has proven popular with householders and generated 2,500 tonnes of garden waste for composting in 2015/16. Approximately 18,700 properties have access to the service. Garden waste tonnages form one third [33.66%] of our overall recycling rate, which in 2015/16 stood at 31.83%.
- 5.2 The current service consists of one collection vehicle and crew to provide kerbside garden waste collections on a fortnightly basis to participating households, at a cost of £130,000 per annum. The service operates from the beginning of March to the end of November [9 months] each year.
- 5.3 The garden waste collection service is up to full capacity; on many occasions through the spring and summer months an additional vehicle and crew is required to cope with demand. To-date the cost of this additional resource has been met from within existing Operations budget, at a cost of £50,000 p.a.
- 5.4 The garden waste collection service is a non-statutory provision. Councils are obligated to provide a refuse collection service and the collection of a minimum of two recycling streams [e.g. paper, glass, cardboard, etc.]; the council exceeds the requirement with the current provision. Collection of organic waste, such as garden waste, is a non-statutory service for which councils can levy a collection charge should they choose to provide a service.
- 5.5 The total budget for the Operations service is currently £2,425,600 per annum. Of this a total of £551,720 is provided by Lancashire County Council as an incentive payment for recycling services, to divert waste away from landfill; this payment helps the council to provide recycling services and the garden waste service. The payments, known as the 'cost share' payments, are being removed by the county council in 2018/19 as part of their savings targets. The removal of 'cost share' monies from the borough council provides a substantial challenge to the Operations service and to the council as a whole.
- 5.6 Following discussions in 2016 with the Portfolio holder for Operational Services regarding the removal of cost share funding, it was agreed that a cross party Member Working Group would be created to discuss future garden waste collection provision. A number of members volunteered to be part of the group, which met for the first time on September 15th 2016. Several meetings have taken place between September 2016 and March 2017. Membership of the cross party working group included the below members.

Councillors Christine Lamb, Adrian Lythgoe, Andrew Walmsley, Tony Haworth and Karl

Kempson.

- 5.7 The group examined a number of options for the future provision of the service. The options considered were;
- Continue with the current free of charge service;
 - Discontinue the service;
 - Maintain a free of charge service but reduce our collection costs by reducing collection frequency [e.g. from fortnightly collections to monthly];
 - Provide a charged-for service
 - Seek to outsource the service to a commercial operator
 - Seek to outsource the service to a third sector 'not for profit' provider.
- 5.8 It was agreed that to continue to provide a free of charge service would not be sustainable financially, following the removal of cost share monies from the county authority and pressure on council budgets. To discontinue the service altogether would be unfair to residents at a time when there is only one 'County recycling site in the borough where garden waste can be deposited. Moving the service to a monthly collection was felt to be too much of a reduction in service quality and would not be popular with householders, so maintaining a fortnightly service was adjudged the best option. Options to outsource the service to a commercial or not-for-profit organisation were discussed; however it was felt that outsourcing the service would not prove attractive enough to interest external providers.
- 5.9 Following debate over the course of the meetings the members decided that a charged-for service was the only sustainable option.
- 5.10 Information regarding garden waste collection services operated by district councils in Lancashire is detailed in Appendix One
- 5.11 The L.G.A. estimates that a total of 75% plus of councils who provide garden waste collections will make a charge for the service within the next 12-24 months.
- 5.12 In Lancashire the collection charge per bin averages at around £35, with charges made for additional bins per household. Charges for the collection of additional bins are often provided with a discount: for instance, where the charge for the first bin is £35, £30 is charged for each additional bin. Lancaster's charges are higher than average currently.
- 5.13 As can also be seen from Appendix One, some councils offer discounts ['early bird' discounts] for households who pay for the service in advance of a specified seasonal start date. None of the councils in Lancashire offer any form of means-based discount [e.g. for students, pensioners or those in receipt of benefits], though many of the authorities encourage households with small gardens to share a bin when suitable.
- 5.14 The take up rate for charged garden waste collection services is normally in the region of 30-40% in authorities who introduce charges to previously free services. In Wyre, who introduced charges in 2016, the take up rate has been 83% [of properties who used the service prior to commencement of charges] which is a very high take-up rate and quite unusual.
- 5.15 As can be evidenced by Appendix One, the majority of district councils in Lancashire are charging for garden waste collection services, with charges in the region of £35 per bin per household and a discount [when offered] of £5 for additional bins per household.

