

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Housing & Environment	Service area: Waste Management
Lead person: Susan Upton	Contact number:
Date of the equality, diversity, cohesion and integration impact assessment: 31 – 01 – 2013	

1. Title: New Recycling Service and Food Waste Expansion
Is this a:
<input type="checkbox"/> Strategy /Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Sara Buck	Leeds City Council	Manager of service
Ben Grabham	Leeds City Council	Manager of service
Stacey Rockcliffe	Leeds City Council	Manager of service

3. Summary of strategy, policy, service or function that was assessed:

The New Recycling Service:

In October 2006, Executive Board adopted the Integrated Waste Strategy for Leeds 2005-2035 which aspired towards becoming a zero waste city, whereby we reduce, re-use, recycle and recover value from all waste, and no waste is sent to landfill. In December 2011, Executive Board Report reviewed this strategy and gave approval to both update the targets and also move to the next phase of implementing of the Council’s recycling collection strategy. Agreement was given to increase the household waste recycling target to 55% by 2016 with a long-term target to exceed 60% and also to progress with a range of medium to long-term improvements to kerbside recycling collections, including a pilot of alternate week recycling and residual waste collections in 2012/13.

As public participation in recycling increases, the Council is coming under more pressure to increase the frequency of recycling collections from the existing standard four weekly collections. However, a strategy that involves increasing recycling collections in isolation would be difficult to justify in the current spending climate. There are also indications of a growing public acceptance that an increase in the frequency of recycling collections would alleviate pressure on residual waste bin capacity; thereby reducing the need for a weekly collection of residual waste.

The New Recycling Service will introduce alternate weekly collections of residual and recyclable waste to suitable properties. The programme for 'rolling out' Alternate Weekly Collections is aiming to achieve 80% city wide coverage. This will be delivered on a phased approach with a 1st phase (pilot area) implemented by April 2013. Phase 2 – November 2013, Phase 3 – Summer 2014. Service plans for the 20% that will not be included, will be drawn up with the Operational Service at the planning stage of each phase and an overall Exclusions Methodology will be developed.

4. Scope of the equality, diversity, cohesion and integration impact assessment
(complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan
(please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>

Please provide detail:

4b. Service, function, event
please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
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A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant) (please see equality assurance in procurement)	<input type="checkbox"/>
<p>Please provide detail: Phase 1 - Go Live 29th April 2013. Fortnightly collections of black bins (residual waste) and green bins (recycling) will begin in the following areas: Kippax, Methley, Garforth, Swillington, Morley, East Ardsley & Robin Hood.</p> <p>Residents in Rothwell will continue to receive their normal service and food waste collections will be expanded to an additional 3500 homes in this area.</p> <p>Phase 2 – November 2013, exact locations are still to be determined Phase 3 – tbc Spring/early summer 2014, exact locations are still to be determined</p>	

<p>5. Fact finding – what do we already know Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p>
<p>The following documents were used:</p> <ul style="list-style-type: none"> • Rothwell waste segregation pilot (2).doc • Recycling Strategy EIA November 2011V3.doc • Alternate Weekly Collections Exclusions Methodology. • Attitudes to Waste & Recycling in Great Britain, 2011. Icaro Consulting • Leeds Strategic Housing Market Assessment. (2011). Leeds City Council • Brocklehurst JC. Br Med J 1993;306:832-4 • MORI Social Research Survey, August 1998 <p>A six month pilot of new recycling services began in Rothwell in February 2010. The new service consisted of fortnightly recycling (green bin) collections, fortnightly garden waste collections (excluding winter), weekly food waste collections, and fortnightly residual (black bin) collections. The pilot was successfully implemented and managed using a four phase approach (surveying and testing, 'warm-up' communications, service roll-out, monitoring and maintenance).</p> <p>Independent evaluation confirmed that the pilot was a great success. Participation in all aspects of the scheme was found to be relatively high and indications were that customer satisfaction was also high. There was a significant increase in the kerbside recycling rate when compared to recycling collection regimes in other parts of the city. Rothwell's kerbside recycling rate is 78% higher than the 'standard' city scheme</p> <p>As public participation in recycling increases there is pressure to offer residents fortnightly collections of recyclables. Many requests and comments are frequently made to the service by residents in relation to the capacity of their recycling container mainly expressing a wish that it could be collected more often than the current 4 week service. Residents are aware that collecting their recyclable waste more often can increase the available capacity of their residual waste bin.</p>

We know that increasing these collections to fortnightly would result in an increase in material capture of around 35% but this would be at a significant cost which needs to be considered bearing in mind the current financial situation facing all local authorities. Nationally fortnightly collections of recycling and residual waste have been adopted by numerous local authorities and in addition to the positive impact on performance, there are obviously also cost savings associated with the introduction of this collection regime.