5.16 Members may wish to note that VAT is not applicable to garden waste collections.

6. KEY ISSUES AND PROPOSALS

6.1 Following discussions with the Member Working Group there are a range of issues they wished to see addressed in a charged-for garden waste collection service.

- Access to the service; that all current and other potential service users are offered the opportunity to subscribe to the service. Exclusions currently apply to properties in very outlying areas [e.g. moorland properties, outlying farms, etc.] where access for collection vehicles is very difficult and those restrictions would remain. For all other households the opportunity to subscribe should be available.
- Level of charge and method of payment; members were keen that our pricing structure be set at a similar level to other neighbouring councils and that all payment options be available to service users, with an onus toward on-line payments via the new council web-site. They did not wish to see additional penalty charges levied on residents who do not have computer access.
- Garden waste collection period; members wish to see the collection service period remain at the current level, with collections commencing in March and running through to the end of November.
- Members were keen to see a discount provided for additional bins, with a discount of £5 for each additional bin requested.
- That a comprehensive communication programme, be designed and enacted should the council decide to move toward a charged service

6.2 It is the intention that all existing customers and those households in areas where access to a property is available to a 26 tonne Refuse Collection vehicle, be offered the option to subscribe to the new service. A draft set of Terms of Conditions for the service is attached as Appendix Two.

6.3 Service charges and participation; in order to illustrate potential income to the authority the participation in the new service needs to be estimated. Across the UK most authorities average between 30-40% take up by existing garden waste service users when moving to a charged service from a free of charge provision. Officer from the Operations Unit have measured current participation in Rossendale. At its peak point each year the service collects from 7,700 properties per fortnight. As an average 5,500 bins are emptied per fortnight.

6.4 We have used a variety of participation rates and charges per bin to illustrate potential income in Table One below.

TABLE ONE – POTENTIAL INCOME TO THE AUTHORITY BASED ON A RANGE OF PARTICIPATION RATES AND CHARGES

PARTICIPATION RATE based on current total of 7,700 users (estimated number of households paying for charged service)							
Charge per bin	30% (2310)	35% (2695)	40% (3080)	45% (3465)	50% (3850)	55% (4235)	60% (4620)
£25	£57,750	£67,375	£77,000	£86,625	£96,250	£105,875	£115,500
£30	£69,300	£80,850	£92,400	£103,950	£115,500	£127,050	£138,600
£35	£80,850	£94,325	£107,800	£121,275	£134,750	£148,225	£161,700
£40	£92,400	£107,800	£123,200	£138,600	£154,000	£169,400	£184,800
£45	£103,950	£121,275	£138,600	£155,925	£173,250	£190,575	£207,900

£50	£115,500	£134,750	£154,000	£173,250	£192,500	£211,750	£231,000
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- 6.5 The income ranges from £57,750 to £231,000 based on the level of participation and service charge. It should be noted that there are some councils in the UK who levy charges as high as £88 per year [Harlow Council]
- 6.6 It is likely that the tonnages of garden waste collected will decrease from the current level and that the borough's recycling rate will fall. It is also likely that some garden waste will be placed by householders in general waste bins for refuse collection. It is difficult to predict how large an effect the introduction of charges will have and this will need to be carefully monitored. We are also speaking to neighbouring authorities to learn from implementation issues and mitigation.
- 6.7 A comprehensive communication programme to inform and promote service change to the community will be provided by a team of officers from the council, including our communication team, ICT officers and members of the Finance and Operations services. Best practise from other Lancashire councils will be used to develop a programme. There would be some costs to provide a consultation and to develop a communication programme. Staffing issues would be covered within existing resources.

COMMENTS FROM STATUTORY OFFICERS:

7. SECTION 151 OFFICER

- 7.1 If the average take up for the service is achieved (c 35%), the service would still incur a net cost to Council of c £36k per annum. A charge of c £48 per annum is required to breakeven.
- 7.2 Albeit £35 per annum is the current Lancashire average, this Council has a number of fees below the Lancashire average. Given the need to at least breakeven it would not be unreasonable for Members to consider a charge in excess of the Lancashire average or a staged approach to at least achieving break even.

8. MONITORING OFFICER

- 8.1 Legal comments are included in the body of the report.

9. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

- 9.1 Changes to the current provision [e.g. charging for collections] would be a change to current council policy. Many council's in England and the U.K. are now making charges for such collection services or are considering the introduction of charges, as highlighted by the L.G.A.
- 9.2 The formation of the member working group has allowed for all main options to be explored.
- 9.3 Full communication will be undertaken with residents prior to the implementation of the kerbside collection service for garden waste.
- 9.4 An initial Equality Impact Assessment was completed on the basis that the service provision will remain the same but provided in another way. This will be reviewed at regular intervals.

10. CONCLUSION

- 10.1 The kerbside garden waste collection service is a popular service that operates across the borough. Tonnages from collected material contribute significantly to the borough recycling rate, which in 2015/16 stood at 31.83%.
- 10.2 The introduction of charges for this service may lead to a reduction in tonnages collected for

recycling and an increase in tonnages collected for disposal, both of which will affect our recycling performance. However, in light of reductions to budget as highlighted in the report above, this option is recommended to members.

Appendices	
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Appendix 1	Garden Waste Collection Charges across Lancashire District
Appendix 2	Draft Terms and Conditions of the Garden Waste Subscription Service

APPENDIX ONE – GARDEN WASTE COLLECTION CHARGES ACROSS LANCASHIRE DISTRICT COUNCILS

District	Charging in 2017/18?	Information as at June 2017	Charge / Proposed Charge	Charges for 2018?
Blackburn	Yes	Charges started 2017, £25 with £20 early bird discount. Approximately 12,000 subscribers to date, from an original of approximately 28,000 on the old free service	£25 [£20 for early payment]	No decision on level of charges as yet
Blackpool	Yes	Second year of subscription and currently at 9,726 customers (10,000 in 16/17). Operate 2 rounds working over 22 weeks.	£30 per 1st bin, £25 per subsequent bin	Will review as per fees & charges in Feb 2018
Burnley	Yes	Introduced a chargeable service from 1st May 2017 - charge is £30 per bin per annum.	£30	£30
Chorley	Yes	Charge of £30 per bin introduced on 1 May 17. 23,000 take up, around 52% of properties. Full year, fortnightly service. Provided new grey bins to properties who opted into the scheme and residents now using their old brown bins for paper and card collected every 4	£30	No plan to increase

		weeks.		
Fylde	Yes	Introduced a subscription scheme from 1st June 2017 at a charge of £25 per bin, increasing to £30 in year 2 for full calendar year. No discount for multiple subscriptions. To-date we have 13,100 subscriptions from a possible 20k with over 40 subscriptions coming in on a daily basis.	£25 per bin (June - March)	£30 per bin (April - march)
Hyndburn	Yes	Implementation date 1st August 2017. 14,300 properties currently receive fortnightly free service. No collections Dec to Feb inclusive) no limit on number of bins, same price whenever signing up during the year, no discounts for multiple bins, no refunds for cancelling outside initial 14 day period, service for property so not transferable. No charge for bins this year but there will be an admin delivery charge in the future. No returns	£30 per bin	No decision on charge rate at moment

		or refunds for 'claimed' missed bins.		
Lancaster	Yes	Subscription scheme since November 2016. £37.50 per container. Have just over 22k properties subscribed.	£37.50 per bin	£40 per bin
Pendle	Yes	Operate a subscribed garden waste collection scheme which currently charging £30.00 per subscribed bin. Have just less than 8,000 paying households from a potential 24k with gardens, of which 16k were on the free scheme.	£30 per bin	Plan to go to £35 per bin
Preston	Yes	Operate a subscribed garden waste collection scheme which currently charges £30 per bin. The scheme started in July 2016. Over 18,500 properties signed up out of a potential 45,000. So far this year (started 01/04/17)	£30 per bin	£25/£30 at present, but may change

		just over 17,600 properties are signed-up, but are still signing up at least 200 per week. In both years have offered an early bird sign up rate, this year the option was available to pay £25 rather than the standard rate of £30, 13,404 took up this offer.		
Ribble Valley	No	Following a series of reports to Committee outlining options to mitigate loss of Cost Sharing a working group has been set up of Members and Officers (May 2017) to introduce from April 2018.		
South Ribble	No	Garden waste charging is included in the 2018/19 budget charging to commence from 1st of April 2018 at £30 per bin		£30 per bin proposed
West Lancs	Yes	A charge of £30 per bin and £25 for additional bins was introduced on 5th June 2017. Scheme is going well with 42% of residents subscribing so far. No plans to revise charges at this stage.	£30 per 1st bin, £25 per subsequent bin	£30 per 1st bin, £25 per subsequent bin