The Rothwell model, in full or a variation of is now accepted as the preferred collection strategy for the City where suitable, and it is the intention to embed this into a range of medium to long-term improvements which will be the basis of future kerbside recycling collection services. This strategy will deliver staged performance improvements and a significant increase to our recycling targets of 55% by 2016 and a longer-term target of 60%. It is intended that the same method of implementation will be adopted. This will include: The production of a comprehensive Communications Plan; and use of a 'Waste Doctor' approach (see Segregated Waste Collection Services EIA completed in September 2010) to support residents to participate fully in their new service. The policy for assisted collections and 'wheel outs' will still apply in line with present services offered.

This Equality Impact Assessment is being carried out to assess the impact on equality groups of the roll out of the Rothwell pilot across the city. It will be rolled out on a phased basis in order to monitor and minimise the impact it may have on some communities.

**Are there any gaps in equality and diversity information
Please provide detail:**

MOSAIC & ACORN categories are used for general profiling of socio-economic groups; however equality and diversity information is not collected for individual households. Therefore it is not possible to carry out a waste composition, participation or presentation analysis based on any other personal demographics. The amount of waste collected from an individual household, what it consists of and how often it is presented is not gathered. Service performance data will be available to identify general areas of high or low recycling. Additional, anecdotal evidence will be gathered from crews, Operational Managers, Locality Teams and Councillors.

Approximately 33% of The Phase 1 area is made up of high density housing. Urban prosperity group and BME communities are less than the Leeds average. Houses of multiple occupation are also less than the Leeds average.

Areas with significantly different demographics, housing types etc... from the Phase 1 and Rothwell areas, may expect to find different issues emerge with the use of the scheme. For example, Phase 2 & 3 initial figures show the areas made up of 40% & 60% high density (terraced properties and flats) housing respectively.

As discussed above, where 'tailored' solutions are offered and indeed any changes proposed to the existing kerbside services, a robust communication strategy will be developed for the residents/customers in that particular area to ensure it reflects the impact of any changes and supports full participation by all sections of the community.

Action required:

We will use information gathered from independent research and real time operational experience to design the strategy for collections in each Phase area. An exclusions paper will be produced laying out the methodology to be used in identifying properties to be excluded and the rationale, for example: Multi-Storey tower blocks; Bags route properties; Areas of high transient populations; Inner city terraced properties. In these cases alternative collection arrangements will be considered from a range of options which may include: a continuation of existing arrangements; new /

additional communal reception points; enhancement of the range of recycling materials and/or other tailored solutions already being offered elsewhere in the City.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes No

Please provide detail:

Focus groups were run in Rothwell prior to and following the Rothwell pilot in 2010. A survey of resident’s was also carried out. These were demographically representative of the area. A Citizen’s panel will be set up to look at the effectiveness of the Phase 1 Communications strategy in order to inform the approach for Phase 2.

Action required:

Review information from consultations and evaluations of the Rothwell pilot to inform the Phase 1 Communications strategy.

Set up a Citizen’s Panel to review effectiveness of Phase 1 Communications strategy & inform the approach for the Phase 2 Communications plan.

In Phase 2 & 3 exclusion areas, consider further use of the Citizen’s panel and/or the use of other community consultations to ensure tailored solutions to waste collections meet the needs of residents.

7. Who may be affected by this activity?
please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or Belief
<input checked="" type="checkbox"/> Sex (male or female)	<input checked="" type="checkbox"/> Sexual orientation	

Other (for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify: Pregnancy & maternity

Stakeholders

Services users Employees Trade Unions

Partners Members Suppliers

Other please specify

Potential barriers.

Built environment Location of premises and services

Information and communication Customer care

Timing Stereotypes and assumptions

Cost Consultation and involvement

specific barriers to the strategy, policy, services or function

Please specify:

- Attitudes to waste and participation in recycling activities can vary. Perception of required bin capacity can also vary.
- Most communications are at the start of a scheme or when it changes, so new people to the area may not receive information. This particularly affects areas with a transient population.
- Information sent to the householder may not be passed on to the person responsible for recycling within the household.
- Changes to collection times may lead to a rise in complaints in first week/s if people think that their collection has been missed.

8. Positive and negative impact
Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers.

8a. Positive impact:

Areas of Possible Impact	Impact	Impact Level	Explanation & evidence (details of data, reports, feedback or consultations. This should be proportionate to the impact)
Council Tax payers	Positive	Low	The expected savings made on Landfill Tax could have a positive effect for Council Tax

			Payers as the savings realised from this policy will help remove the need for the Council to make savings and possible reductions in service in other areas.
Service Users	Positive	Low	80% of resident's city wide will have access to improved waste & recycling services. Reduced weekly capacity for residual waste where implemented raises user awareness of waste created and encourages behavioural change (i.e. reuse & recycle more).
Elderly / disabled people	Positive	Low	People who have difficulty in wheeling out their bin or putting out bags can apply for an assisted wheel out / collection.

Action required:

- Ensure the benefits of the expected savings are highlighted through the media plan and in the Frequently Asked Questions.
- Ensure a communication and education campaign will be in place and agreed before Alternate Weekly Collection Phase 1 is introduced.
- Develop waste policies to support implementation.
- Continue to provide support for assisted collections and ensure that when routes are redesigned all assisted wheel outs are transferred to new routes.

8b. Negative impact:

Areas of Possible Impact	Impact	Impact Level	Explanation & evidence (details of data, reports, feedback or consultations. This should be proportionate to the impact)
Age	Negative	Low	Some elderly people may find it harder to adapt to the change. (Brocklehurst JC. Br Med J 1993;306:832-4 & MORI Social Research Survey, August 1998)
Carers	Neutral	None	
Disability	Negative	Low	<ul style="list-style-type: none"> • Some people with a physical disability may find it harder to move their bin/bag containing 2 rather than 1 weeks of residual waste.
Race	Negative	Low	<ul style="list-style-type: none"> • A standard bin (240L) may not be big enough for large families. Black & Minority Ethnic (BME) groups have a higher likelihood of living in a large household, therefore a change in collection frequency may impact as larger households are more likely to produce more waste. (Leeds Strategic Housing Market Assessment. (2011).Leeds City Council.
Religion or Belief	Neutral	None	
Sex:	Neutral	None	
Sexual Orientation	Neutral	None	
Gender reassignment	Neutral	None	
Other:			

Larger households e.g. student housing, Houses of Multiple Occupation:	Negative	Low	<ul style="list-style-type: none"> Larger households may struggle to dispose of their waste due to the volume of waste produced e.g. large families may not have enough space in their residual waste bin for a fortnightly collection
Financial inclusion, poverty, social justice.	Negative	Medium	<ul style="list-style-type: none"> Those with collective responsibility for waste disposal i.e. People who live in houses with bin yards or flats with communal facilities, may have less incentive to manage waste created personally. <p>There may be an increased risk of fly tipping as residents who fail to recycle instead chose to dispose of their waste illegally. However A 2011 survey by Icaro Consulting and Sauce Consultancy found that households with AWC “are no more likely than their weekly counterparts to report a ‘serious problem’ with... fly tipping...” (Attitudes to Waste & Recycling in Britain, 2011. Icaro)</p>
Maternity/Families with young children.	Negative	Low	<ul style="list-style-type: none"> There may be an impact on families who have young children in nappies due to the high volume of waste created by the disposal of nappies.
Housing tenure.	Negative	Medium	<ul style="list-style-type: none"> There may be a lack of space to increase provision e.g. people with small gardens may not have room to store up to four bins for the various waste streams.
Other Vulnerable People e.g. Refugees / asylum seekers who do not speak/or have limited English. Some people with learning disabilities such as people living in resettlement Tier 1 / 2 accommodation.	Negative	Low	<ul style="list-style-type: none"> Residents may not be able to read & understand the Communications literature. As above.