<p>Wyre</p>	<p>Yes</p>	<p>Operate a subscribed garden waste collection scheme which currently charges £30.00 per subscribed bin and £25 for each additional bin (this only applies when purchased with initial bin). The scheme started on 1 May 2016 and it will continue to be a 1st May anniversary. Subscriptions for year 2 are going well, with approx. 1,100 bins fewer than end of Year One. Anticipated a slight reduction based on customer feedback and the fact that last year was not a great growing season so many customers felt they didn't use the bins too frequently. Have just under approx. 22,000 bins subscribed of 26,000 households that regular used the free service (estimated 42,000 with gardens).</p>	<p>£30 and £25 for additional bins purchased at the same time</p>	<p>TBC - seeking to introduce direct debit from May 2018 so may try to incentivise this payment channel.</p>
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Appendix 2 - Draft Terms and Conditions of the Garden Waste Subscription Service

Please read these terms and conditions before you sign up for the garden waste subscription service. By agreeing to pay for the service you will be accepting the terms and conditions below.

- 1 You have agreed to pay Rossendale Council £35 [and £30 for each additional bin] to collect garden waste that has been placed in a green domestic size wheeled bin (240 litre or below). The period of collection for 2018 runs from 1st XXXX 2018 to YYYY 2018. Collections are made fortnightly.
- 2 In line with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, you have fourteen working days from receipt of these Terms and Conditions to request cancellation of this service. Requests to cancel the service must be in writing to Waste Services or emailed to XXX/YYYY. Cancellations cannot be accepted by phone.
- 3 For your property to be eligible to subscribe to this service, we have to be able to get access with a 26t Refuse Collection Vehicle. If this is not possible you will not be able to participate.
4. Once you have subscribed and payment is received a sticker(s) will be posted out to your address. To subscribe please go to the council's web-site. You can put your new sticker(s) on your bin(s) as soon as you get it/them.
- 5 Our crew will not empty any bin that does not display a valid current sticker, unless instructed to by a supervisor. If your sticker becomes detached or lost, contact us by email xxx@rossendalebc.gov.uk or by phone 01706 XXYYZZ. It is your responsibility to place the sticker on your brown bin as directed within the information pack included with the sticker.
N.B. PLEASE NOTE: The re-issuing of a sticker that has been mislaid by a resident will result in a £5 administration charge.
- 6 Residents can join the scheme at any time throughout the subscription period. Collection cost is a standard price, with no reductions for part year subscriptions and no refunds or part refunds for the cancellation of the service part way through the year. If there is evidence of misuse of the service or the bin by you, then your service may be cancelled. There will be no refund in these circumstances.
- 7 We empty garden waste bins fortnightly from March to the end of November, except when other factors prevent collection, such as very bad weather. If we miss your bin, we will do our best to collect it as soon as possible. We do not give refunds for missing a bin or being unable to collect a bin.
- 8 Your garden waste bin(s) must be used for garden waste from domestic properties only (yours or your neighbour, if you choose to share a bin). Only

garden waste may be placed loose in the bin. Garden waste includes grass cuttings, hedge clippings, tree loppings, twigs, bark, leaves, straw, hay, flowers, plants, small branches, fallen fruit and rabbit bedding, but not large branches, turf, earth, soil, stones, gravel or noxious weeds such as Japanese Knotweed, Ragwort or Giant Hogweed. The garden waste must not be placed in plastic bags, as this affects the composting process. Food waste MUST NOT be placed in the garden waste bin.