Action required:

Overall some residents may view the implementation of fortnightly collections as being a reduction in service level in spite of an increase in recycling collections. The implementation of each phase will be managed through a comprehensive Communication Plan. A Communications Working group meets fortnightly to monitor the plan and ensure its implementation. Key to successful resident’s communications is the use of a team of waste & recycling advisors, managed by a dedicated Waste & Recycling Project Manager. The team will provide information and advice on managing their waste and increasing recycling. They will deliver a programme of targeted activities such as: road shows at

shopping or community centres; delivering door step communications; working with crews & locality teams in hot spot areas to tackle side waste; and responding to requests for support & advice to individuals via the Contact Centre or referred by crews & Councillors. They will proactively use Facebook and twitter to inform residents of forthcoming activities and provide useful tips and advice.

In each phase of the project the activities will be reviewed and targeted in line with the demographic groups and mosaic profiles. A Lessons Learned session will be held at the end of each phase in order to gather information to inform the next phase and overall success of the communications plan.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail: The New Recycling Service will not have a negative impact in this regard. These improvements are in response to the public's desire to recycle more and minimise the environmental impact of domestic waste produced in Leeds.

Action required:

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?

Yes

No

Please provide detail:

Action required:

11. Could this activity be perceived as benefiting one group at the expense of another?

Yes

No

Please provide detail: Whilst alternate weekly collections will be rolled out to 80% of the city, the remaining 20% will still have access to recycling. These will be tailored to the needs of each community e.g. continuation of current monthly or fortnightly collections;

communal recycling facilities, bin yards, etc. A methodology will be developed to identify areas to be excluded and not suitable for fortnightly collections. The Project Team will work with Operations and the Business Support Service Teams to ensure collections arrangements are in place for excluded areas, including access to recycling. Each Phase will be developed separately and monitored and reviewed once the rounds go live.

Action required:

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
<p>A communication and education campaign will be in place and agreed before AWC Phase 1 is introduced. A Lessons Learned exercise will be carried out after Phase 1 Go Live and used to inform Phase 2 and 3 Communications Plan.</p> <p>Revised plans will be developed for Phase 2 & 3</p>	<p>Sept '12</p> <p>March '13 / Summer '14</p>	<p>High participation & presentation rates. Low contamination rates. Low level of complaints.</p>	<p>Kim Regan</p> <p>Katie Goodall & Maggie Dawkins</p>
Set up a Citizen's Panel to review the effectiveness of Phase 1's Communication materials & activities.	July – September 2013	Citizen's panel recruited & survey forms completed.	Katie Goodall
Ensure that when routes are redesigned all assisted wheel / bag outs are transferred to new routes for each Phase.	Sept '12 Oct '13 Summer '14	No increase in number of missed wheel outs.	Development Team
Policy agreed & in place to enable larger households to apply for an additional black bin.	Jan '13	High participation & presentation rates. No increase in side waste. Low level of complaints.	Liz Behrens (Strategy & Policy manager)
Side Waste policy developed & agreed by Members in Phase 1 Area.	Sept '12 Review Oct/Nov '13	No increase in side waste.	Liz Behrens
Survey exercise carried out in each Phase planning period to assess where properties have space for additional communal green bins.	Oct '12 & Mar '13	Survey completed & additional storage provided where necessary.	Development Team & Waste & Recycling Officers.
Develop a methodology and solution for areas excluded from	July '12	High participation & presentation rates.	Paul Densley /

Action	Timescale	Measure	Lead person
Alternate Weekly Collections.	Updated for Phase 2: April-August '13 & Phase 3: Jan-Mar '14	No increase in side waste. Low level of complaints.	Greg Sallabank
Real nappy scheme already in place providing access to a subsidised nappy scheme.	N/A	Low level of complaints.	LB

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Susan Upton		

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board:
Waste Management Programme Board, tbc
- Other (please specify)

15. Publishing

Date screening completed	
If relates to a Key Decision send to Corporate Governance	
Any other decision please send to Equality Team (equalityteam@leeds.gov.uk)	