- 9 If you employ a gardener or handyman service to maintain your garden, you can use your garden waste bin to dispose of garden waste as long as you have subscribed to the service.
- 10 Contaminated bins (i.e. bins containing incorrect materials) will not be emptied. If your bin is contaminated, it is your responsibility to remove the item(s) of contamination prior to the next collection. If the contamination continues, we may remove the bin(s) and no refund will be issued.
- 11 The bin lid(s) must be completely closed when presented for collection and no side waste will be collected, i.e. no extra waste next to the bin(s) or placed on the lid(s). If the bin is too heavy to be lifted safely, the householder will be expected to remove some green waste making it safe to lift for the next scheduled collection.
- 12 The bin(s) is provided for use by residents but remains the property of the Council. There is no limit to the number of bins a household can subscribe to for their property. The first bin will be charged at the rate of £35 for the period the service runs and subsequent additional bins at £30 per bin. Only bins supplied by the Council will be emptied. Bins supplied may be recycled ones. Garden waste presented in any other receptacles will not be collected. Bulk containers (only provided in exceptional circumstances), will be levied a fee according to their size, e.g 960 litre bin – a fee of £140.
13. We shall not be liable for any delay or failure to perform any of our obligations if the delay or failure results from circumstances outside our reasonable control.
- 14 If the bin is damaged through neglect or misuse, the cost of repair or replacement may be recharged to you. If the bin is damaged during the emptying process the Council will replace the bin free of cost. If your bin is damaged, email XXXX or call us on XXXXX YYYYYY. Please note that replacement bins will be supplied in usable condition. The registered person at the property is responsible for the general condition and cleaning of the bin whilst in their possession.
- 15 The garden waste subscription is linked to the property and not the resident, so if you move to another property in Rossendale or elsewhere please do not take the bins with you. The bin must remain at the address for which the subscription was paid.
- 16 Payment is required every year in advance using an automated bank payment

facility. Council will publish the annual charge each year, via its website and in order to reduce costs to a minimum, will not issue annual bills to individual customers. Failure to pay by the payment date will result in withdrawal of the service until such time as you re-join the scheme.

- 17 The Council reserves the right to vary these terms and to amend the annual charge for the service. Any intended changes will be published on the Council web-site – www.rossendale.gov.uk
- 18 Statutory rights – these terms and conditions of the garden waste subscription service do not affect your statutory rights.

FULL EQUALITY IMPACT ASSESSMENT

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Charged garden waste collection service	
Lead Officer Name(s) & Job Title(s) :	Paul McHenry, Head of Operations	
Department/Service Area:	Communities Department – Operations Unit	
Telephone & E-mail Contact:	01706 252519 -- paulmchenry@rossendalebc.gov.uk	
Date Assessment:	Commenced:	Completed:

We carry out Equality Impact Assessments (EIA) to analyse the effects of our decisions, policies or practices. The EIA should be undertaken/started at the beginning of the policy development process – before any decisions are made.

1. OVERVIEW

The main aims/objectives of this policy¹ are:
To move from a free of charge garden waste collection service to a subscription service, where those householders who wish to receive this service do so and pay a reasonable charge.

(Refer to "[EIA Guidance](#)" for details)

Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

The main intended people or groups that will be most affected by this policy are:
The service is open to all properties in the borough with a garden, which is estimate to be in the region of 18,700 households. Currently the peak demand for service collections amounts to 7,700 households with an average demand from 5,500 households. Therefore the affected households are the current users of the service.

(Refer to "[EIA Guidance](#)" for details)

¹ Policy refers to any policy, strategy, project, procedure, function, decision or delivery of service.

Responsible Section/Team		Version	
Responsible Author		Due for review	
Date last amended		Page 1 of 6	

2. FINDINGS / EVIDENCE

FINDINGS/EVIDENCE: The following information/data has been considered in developing this policy/decision (including any consultation or engagement):	
Information/data obtained and/or Consultation/engagement carried out (please state who with)	What does this tell us? / What does it say?
Information collated from each district Council in Lancashire	Information provided tells us that charging has been successfully introduced by the majority of Lancashire councils in recent years.
Meetings held to consider the issue by a cross party member working group	Members considered information from other Lancashire councils and the levels of charges and service provided by each council.
Officers have discussed the issue with officers of other councils and visited other councils to see the effects of charging.	We understand that some residents will not agree to pay charges, though levels of take-up vary and that usage of the service is dependent on good communications, making best use of social media and easy payment methods [e.g. via council web-sites]. Councils are now looking to move payments to direct debit wherever possible.
Recycling rate	Most Lancashire council's suffer a drop in garden waste tonnages collected when charges are introduced. However, with the loss of Cost Share funding from LCC this is viewed as unavoidable

Add more/delete rows as required - See **EIA Guidance**

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3. EQUALITY IMPACT

Using the table below please indicate whether the policy/strategy/decision has a positive, negative or no impact from an equalities perspective on any of the protected equality groups listed below. **Please also give consideration to wider equality of opportunity and community cohesion impacts within and between the groups identified.** See EIA Guidance

Equality		Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts <u>or</u> reasons why it will be of positive benefit or contribution)	No Impact
Age	Older people	<input type="checkbox"/>	√	May be affected if charging proves unaffordable	<input type="checkbox"/>
	Younger people and children	<input type="checkbox"/>	<input type="checkbox"/>		√
Disability	Physical/learning/mental health	<input type="checkbox"/>	<input type="checkbox"/>		√
Gender Reassignment	Transsexual people	<input type="checkbox"/>	<input type="checkbox"/>		√
Pregnancy and Maternity		<input type="checkbox"/>	<input type="checkbox"/>		√
Race (Ethnicity or Nationality)	Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>		√
	Black or black British people	<input type="checkbox"/>	<input type="checkbox"/>		√
	Irish people	<input type="checkbox"/>	<input type="checkbox"/>		√
	White British	<input type="checkbox"/>	<input type="checkbox"/>		√
	Chinese people	<input type="checkbox"/>	<input type="checkbox"/>		√
	Gypsies & Travellers	<input type="checkbox"/>	<input type="checkbox"/>		√
	Other minority communities not listed above (please state)	<input type="checkbox"/>	<input type="checkbox"/>		√
Belief or Religion		<input type="checkbox"/>	<input type="checkbox"/>		√
Sex	Women	<input type="checkbox"/>	<input type="checkbox"/>		√
	Men	<input type="checkbox"/>	<input type="checkbox"/>		√
Sexual Orientation	gay men, gay women / lesbians, and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>		√
Marriage and Civil Partnership (employment only)		<input type="checkbox"/>	<input type="checkbox"/>		√
Contribution to equality of opportunity		<input type="checkbox"/>	<input type="checkbox"/>		√
Contribution to fostering good relations between different groups (people getting on well together – valuing one another, respect and understanding)		<input type="checkbox"/>	<input type="checkbox"/>		√
Human Rights http://intranet/site/scripts/documents_info.php?categoryID=86&documentID=251		<input type="checkbox"/>	<input type="checkbox"/>		√

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4. OUTCOME OF EIA – COURSE OF ACTION TO BE TAKEN

What course of action does this EIA suggest you take? More than one of the following may apply	Please indicate
Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse 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 identified? If there is a negative impact identified, you must consider (and evidence/record) what mitigating actions you have or will put in place to reduce the negative impact where/if possible, and to enhance the positive impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.	<input type="checkbox"/>
Outcome 3: Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.	<input type="checkbox"/>
Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination or significant negative impact that can not be justified or mitigated against. <u>You must speak to the People and Policy Team immediately.</u>	<input type="checkbox"/>

If a negative impact as been identified and there are no sufficient mitigating actions in place or planned. Please see the guidance and you must speak to/ see advice from your Head of Service or the People and Policy Team.

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5. EIA ACTION PLAN & REVIEW

Based on the impact assessment, findings/evidence and outcomes identified above, please complete the Action Plan below – these should be actions arising as a result of undertaking the EIA.

The Action Plan should address (not exhaustively):-

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential affects.
- How you will address any gaps.
- What practical changes/action will help reduce any negative impacts that you have identified.
- What practical changes/action will help enhance any positive contributions to equality.

Further Actions Required: Yes No

EIA Action Plan

Issue	Action required	Lead officer	Timescale

Please add more rows if required.

Actions arising from the Impact assessment should form part of the business planning process for service areas.

Monitoring & Reviewing the Effect of the Policy

Please state how you will monitor the impact and effect of this policy and where this will be reported:

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INTERNAL ONLY

MANAGEMENT ACTION REQUIRED (to be completed by the relevant Head of Service following Management Team / Programme Board review)

- Outcome of EIA agreed/approved by Management Team / Programme Board :
Yes No
- Referred back to Assessor/Author for amendment : (date)
- Published/made publicly available on: (date)

Signed:..... (Head of Service / Director) Date:

Date of Review²:

[To be completed by the lead officer]

² This date will be set on an annual basis as default for review unless otherwise specified by you.

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